



**South East Cornwall Multi Academy Regional Trust**

# **Health, Safety and Wellbeing Policy (incorporating the support for students with medical conditions):**

**Looe Community Academy**

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## Introduction

1. The Local Governing Committee of Looe Community Academy recognises its key role in fulfilling the Trust's legal and moral responsibilities to persons who may be adversely affected by Academy activities.
2. The Academy is committed to ensuring, by all reasonably practical means, the health, safety and wellbeing of its students, employees, volunteers, visitors and contractors involved with the activities of the Academy. The Academy will seek to ensure that its legal duties and policy objectives are complied with at all times.
3. All foreseeable hazards associated with the Academy's activities will be identified and removed or controlled through a process of risk assessment, risk mitigation and risk management.
4. All employees will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.
5. The Academy will seek to inform students, parents or carers of any health and safety issues relevant to their child.
6. The arrangements for health, safety and wellbeing are detailed in the attached "Responsibilities" section.
7. The Academy will ensure, as far as is reasonably practical, that this policy (and its supporting documents) is kept up-to-date. A formal review and re-adoption of this policy will be carried out by no later than 1 September 2026.
8. The Academy expects staff to use common sense to inform their actions alongside agreed and accepted practice as laid down in this document. This is in acknowledgement that unplanned and unpredictable events can occur which go beyond anything that can be reasonably expected or planned for.

## Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and legislation, please see Trust HSW Policy for further information [click here](#).

## Roles and responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health, safety and wellbeing in the Academy. The individuals and groups identified are expected to have read and understood the Academy's policies and procedures for ensuring health, safety and wellbeing and to conduct their duties in accordance with them. Named individuals with specific responsibilities are listed in Appendix 1.

## **Local Governors**

Local Governors are given devolved responsibility from the Trust Board for ensuring that effective mechanisms and procedures are in place to enable the Trust Board to fulfil its responsibilities for health, safety and wellbeing. The Local Governing Committee will receive regular reports to enable them, in collaboration with the Headteacher, to prioritise resources for health, safety and wellbeing issues.

The Local Governing Committee has appointed a Health, Safety and Wellbeing Local Governor to receive information, monitor the implementation of policies, procedures and decisions and feedback on health, safety and wellbeing issues, as appropriate, to the Local Governing Committee, the Health, Safety, Wellbeing and Environment Committee, the Trust Strategic Officer and the Trustees.

The Local Governing Committee will approve the school's Health, Safety and Wellbeing policy, which will be reviewed at least annually.

The Health, Safety and Wellbeing Local Governor is identified in Appendix 1.

## **Headteacher**

The Headteacher has responsibility for:

- Day-to-day management of all health and safety matters in the Academy in accordance with the health, safety and wellbeing policy;
- Nominating a lead person to ensure students with medical conditions are identified and properly supported in the Academy and to support staff who are implementing a student health care plan.
- Ensuring regular inspections are carried out; the person/s that will carry out the inspection each term is named in Appendix 1.
- Submitting inspection reports to governors;
- Ensuring action is taken on health, safety and wellbeing issues;
- Passing on information received on health, safety and wellbeing matters to appropriate people;
- Carrying out accident investigations;
- Chairing the Academy's Health, Safety, Wellbeing and Environment Committee;
- Identifying and facilitating staff training needs;
- Liaising with governors on policy issues and any problems in implementing the health, safety and wellbeing policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Providing necessary facilities for all employees to be consulted on health and safety matters;
- Where contracts are negotiated directly between the Academy and the contractor, the Headteacher is also expected to monitor purchasing and contracting procedures, to ensure that their employer's health, safety and wellbeing policy is complied with.
- Ensure that the annual medical needs/asthma audit is updated annually or when an in-year child is admitted and that all medical information is passed on to the relevant staff.

The person responsible for liaising with contractors undertaking major works in order to ensure that the risk due to having contractors on site is monitored and controlled is named in Appendix 1.

The persons appointed with the authority of the Headteacher to request action from the Contractor where conditions are considered to be unsafe are named in Appendix 1.

### **Management Staff**

Management staff at all levels have responsibility for:

- Day-to-day management of health, safety and wellbeing in accordance with the health, safety and wellbeing policy;
- Drawing up and reviewing departmental procedures regularly;
- Carrying out regular inspections and making reports to the Headteacher;
- Ensuring action is taken on health, safety and wellbeing issues;
- Undertaking training for managers.
- Identifying and arranging role-specific training for staff.
- Sharing health, safety and wellbeing information to appropriate people;
- Acting on reports from staff, the Headteacher or Governors;
- Ensuring that all necessary risk assessments are being carried out by, and shared with, all relevant stakeholders (e.g. through standing item on department staff meeting agenda).

### **Employees**

All employees have a general responsibility, as far as reasonably practical, to ensure the health, safety and wellbeing of themselves and others who may be affected by anything they do or fail to do. In particular, employees have a responsibility for:

- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring that they undertake or read all relevant risk assessments for activities involving their students, colleagues, themselves, and where relevant, volunteers, contractors, visitors or members of the public.
- Ensuring protective equipment is appropriate, suitable, sufficient and used whenever needed;
- Participating in inspections and supporting the work of the Health, Safety, Wellbeing and Environment Committee, as appropriate;
- Bringing problems to the relevant manager's or responsible person's attention;
- Following DfE guidance for dealing with violent students;
- Reading the poster 'Health and Safety Law - what you need to know' (located in Staff Room);
- Undertaking general awareness training (mandatory for all staff).
- Undertaking the specialist training required for their role.

In addition, all employees have a responsibility to co-operate with the employer on matters of health, safety and wellbeing.

## **Volunteers**

Volunteers are considered to be unpaid employees and as such have the same responsibility as other employees, including to act in accordance with the Academy's policies and procedures for health, safety and wellbeing and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified teacher or member of SLT when working with students.

Volunteers are also expected to read and implement the staff code of conduct supplied to them.

## **Arrangements**

### **First Aid**

The Academy has assessed the need for first aid provision and has identified that a minimum of 5 fully qualified first aiders holding a Level 3 first aid at work qualification. In order to provide adequate emergency first aid on trips and visits, other staff may undertake Level 3 emergency first aid at work training.

### **Coordinator**

The first aid coordinator (named in Appendix 1) is responsible for overseeing the arrangements for first aid within the Academy. Their duties include ensuring:

- that first aid equipment is available and fully equipped at strategic points in the Academy including Reception, Student Services, kitchens, vehicles and classrooms;
- that the correct level of first aid equipment is maintained in each first aid box;
- that a sufficient number of personnel are trained in first aid procedures;
- that first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years);
- that the list of first aiders is kept up to date and displayed;
- that a record of all treatment provided to students is kept;
- that the Academy accident book is kept up to date, and that incidents are reported online to Cornwall HSW;
- that the annual medical needs/asthma audit is undertaken.

This person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury and report any observations to the Operations Manager.

### **First Aiders**

The first aiders listed in Appendix 1 will provide first aid treatment for anyone injured on site during the Academy day. They will also provide, as appropriate, first aid cover for:

- trips and visits;
- extra-curricular activities organised by the Academy (e.g. sports events, after Academy clubs, parents' evenings, Academy-organised fundraising events, etc.).

First aid cover is not provided for:

- contractors working outside of the school day;
- events organised by third parties (fetes, evening clubs, etc.).

First aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents and near misses (see Reporting of Accidents section).

Lists of first aiders and their contact details will be kept and displayed in the staff room and in Reception.

## **Administration of First Aid in the Academy**

### ***Treatment of Injuries***

The Academy will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.

In emergency situations, the first aider will call (or will instruct another member of staff to call) 999 and request that an ambulance attends, but any member of staff or student can call 999 and request an ambulance if they assess the need before a first aider arrives.

In non-emergency situations, where there is any doubt about the appropriate course of action, the first aider will be expected to consult with the National Health Service helpline, NHS 111 (dial 9-111), and, in the case of student injuries, with the parents/carers.

In the case of a student accident or medical emergency, a qualified first aider must be contacted by radio and they will follow procedures as per their training. The following procedures must be followed:

- If the first aider has been called because the student has been injured in an accident, full details must be reported to the Academy's nominated Health and Safety competent person via the Academy's online reporting system, which is the Academy's accident book. Additionally, if the student requires hospital treatment the incident must be reported to the Academy's Senior Team and Student Services;
- Once reported, we will be advised by Cornwall Council H&S team if the incident is reportable under RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013), and will report in accordance with HSE requirements.

### ***Suspected Head, Neck and Spinal Injuries to Students***

In the event of a suspected head, neck or spinal injury to a student it is the policy of this Academy, in addition to the normal first aid procedures, that the student's parent/carer is contacted and informed of the injury.

The attending first aider, in consultation with the parent/carer, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/carer.

In any case where there is any doubt about the student's wellbeing, the first aider is expected to phone 999 for an ambulance (emergency) or contact NHS 111 (dial 9-111) for advice (non-emergency) as appropriate.

### **Allergies**

All staff and students who suffer from allergies will be recorded in the medical conditions annual audit with treatments specified. Emergency actions for severe cases will be agreed and recorded in the Individual Health Care Plan (IHCP), including all relevant training undertaken by staff, and all staff are expected to be familiar with procedures.

### **Other Significant Injuries**

Any other serious injury will be notified to the parents/carer by the quickest means possible (normally by phone).

### **Hospital Treatment**

If a student has an accident or becomes ill, and requires immediate hospital treatment, the Academy is responsible for calling an ambulance in order for the student to receive treatment and immediately calling the student's parent or carer.

When an ambulance has been called, a first aider will stay with the student until the parent arrives or accompany the student to hospital by ambulance if required.

### **Administration of First Aid on Academy Visits**

All trips should be assessed for foreseeable risk and where appropriate accompanied by a trained first aider carrying a complete first aid kit unless a risk assessment suggests that the need could be met in an alternative way, for example where the venue confirms that first aid cover is provided.

If a student with medical needs requires specialist support, a trained first aider able to deal with the student's condition will accompany the trip and will take with them a copy of the student's Individual Health Care Plan (IHCP) and any medication or equipment that the student might require during the trip.

### **Residential Visits**

If first aid is required at the residential centre/accommodation the resident first aider will administer first aid and complete reports in accordance with relevant legal requirements for the residential centre/accommodation.

If first aid is required away from the residential centre, first aid will be administered by the first aider accompanying the trip.

The trip co-ordinator must inform parents/carers and will record details of any incident, ensuring that the Academy's treatment book and/or accident reporting system are updated on return.

### **Day Visits**

If first aid is required on a day trip, first aid will be administered by the first aider accompanying the trip.

The trip co-ordinator must inform parents/carers and will record details of any incident, ensuring that the Academy's treatment book and/or accident book are updated on return.

### **Academy Insurance Arrangements**

The Academy is covered by public liability insurance policies which will indemnify staff against any claims against them arising from the administration of first aid or medicine in accordance with this policy. A copy of the insurance certificate is on display in Reception and is on the Academy website.

## **Administration of medicines and treatments**

### **Medication**

The Academy has a designated safe, lockable place to store students' medication and has a nominated person who oversees medication and controls access to this place (see Appendix 1).

### **Prescribed Medicines**

Where the student's doctor or other clinician has prescribed any form of medication or other treatment that the student requires, or may require, during school days, the Academy will ensure that the student is able to access their medication or treatment in the most safe, efficient and stress-free manner for the individual student.

The way in which medication or treatment will be made available or administered will be agreed in advance with the student's parents/carers.

In the event of a medical condition the administration of medication and treatment will be agreed and recorded in the Individual Health Care Plan (IHCP)

Where medication or treatment is not part of a long term medical condition but is only required for a finite period, for example the completion of a course of anti-biotics, the student's parents/carers will be required to sign a Parental Agreement for the Academy to administer medicine.

In instances where the Academy is involved in administering medicine, or supervising the student's own administration, the record of regular medicine administered to an individual student form must be completed and kept with the student's Individual Health Care Plan or the parental agreement form for schools to administer medication form, whichever is appropriate.

If a student refuses to take their medication, staff will accept their decision and inform their parents/carers immediately.

### **Non-prescribed Medicines**

Non-prescribed medicines must not be taken into the Academy.

### **Staff Medication**

Medication for personal use by members of staff must be kept on their person or in a secure container (e.g. locker or locked drawer) to prevent unauthorised access.

## **Storage of Medicines**

Wherever possible, students will be able to access their medicines/relevant devices in the agreed location for self-medication, quickly and easily. On Academy trips the first aider accompanying the trip must carry any medication that would normally be available in the Academy.

Student asthma inhalers, provided by the parent/carer, will be held by the Academy for emergency use, as per the Department of Health's protocol.

## **Disposal of Medicines**

It is the responsibility of parents/carers to collect unused medicines from the Academy and dispose of them accordingly. The Academy's nominated person for the supervision of first aid and medication must check all medical stores at the end of the academic year to ensure that all medicines have been collected. In the event that a student's parent/carer fails to remove the medication after two reminders the nominated person must arrange for the medicines to be taken to a dispensing chemist or pharmacy for safe disposal.

## **Students with Special Medical Needs – Individual Health Care Plans**

Some students have medical conditions that, if not properly managed, could limit their access to education. Conditions include, but are not limited to epilepsy, asthma, severe allergies (some of which may result in anaphylactic shock), diabetes.

Such students are regarded as having special medical needs. Most students with special medical needs are able to attend the Academy regularly and the Academy provides support to enable them to take part in all activities, unless evidence from a clinician/GP states that this is not possible.

The Academy considers what reasonable adjustments it might make to enable students with special medical needs to participate fully and safely on Academy visits. The risk assessment for each trip will take account of any additional steps needed to ensure that students with special medical needs are fully included.

The Academy will not send students with medical needs home frequently or create unnecessary barriers to students participating in any aspect of Academy life; however, Academy staff may need to take extra care in supervising some activities to make sure that these students, and others, are not put at risk.

The Academy appreciates that students with the same medical need do not necessarily require the same treatment or adjustments. In order that the treatment that is best suited to the individual student is provided, an Individual Health Care Plan will be prepared for every student with special medical needs to help identify the necessary safety measures to support these students.

Parents/carers have prime responsibility for their child's health and should provide the Academy with information about their child's medical condition or needs.

Parents/carers, the student (if mature enough), and medical professionals should give details about the condition and its treatment, about the impact of the condition on the

student and their learning needs and any additional background information and identify any practical training requirements for Academy staff (and reserve staff).

The IHC plan must be agreed in time for the start of the relevant Academy term for a new student starting at an Academy or no longer than two weeks after a new diagnosis, or when a new student moves to the Academy mid-term.

## Accidents

### Reporting Officer

The Reporting Officer (see Appendix 1) is responsible for the collection of information and the completion of the Accident Report. In his/her absence, this role will be fulfilled by Deputy Reporting Officer (see Appendix 1).

All accidents, near misses and undesirable circumstances or dangerous occurrences must be recorded on the online Assessnet system. The reporting officer will review the incidents monthly to assess incidents and any possible patterns emerging.

The relevant member of staff attending the incident will record all accidents, near misses and undesirable circumstances or dangerous occurrences to the Reporting Officer, who will update Assessnet and will include:

- All accidents or incidents on site involving students or adults, members of the public, visitors or contractors;
- Specified Dangerous Occurrences (refer to <http://www.legislation.gov.uk/uksi/1995/3163/schedule/2/made> for list);
- Specified diseases (refer to [www.legislation.gov.uk/uksi/1995/3163/schedule/3/made](http://www.legislation.gov.uk/uksi/1995/3163/schedule/3/made) for list).

### Accident Investigation

All accident reports will be seen by the Headteacher who will decide if an investigation is necessary.

Accident investigations will be conducted by those staff listed at Appendix 1.

Major incidents will be reported to the Health, Safety and Wellbeing Governor.

### Accidents Reportable to the Health and Safety Executive

Reports of fatalities, major accidents and over-seven-day incidents will be forwarded to the Health and Safety Executive (HSE) as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) [www.hse.gov.uk/riddor/](http://www.hse.gov.uk/riddor/). This will be achieved through online reporting (via AssessNet) to and consultation with the Academy's Competent Persons at Cornwall HSW (see Appendix 1).

## Fire

### Fire Precautions Officer

The Health, Safety and Wellbeing Governor and the Headteacher are responsible for organising the Academy's fire precautions.

The Fire Precautions Officer (see Appendix 1) is responsible for:

- Arranging a fire evacuation drill at the beginning of the Academy year and at least once every term (once per half-term where practical)
- Recording the significant results of the fire evacuation drills
- Ensuring that the Fire Log is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, annual fire extinguisher checks, training etc.)

### **All Staff**

All staff are responsible for ensuring that students and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

Evacuation and Registration Procedures are detailed at Appendix 2.

Evacuation procedures are displayed in the appropriate areas.

### **Fire Assembly Points**

These are detailed in Appendix 2.

### **Personal Emergency Evacuation Plans (PEEPs)**

Any person (student, staff, visitor) that may not be able to evacuate the building efficiently in an emergency will require a PEEP, including for temporary conditions. For students with an Individual Health Care Plan, any requirement for a PEEP will be considered under that process and will form part of that plan. Completion of PEEP forms will be as follows:

- Students - to be completed by the SENDCo for conditions requiring an Individual Health Care Plan;
- Students - to be completed by the First Aid Co-ordinator for injuries/temporary conditions;
- Staff - to be completed by the Line Manager.

The Operations Manager will assist in developing the PEEP as required.

### **Electricity**

The Academy will undertake to inspect and test all portable electrical appliances by a competent person at a frequency appropriate to the equipment's use. The Academy has arranged for these tests to be carried out internally as identified in Appendix 1. All test certificates will be kept in the school office for the duration of the life of the appliance.

The Academy's fixed wiring will be inspected every 5 years.

### **Coordinator**

The Equipment Safety Coordinator (see Appendix 1) is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

The Equipment Safety Coordinator is also responsible for liaising with contractors to arrange for a whole Academy fixed wiring inspection every 5 years.

### **Personal Items of Equipment**

Where possible, rechargeable battery pieces of equipment should be used.

Personal items of mains electrical equipment should not be brought into the Academy for use by staff or students - if there is an educational need, then the Academy should resource the requirement.

If a personal item is required to be used in the Academy for a one off type event, then permission must be sought from the equipment safety coordinator and the equipment must have a current portable appliance certificate and preferably be used with a residual current device.

### **All Staff**

All staff will visually inspect electrical equipment before use for obvious defects.

Defective or suspected defective equipment will not be used, will be disconnected and removed to prevent others from using it, and will be reported to the equipment safety coordinator for repair/replacement (this can be done via the online Helpdesk).

### **Work Equipment**

Work equipment is subject to the Provision and Use of Work Equipment Regulations 1998 (PUWER) and further information can be found [here](#).

The Estate and Facilities Development Manager, Finance Manager and IT Manager (as relevant), will be responsible for overseeing the purchase of all work equipment, including machinery and hand or power tools.

All work equipment must be purchased from a reputable manufacturer for the type of equipment that is required and has the appropriate conformity marking and is labelled with the manufacturer's details.

Consideration must be given to the following factors prior to purchase and when in use:

- the suitability for purpose;
- the installation requirements;
- the positioning and/or the storage of the equipment;
- the service and maintenance regime, including the completion of log books;
- PAT testing (where required);
- training and safe use of the equipment.

Staff must not use new items of work equipment until appropriate training has been completed.

The health and safety information for each item of work equipment must be shared with those managing or using the equipment.

All work equipment must be visually inspected before use.

## Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 1992 explain what is required to protect staff from any risks associated with Display Screen Equipment (DSE) (e.g. computers and laptops). These Regulations only apply to staff that **regularly** use DSE as a **significant** part of their normal work (**daily, for continuous periods of an hour or more**). These staff are known as DSE users and a formal assessment must be undertaken. These Regulations **do not** apply to staff who use DSE infrequently or for short periods of time. However, **controls** may still be **useful** for these staff.

As employer we ensure that:

- workstations are analysed to assess and reduce risks;
- controls are in place;
- information and training is provided;
- free eye and eyesight test vouchers are provided on request from DSE users;
- following the eye or eyesight test, funding will be provided towards specific corrective spectacles if needed for DSE work beyond the normal prescription;
- assessments are undertaken when the user, the DSE, the furniture or the location changes.

Specific information on DSE, including advice and forms, is contained on the shared area within the HSW folder.

Staff that are DSE users must undertake the online training and complete a DSE assessment form (available in HSW folder – pass to Operations Manager). Staff that are not regular users will still benefit from the training.

The DSE guidance applies equally to those staff required to undertake work at home, for which further online training is available (although no DSE assessment form is required).

## Working Alone

It is recognised that, from time to time, it may be necessary for Academy employees to work in situations or locations which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday in the Academy on their own.

In such circumstances, the Academy and individual will assess the risk to employees and will introduce suitable controls to ensure that all risks are minimised.

Any staff wishing to work outside normal Academy hours must inform a member of the Senior Leadership Team giving as much notice as possible.

## Academy Security

The Estate and Facilities Development Manager is the person who is responsible for the security of the Academy at the end of the day by ensuring that doors, windows, skylights etc are secured and that alarms are set.

The Estate and Facilities Development Manager is also responsible for carrying out checks of the premises during the Academy holidays.

## **Academy Staff Responding to Call Outs**

Staff nominated as out of hours key holders are sometimes required to attend site following the activation of the alarm. In all cases of alarm call out the Security Company (see Appendix 1) and, as necessary, the Police will attend contacting the Headteacher by email if there is no break-in or by phone straight away if an incident has occurred.

## **Call Out Arrangements**

The Academy has introduced call out arrangements that reduce the possibility of injury to staff and which ensures that if an incident occurs support will be provided.

## **Security Company Attendance**

In any call out situation it is preferable to meet the Security Guard off site, before travelling to the site. This ensures that there will be at least two people present on arriving on site. The Security Guards have received the relevant training and will follow their procedures, which may require Academy staff to stay off site until their checks have been made.

## **Police Attendance**

In any call out situation it is preferable to meet the police off site or at a police station before travelling to site. This ensures that there will be at least two people present on arriving on site.

**An employee should never enter a building alone unless there is an urgent and important need to do so before assistance arrives.**

**No employee is expected to enter a building where it is believed that there is a significant risk.**

## **Violence and Aggression**

The Academy has adopted SMART's policy and guidance on Violence at Work.

The Headteacher is responsible for ensuring:

- All staff are aware of the policy;
- All staff are aware of the procedures for avoiding violence and aggression at work;
- All staff are aware of the procedures for dealing with violent and aggressive incidents;
- All staff are aware of the procedures for reporting violent and aggressive incidents (the same online procedure as for accident reporting);
- All staff are aware of the support facilities available to victims of violence and aggression at work;
- All incidents of verbal and physical abuse to be recorded using the on-line accident reporting system.

## **Arrangements for Supervision of Students**

The Academy will be open to students from 0800 to 1630 on normal school days, other than on Bank holidays. Between these times supervision will be provided.

Students will not be allowed on site outside of these times unless it is an organised activity supported by parent/carer consent forms (including arrangements for safe travel home) that is published in the weekly Bulletin.

## **Risk Assessment**

The staff will carry out risk assessments for all activities using appropriate methodologies.

The staff are responsible for managing the risk assessment process within their classrooms, the school, and all other activities involving their students, support staff, and others.

The Estate and Facilities Development Manager is responsible for assessing risks associated with the grounds and buildings.

The EVC is responsible for over-seeing and co-ordinating the safety of Educational Visits out of schools and individual teachers in charge will confirm with the EVC that their RAs are in place.

The Headteacher is responsible for producing relevant reports for the Governors.

Copies of risk assessments are available for activities in files held in each classroom and are available for general site and whole school activities online in the LCA shared area.

## **Safe Working Procedures**

The risk assessments will be used to develop safe working procedures which must be followed by all staff. Copies of safe working procedures are available in files held in every classroom.

## **Personal Protective Equipment (PPE)**

Personal protective equipment must be supplied to control the hazard as a last resort, i.e. where the hazard cannot be reduced to an acceptable level of risk by other means.

Where identified by the process of Risk or COSHH assessment, personal protective equipment will be supplied to staff or students.

Examples include eye protection, hearing protection, gloves, high visibility wear, helmets, footwear, protection from the weather.

Prescription safety spectacles and/or goggles will be provided free of charge for those staff whose work activities can be more safely delivered with such protective equipment.

The Estate and Facilities Development Manager will be responsible for the purchase of PPE ensuring that it is of the correct type, is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer. Where specialist PPE is required the Estate and Facilities Development Manager will refer to the Academy's HSW advisors for advice.

In addition, they will ensure that suitable arrangements are in place for storage, cleaning and replacement of PPE. Replacement PPE must be readily available at all times.

## **Staff**

When issued with PPE, persons are required to wear it where identified by Risk/COSHH assessments, use it correctly, keep it clean, store it correctly and report any faults so that replacements can be provided.

Activities must cease if PPE is not available.

## **The Control of Hazardous Substances**

All substances which may be considered hazardous to health have been assessed using the Health and Safety Executive COSHH Database [www.coshh-essentials.org.uk](http://www.coshh-essentials.org.uk) (except in Science where these are covered by the CLEAPSS Hazcard system).

### **COSHH Coordinator**

The COSHH Coordinator (Appendix 1) is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained.

The COSHH Coordinator is responsible for ensuring that COSHH assessments are seen and understood by those staff that are exposed to the product/substance.

The COSHH Coordinator is also responsible for ensuring that any updated COSHH assessments received are seen and understood by those who are exposed to the product/substance and that the COSHH file is kept up-to-date.

The COSHH Coordinator is responsible for ensuring that COSHH assessments are also obtained from contractors on site (both regular contracts such as caterers and from builders, decorators, flooring specialists, etc) where persons may be affected by their use on site or the storage of such substances/materials may need to be controlled.

In addition, any hazardous substances/materials being used by artists, crafters, etc. must have appropriate COSHH assessments before being used in the Academy.

### **All Staff**

All staff must ensure that they or their students do not use any potentially hazardous substance without first familiarising themselves with the requirements of the COSHH assessment.

## **Asbestos**

Due to the era that many of the buildings were constructed (pre 2000), asbestos is present and precautions need to be taken to manage the risks it presents.

In the majority of cases the presence of asbestos on site can be easily managed with the asbestos bearing materials remaining in situ and undisturbed.

Our asbestos risk management process includes:

- Training – key staff are trained in asbestos awareness (Estate and Facilities Development Manager, Caretaker, Operations Manager);
- Inspection – the facilities are regularly inspected by nominated contractors;

- Plan – the known and unconfirmed potential high risk areas are indicated on the asbestos plan, which is reviewed and updated at each inspection;
- Management – the asbestos management plan states our risk control mechanisms and is reviewed and updated at each inspection;
- Awareness – our procedure for managing work on site, including via contractors, requires the asbestos register to be reviewed and signed by those undertaking work on the fabric of the building.
- Disposal – any asbestos bearing materials will be safely removed supported by a process of risk assessment, with the engagement of specialist contractors where required. The register will be updated, including details of the disposal method.

## Working at height

Only those staff trained to work at height are authorised to undertake such work and use the associated equipment.

If your role requires you to undertake work at height, please arrange the necessary training via the Estates and Facilities Manager.

Support can be requested from the site team via the [Helpdesk](#).

## Manual handling

All staff are to undertake the online manual handling training and only undertake tasks that are within their own limits.

Staff that regularly move large, heavy or bulky items and those that use the associated handling equipment are to undertake face to face training.

Support can be requested from the site team via the [Helpdesk](#).

Students are not to be asked to lift, carry or move heavy objects. Be mindful that students are often unaware of their own limits and therefore prone to attempt to transport objects that exceed their personal capability.

## Arrangements for Procuring Contractors

Checks must be undertaken to assure the competence of any contractor or external agency that undertakes work on the school estate.

Membership of a professional body, such as CHAS, provides this assurance.

Advice and information on specific companies can be obtained from Cornwall Council HSW (see Appendix 1).

## Management of creatures on site

There are many educational and health benefits from interacting with creatures on a school site, but there are many considerations to address too, including the suitability of the creature for the role, the welfare of the creature (including arrangements for closed periods), the transmission of disease or infection from the creature to service users, the risk of bites, stings or scratches and the hygiene issue that creatures create.

Examples that deliver positive benefits include therapy or read-to dogs, fish and stick insects.

Staff wishing to bring or continue to keep creatures on site must go through an approval process of thorough risk assessment, benefits appraisal, confirmation of ownership (individual or Trust) and budgetary implications prior to Headteacher approval.

## Wellbeing

The general, long-term care of students and staff is equally important to their more immediate care in terms of their health or their safety covered in detail above.

For students, the Academy offers information on maintaining their physical and mental wellbeing through their Personal, Social, Health and Citizenship Education (PSHCE) and Relationships, Sex and Health Education (RSHE) programmes and PE curriculum, as well as providing specialist staff and relevant signposting for students with specific needs.

For staff, the Academy provides information on a range of topics, with links to specialist support services – this is available through the “Staff” tab on the Academy website (users must login to the website to access this tab) via this link.

In addition, the Academy provides an annual sport, health and wellbeing day to enable students and staff to explore and sample a range of activities to ensure they are informed of what is on offer in the local area.

## Appendix 1 – Named individuals with responsibilities

Responsibility	Named Individual
Trust Board Health and Safety Director	Lydia Lawson
SMART Operations Manager for Health and Safety	Lisa Sutcliffe
Health, Safety and Wellbeing Local Governor	Vacancy
Academy's competent persons	Cornwall Council's Health, Safety and Wellbeing Team [HandS@cornwall.gov.uk - 01872 323138 – anyone can seek advice direct, at any time]
The person/s who will carry out the visual inspection each term	Vacancy / Lisa Sutcliffe
The person responsible for liaising with contractors undertaking major works in order to ensure that the risk due to having contractors on site is monitored and controlled	Stan Minnette Reserve – Lisa Sutcliffe, Nigel Lacey, Paul Boyes
The persons appointed with the authority of the Headteacher to request action from the Contractor where conditions are considered to be unsafe	Stan Minnette Lisa Sutcliffe Kate Jackman Ed Gilbert Nigel Lacy Ben Jones
First aid coordinator	Gemma Riley Reserve – Mandy Woollett
The person who oversees medication	Mandy Woollett Reserve – Victoria White
Reporting Officer (Accidents)	Lisa Sutcliffe
Deputy Reporting Officer (Accidents)	Gemma Riley
Investigating Officer (Accidents)	Lisa Sutcliffe Reserve: Paul Boyes, Kate Jackman, Ed Gilbert
Fire Precautions Officer	Stan Minnette Reserve – Lisa Sutcliffe
PAT Testing Coordinator	Patrick Gilbert

	Eunice O'Connell
Headteacher	Paul Boyes
Operations Manager	Lisa Sutcliffe
Estate and Facilities Development Manager	Stan Minnette
Equipment Safety Coordinator	Stan Minnette
COSSH Coordinator	Stan Minnette
PPE Coordinator	Stan Minnette
DSE Coordinator	Lisa Sutcliffe
Coordinator for Students with Special Medical Needs	Hayley Gardner
Coordinator for Personal Emergency Evacuation Plans	Students - to be completed by Hayley Gardner for conditions requiring an Individual Health Care Plan Students - to be completed by Gemma Riley for injuries/temporary conditions Staff - to be completed by the Line Manager Oversight – Lisa Sutcliffe
Educational Visits Coordinator	Lisa Sutcliffe
List trained first aiders	Level 3 - First Aid at Work:  Gemma Riley Jackie Martin Stan Minnette Eunice O'Connell Pat Gilbert Many Woollett Mark Deacon Claire Marshall
Staff in each department responsible for ensuring that risk assessments are carried out	Samantha Day (Performance Studies) Liz Fowkes (Global Studies) Louise Irons (Maths) Lucy Oldham (English) Lisa Sutcliffe (whole-school activity) Anthony Thorpe (Science) Kate Jackman (Technology)
Staff trained in Team Teach	None

Security Company	Kestrel Guards (02380 865658)
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## Appendix 2 – Fire, Evacuation and Emergency Procedures

### **Alarm Operation**

Anyone discovering an outbreak of fire or other dangerous incident requiring evacuation must, without hesitation, shout “**Fire, fire, fire!**” and sound the alarm by operating the nearest fire alarm call point, which will be located at the nearest building exit.

### **Evacuation**

Students must be instructed to leave the building in single file and in a **quiet, calm, orderly** manner.

1. The person in charge of each class must indicate the exit route to be used and everyone must be directed to the playground behind the Sports Hall. Exit routes are clearly identified in each room.
2. All classroom and fire doors should be **closed** to minimise the spread of fire and smoke.
3. Specific arrangements must be made for anyone with any notified disabilities to ensure that they are assisted during evacuation. These will have their own risk assessment held with SENCO.
4. To avoid panic **no running** is to be permitted.
5. On staircases everyone must remain in **single file**. Overtaking of individuals must not be permitted.
6. **Lifts must not be used.**
7. Anyone who is not in class when the fire alarm sounds must go **immediately** to the assembly point.
8. Fire wardens will check their designated area to ensure all rooms are clear. They will then go to the evacuation point.
9. Students assemble by tutor group in alphabetical order.
10. **No one must be allowed to re-enter the building** until told to do so by the Fire Service in attendance, or the senior person in charge in the case of a fire evacuation drill or confirmed false alarm or non-hazardous alarm activation.

### **Evacuation of Mobility Impaired Persons**

Where mobility is impaired, people should be escorted to the designated refuge areas on the first and second floor landings of the lift shaft staircase (lifts must not be used) where they should await instructions, unless the threat of fire or smoke is obvious. This is to avoid the risk of injury through the unnecessary physical removal during any false alarms.

A message should be relayed to Deputy giving the names of the persons in the refuge areas to inform the roll call; radios are carried by staff accompanying staff or students using wheelchairs.

When necessary, mobility impaired persons will access escape routes from the first and second floors using specialist Evac Chairs (one on every staircase landing). Only staff trained in their use are permitted to use Evac Chairs; refresher training must be undertaken once per year.

### **Fire Wardens**

Nominated fire wardens will check all assigned areas to ensure that site is clear.

### **Roll Call**

The Deputy Headteacher is nominated to have overall responsibility to ensure that a roll call is conducted in the event of an evacuation. A roll call must be made to ascertain that no one remains in the premises. Any visitors or contractors in the premises at that time must be included. The roll call at the assembly point must be checked with the attendance registers and visitors book to verify that everyone is out of the building. The loud hailer is kept in the Headteacher's outer office and must be brought to the assembly point when the alarm sounds.

Attendance registers of students and staff, student-absence list, signing-out book, visitor book, students' emergency contact details and first-aid kit should be held in reception. They must be brought to the assembly point when the alarm sounds.

Each member of staff must report to the nominated person in charge of the evacuation procedure to verify that everyone in their charge is accounted for or to inform him/her of the number of persons missing.

**\*\*\*\* All will remain at the assembly point to receive further instructions\*\*\*\***

**\*\*\*In the event that there is a long delay in returning to the school, the critical incident policy will be implemented \*\*\***

Following an alarm being sounded, the Estate and Development Manager will locate the zone and identify the cause of the alarm, in order to inform the Deputy Headteacher and/or Fire Service, as necessary.

All radios will be changed to channel 16.

The Operations Manager will make the decision to contact the **Emergency Services by calling 999**.

The Science Technician will ensure isolation of gas taps in the labs and will control pedestrian and vehicle access to the front of the site and the car park.

### **Meeting the Fire and Rescue Service**

The Operations Manager will provide the Fire Officer with the Fire Log on arrival and direct them to the Deputy Headteacher in charge of the roll call who must identify themselves to the Fire Service. In doing so, vital information can be relayed to the Fire Officer which will dictate the necessary actions to be carried out by the Fire Service.

As soon as practically possible, all new entrants whether students or staff should be taken around the primary escape routes of the Academy. They should also receive instruction on the school fire evacuation routine and their responsibilities in the event of an emergency.

All members of staff shall each receive a copy of these instructions and be reminded annually.

In the case of newly engaged staff, instruction shall be given as soon as possible after appointment.

A record of the training and instructions given and fire drills held, shall be entered in the log book which is held in reception.

### ***Frequency of Fire Evacuation Drills***

Fire evacuation drills should be held at least once per term, preferably at the commencement of each term. Each fire drill should be started by a pre-determined signal and the whole premises checked as if an evacuation was in progress.

### ***Lockdown Procedure***

Looe Community Academy has a Lockdown procedure should it be required. The procedure is circulated internally and drilled at least once per academic year.