Trewidland Primary School

Health & Safety Inc. First Aid and Supporting Medical Conditions Policy

Adopted Date: October 2025
Current Status: adopted
Review Date: November 2026

Date	Details
30/09/2024	Updated in line with Trust Policy
10/10/2024	Reviewed and ratified by Governors
25/09/2025	Updated names of staff
02.10.2025	Reviewed and ratified by Governors

Contents

Introduction 4

Legislation 5

Roles and Responsibilities 5

Trust Board 5

Client Manager 5

Local Governors 5

Trust Head of Estates/Head of Operations 6

Headteacher 6

Management Staff 7

Employees 7

Volunteers 7

Students 8

Parents/carers 8

First Aid 8

Coordinator 8

First Aiders 9

Administration of First Aid in the School 9

Treatment of Injuries 9

Suspected Head, Neck and Spinal Injuries to Pupils 10

Allergies 10

Other Significant Injuries 10

Hospital Treatment 10

Administration of First Aid on School Visits 10

Residential Visits 11

Day Visits 11

School Insurance Arrangements 11

Administration of Medicines and Treatments 11

Medication 11

Prescribed Medication 11

Non-prescribed Medication 12

Staff Medication 12

Storage of Medicines 12

Disposal of Medicines 13

Off-Site Activities 13

Pupils with Special Medical Needs – Individual Health Care Plans....13
Accidents....14
Fire....14
All Staff....15
Fire Assembly Points....15
Personal Emergency Evacuation Plans (PEEPs)....15
Electricity....15
Coordinator....15
Personal Items of Equipment....16
All Staff....16
Work Equipment....16
Display Screen Equipment....16
Working Alone....17
School Security....17
School Staff Responding to Call Outs....17
Call Out Arrangements....17
Security Company Attendance....17
Police Attendance....17
Violence and aggression....18
Arrangements for Supervisions of Pupils....18
Risk Assessment....18
Personal Protective Equipment (PPE)....19
The Control of Hazardous Substances....19
COSHH Coordinator....19
Asbestos....20
Working at height....20
Manual handling....20
Arrangements for Procuring Contractors....20
Management of creatures on site....20
Wellbeing....21
Contracted Catering and Cleaning Services....21
Lettings....21
Gas Safety....22

Legionella....22
Smoking....22
Business Continuity....22
Appendix 1 – Named individuals with responsibilities....22
Appendix 2 – Fire, Evacuation and Registration Procedures....24
Alarm Operation....24
Evacuation....24
Evacuation of Mobility Impaired Persons....25
Roll Call....25
Meeting the Fire and Rescue Service....26
Instruction, Training and Recording....26
Frequency of Fire Evacuation Drills....27
Fire Evacuation Plan....27

Introduction

1. South East Cornwall Multi Academy Regional Trust recognises its legal and moral responsibilities to persons who may be adversely affected by the Trust's activities.
2. The Trust 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 Trust. The Trust will seek to ensure that its legal duties and policy objectives are complied with at all times.
3. All reasonably foreseeable hazards associated with the Trust's activities will be identified and either removed or controlled through a process of risk assessment and risk management.
4. All employees and volunteers will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.
5. The Trust 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 Responsibilities section.
7. The Trust will ensure, as far as is reasonably practical, that this statement of policy, individual school policies and all supporting documents are kept up to date. A formal review and re-adoption will be carried out annually.
8. The Trust 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 across the Trust. The individuals and groups identified are expected to have read and understood the Trust's and their individual school's policies (see Appendix 1) and procedures for ensuring health, safety and wellbeing and to conduct their duties in accordance with them, including ensuring their policy aligns with this document and ensuring any significant change proposals are ratified by the Trust Board. Named individuals at Trust Board level with specific responsibilities are listed in Appendix 1. Named individuals with school level specific responsibilities are listed in that school's policy.

Trust Board

As employer and operator of the business, the Trust Board is responsible for setting the strategy and direction for health, safety and wellbeing across the Trust, including publication of the Statement of Health, Safety and Wellbeing Policy, monitoring and reviewing delivery and performance in each school and identifying and prioritising resources to deliver their strategy. The nominated Trust Board Trustee will provide at every Trust Board meeting a report detailing the above from the relevant Client Manager.

Client Manager

The Trust's Client Manager will support the nominated Trust Board Trustee and support individual schools in the delivery of their health, safety and wellbeing responsibilities.

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 Governors will appoint a Health, Safety and Wellbeing Local Governor to receive information, monitor the implementation of policies, procedures and decisions and to feedback on health, safety and wellbeing issues, as appropriate, to the Local Governing Committee, the Health, Safety and Wellbeing Committee, the Client Manager 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 the school's policy and signs the approved policy in conjunction with the headteacher.

Trust Head of Estates/Head of Operations

The Trust Estates Team is responsible for managing health and safety arrangements across our schools - including building works, contract management, maintenance, and compliance in respect to fire protection, asbestos management, electrical inspections, gas inspections and structural safety. Responsibilities include:

- compliance and mandatory testing - done in line with regulatory requirements and with records recorded using the Trust's compliance platform - MyCompliance.
- the management of contractors including procurement, competency checks, risk assessment, supervision, adherence to relevant H & S legislation and contract compliances.

Headteacher

The headteacher has responsibility for:

- Day-to-day management of all health and safety matters in the school 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 school and to support staff who are implementing a student individual health care plan.
- Ensuring regular inspections of the school building and premises are carried out to ensure safety.
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- Reporting, as appropriate, to the Local Governing Committee, the Health, Safety and Wellbeing Committee, the Client Manager and the Trustees;
- Ensuring action is taken on health, safety and wellbeing issues;
- Passing on information on health and safety matters to appropriate people;
- Ensuring accident investigations and accident reporting is carried out;
- Chairing the school's Health, Safety and Wellbeing Committee;
- Providing adequate and appropriate staff training;
- Liaising with local governors on policy issues and any problems in implementing the health and safety policy, escalating where necessary;
- Co-operating with and providing necessary facilities for trades union safety representatives and all employees to be consulted on health and safety matters;
- Where contracts are negotiated directly between the school and the contractor, the headteacher is also expected to monitor purchasing and contracting procedures, to ensure that their employer's health and safety policy is complied with.
- Ensuring all risk assessments are completed and reviewed.

In the Executive Headteacher's absence, the Head of School assumes the above day-to-day health and safety responsibilities.

Management Staff

- Day-to-day management of health, safety and wellbeing in accordance with their school's health and safety policy;
- Carrying out regular inspections and making reports to the headteacher;
- Ensuring action is taken on health, safety and wellbeing issues;
- Arranging for the provision of staff training and protective equipment;
- Passing on to all relevant people all health, safety and wellbeing information;
- Acting on reports from staff, the headteacher, local governors, the Client Manager or Trustees;
- Ensuring that all necessary risk assessments are being carried out by, and shared with, all relevant staff (e.g. through standing item on department staff meeting agenda).

Employees

All employees have a general responsibility, so 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:

- Take reasonable care of their own health and well being and that of others who may be affected by what they do at work.
- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Model safe practice for pupils.
- 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 engaging with the relevant staff and the Health, Safety and Wellbeing Committee, as appropriate;
- Bringing problems to the relevant manager's or responsible person's attention;
- Following DfE guidance for violent students (guidance);
- Reading the poster 'Health and Safety Law - what you need to know', which is displayed in each school.
- Undertaking general annual 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

All volunteers have a general responsibility, so 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.

Volunteers have a responsibility to act in accordance with the school'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 expected to act only under the supervision of a qualified teacher or a member of SLT when working with students.

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

Students

Student health, safety and wellbeing remains the responsibility of those adults providing supervision.

Through their curriculum and other suitable opportunities, students will be educated in the fundamentals of being healthy, staying safe and developing a culture of long-term wellbeing, including through the identification and management of risk.

Parents/carers

Parents/carers are responsible for following the school's health and safety advice on-site and for reporting any health and safety incidents to a member of staff.

First Aid

The School has assessed the need for first aid provision and has identified that a minimum of 2 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 2 emergency first aid training.

Coordinator

The first aid coordinators (named in Appendix 1) are responsible for overseeing the arrangements for first aid within the School. Their duties include ensuring:

- that first aid equipment is available and fully equipped at strategic points in the School including Reception, Pupil 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 pupils is kept;
- that the School accident book is kept up to date, and that incidents are reported online to Cornwall HSW when required;
- 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 Headteacher.

First Aiders

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

- trips and visits;
- extra-curricular activities organised by the School (e.g. sports events, after School clubs, parents' evenings, School-organised fund raising events, etc.);
- First aid cover is not provided for: lettings, contractors on site outside of school term/hours
- 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 will be kept and displayed in the office.

Administration of First Aid in the School

Treatment of Injuries

School 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 can call 999 and request an ambulance if they assess the need before a first aider arrives.

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 pupil injuries, with the parents/carers.
In the case of a pupil accident or medical emergency, the following procedures must be followed:

- If the pupil has been assessed as being fit to walk, the staff member on duty must take him/her to the office area and call for a first aider (anyone with suspected spinal injuries must not be moved - see guidance below);
- If the pupil is unable to walk the member of staff on duty must call for a first aider to attend the pupil's location;
- The first aider will assess the situation, administer any first aid required and arrange for parents to be notified either by note home for minor bumps or scrapes or by a phone call if more serious;
- The first aider must record the incident and any treatment administered in the School first aid book. If the pupil has a suspected head, neck or spinal injury the guidance below will be followed;
- If medication is administered this must be recorded and the pupil's parents/carers notified;
- If the first aider has been called because the pupil has been injured in an accident, full details must be reported to the School's nominated Health and Safety competent person via the School's accident book. Additionally, if the pupil requires hospital

treatment the incident must be reported to the School's Senior Team and reported online to HSE/Riddor.

- The School's nominated Health and Safety Competent Person must decide if the incident is reportable under RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013), and report in accordance with HSE requirements;
- The first aid coordinator is responsible for ensuring that all first aiders are aware of these procedures and for checking that they are complied with.

Suspected Head, Neck and Spinal Injuries to Pupils

In the event of a suspected head, neck or spinal injury to a pupil it is the policy of this School, in addition to the normal first aid procedures, that the pupil'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 pupil's wellbeing, the first aider is expected to contact NHS 111 (dial 9-111) for advice or phone 999 for an ambulance as appropriate.

Allergies

All staff and pupils 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 taken by staff, and all staff 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 pupil has an accident or becomes ill, and requires immediate hospital treatment, the School is responsible for either:

- calling an ambulance in order for the pupil to receive treatment; or
- taking the pupil to an Accident and Emergency department;
- and in either event, immediately notifying the pupil's parent/carer.

When an ambulance has been called, a first aider will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance if required. Where it is decided that a pupil should be taken to an Accident and Emergency department, a first aider must either accompany them or remain with them until the parent/carer arrives.

Where a pupil has to be taken to hospital by a member of staff, they should be taken in a taxi.

Administration of First Aid on School Visits

All trips should be 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.

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

If a pupil with medical needs requires specialist support, a trained first aider able to deal with the pupil's condition will accompany the trip and will take with them a copy of the pupil's Individual Health Care Plan (IHCP) and any medication or equipment that the pupil 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 and our own.
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-coordinator must inform parents/carers and will record details of any incident, ensuring that the School's treatment book and/or accident book are update on return.

Day Visits

If the 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 School's treatment book and/or accident book are updated on return.

School Insurance Arrangements

The School 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 displayed in school.

Administration of Medicines and Treatments

Medication

The School has a designated safe place to store pupils' medication and has a nominated person who controls access to this place.

Prescribed Medication

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

The way in which medication or treatment will be made available or administered will be agreed in advance with the pupil'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 antibiotics, the

pupil's parents/carers will be required to sign a Parental Agreement for the School to administer medicine.

The procedure followed for the administration of medicine or treatment includes the following options in consultation with School staff, parents/carers and the pupil:

- The medicine will be held by the School in the designated place (office or office fridge) and, if it is to be self-administered, a member of staff will give it to the pupil and remain in attendance while the pupil administers the treatment. The School will maintain an individual log showing when the medicine was taken;
- The medicine will be held by the School in the designated safe storage container and a trained member of staff will help the pupil administer the treatment. This method is suitable for use with younger pupils. In these situations, the School will maintain an individual log showing when medicine has been administered;
- The pupil carries their own medication/treatment with them and administers it themselves as required; in these instances, the School is responsible for ensuring that the pupil has a suitable place to take their treatment in private if required and to ensure that staff are made aware that the pupil may need to leave a lesson or other activity to administer treatment so that they may do so without their actions being questioned or drawn to the attention of other pupils. Protocols for carrying or storing the medication and for restricting access by other pupils will be agreed in the pupil's Individual Health Care Plan;

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

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

Non-prescribed Medication

Non-prescribed medicines must not be taken into the School unless agreed by the Headteacher. These should be clearly named and kept with the completed parental agreement form for schools to administer medication.

Staff Medication

Medication for personal use by members of staff must also be kept in a secure location to prevent unauthorised access.

Storage of Medicines

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

Pupil asthma inhalers, provided by the parent/carer, will be held by the School for emergency use, as per the Department of Health's protocol. These are stored in pupil's classrooms.

Disposal of Medicines

It is the responsibility of the parents to collect unused medicines from the School and dispose of them accordingly. Office staff 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 pupil's parents/carers fail 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.

Off-Site Activities

The School has a policy and procedure for off-site activities which includes the assessment of medical needs of all involved in the trip (named co-ordinator in Appendix 1).

Pupils with Special Medical Needs – Individual Health Care Plans

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

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

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

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

Parents/carers have prime responsibility for their child's health and should provide the School with information about their child's medical condition. Parents/carers, the pupil if he/she is mature enough, and medical professionals should give details about the condition and its treatment, about the impact of the condition on the pupil and their learning needs and any additional background information and identify any practical training requirements for School staff.

When the School is first notified of a pupil's medical condition, the pupil's parents/carers will be invited to meet with School staff to complete and agree the Individual Health Care Plan and to discuss any other arrangements that the School can make to help the pupil to fit in as normally as possible with School life.

At this meeting the School will ask the parents/carers to confirm whether they want the pupil's condition kept confidential and if so to agree on who must be informed and what additional arrangements will be required to help maintain the pupil's privacy.

The plan must be agreed in time for the start of the relevant School term for a new pupil starting at a School or no longer than two weeks after a new diagnosis, or in the case of a new pupil moving to the School mid-term.

Accidents

- the school will appoint an accident reporting officer to report via AssessNet, in line with guidance, all accidents, incidents or near misses arising from the school's activities that involve students, staff, volunteers, visitors, contractors or members of the public;
- the school will appoint an accident investigator to ensure that reportable accidents, incidents or near misses are investigated and recorded on AssessNet and that any lessons identified are shared with the relevant persons;
- the school will review accident reporting statistical information to identify any trends in order to inform any preventative or mitigating action.
- Records will be held and disposed of in line with retention policy.
- Reporting of injuries, diseases or dangerous occurrences that may be defined under RIDDOR 2013 legislation are done in line with HSE and our LA Health, Safety and Wll Being team guidance.
- The LA Health, Safety and Well-being team review all incidents reported on AssessNET and make relevant reports to HSE on behalf of the Trust as required.

(see Appendix 1).

Fire

- the school's Health, Safety and Wellbeing Governor and the Headteacher are responsible for organising the school's fire precautions;
- the school fire officer is responsible for:
    - ensuring evacuation procedures are reviewed and communicated to staff, students and visitors;
    - arranging fire evacuation drills (at least once every term);
    - recording the significant results of the fire evacuation drills;
    - fire alarm testing to take place once a week;
    - ensuring that the Fire Log is kept up to date

- the school will review their fire risk assessment at least annually and upon any change that might impact on established fire precautions;
- the school will arrange a Personal Emergency Evacuation Plan (PEEP) for any person (student, staff, visitor) that may not be able to evacuate the building efficiently in an emergency, including for those temporary impairments.

All Staff

All staff are responsible for ensuring that pupils 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 at Appendix 2.

Personal Emergency Evacuation Plans (PEEPs)

Any person (pupil, staff, visitor) that may not be able to evacuate the building in an emergency without assistance will require a PEEP, including for temporary conditions. For pupils 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:

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

The Administrator will assist in developing the PEEP as required.

Electricity

- schools will arrange for fixed wiring installations to be checked and recertified every 5 years;
- schools will make arrangements for the testing of portable appliances at a frequency relevant to the equipment and its use.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

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 School 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 School for use by staff or pupils - if there is an educational need, then the School should resource the requirement.

If a personal item is required to be used in the School 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

- all work equipment must be purchased from a reputable supplier, taking into account installation requirements, suitability for purpose, positioning and/or storage, security, maintenance requirements, inspection, servicing, testing, training and procedures for the 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.
- Any potential hazards will be reported immediately to appropriate staff (Head/Operations Manager/Site Manager)

Display Screen Equipment

- staff that regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more) are known as DSE users and they must undertake a formal DSE assessment (and again at any change of location or equipment);
- DSE regulations do not apply to staff who use DSE infrequently or for short periods of time, although the same controls may still be useful for these staff;
- DSE considerations and controls apply equally when working from home, although a formal DSE assessment is not required;
- schools will provide information, training, eye and eyesight tests (on request from DSE users) and funding towards specific corrective spectacles if needed specifically for DSE work beyond the normal prescription;

Working Alone

- the school will assess and minimise the risks where staff are required to work on their own, including remotely on an occupied site, taking into consideration factors such as personal security, access to first aid, emergency notification and/or response,
- potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.
- if lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.
- the lone worker will ensure they are medically fit to work alone

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

School Security

The keyholder who is the last to leave the premises is the person who is responsible for the security of the School at the end of the day by ensuring that doors, windows, skylights etc. are secured and that alarms are set.

The Headteacher and caretaking staff are also responsible for carrying out checks of the premises during the School holidays.

School 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 Head of School by email if there is no break-in or by phone straight away if an incident has occurred.

Call Out Arrangements

The School 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 entering the site. This ensures that there will be at least two people present on site. The Security Guards have received the relevant training and will follow their procedures, which may require School 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

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

- schools should assess and mitigate the risk of violence of aggression towards staff and members of their learning community;
- all violent and aggressive incidents must be reported and recorded (via AssessNet) and support provided to victims;
- in dealing with violent and aggressive students where de-escalation strategies have not worked, staff must adhere to the DfE guidance on the use of reasonable force, which is aimed at the safe and effective control of students.

Arrangements for Supervisions of Pupils

The School will be open to pupils with supervision from 08:35 to 15:15 on normal school days, other than on Bank holidays.

Pupils 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).

Risk Assessment

- the school must ensure that:
- all reasonably foreseeable hazards are identified and either removed, or controlled through a process of risk assessment and risk management;
- the resultant mitigating actions are implemented in order to eliminate or minimise to an acceptable level the potential for any harm to arise from the school's estate, facilities, equipment or activities;
- all risk assessments are recorded and shared with all those affected.
  the school uses the LA Health, Safety and Well Being team AssessNet portal to support the management of risk assessments.

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

The Headteacher is responsible for assessing risks associated with the grounds and buildings.

The Educational Visits Co-ordinator 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 for activities and general site are available online and in the shared area.

Personal Protective Equipment (PPE)

- the school will provide PPE for staff and students, as identified via the risk assessment process;
- staff and students will wear the PPE whenever this is required;
- 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 Administrator 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 Administrator will refer to the School's HSW advisors for advice.

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 (except in Science where these are covered by the CLEAPSS Hazard 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 School is required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the relevant department head and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

- Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

- All hazardous products will be stored in lockable containers/rooms. With no access to students unless under the supervision of staff.
- Any hazardous products are disposed of in accordance with specific disposal procedures.
- Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Asbestos

- The school will engage expert bodies to inspect their premises for the presence (or potential presence) of asbestos;
- where asbestos is present (confirmed or potential), the school must ensure that:
    - key staff are trained in asbestos awareness;
    - the premises are inspected regularly by experts;
    - the asbestos register and management plan are reviewed and updated at each inspection;
    - the management plan states the risk control mechanisms;
    - procedures for managing work on site requires the asbestos register to be reviewed and signed by those undertaking work on the fabric of the building;
    - any asbestos bearing materials will be safely removed and disposed of by licenced specialists.

Working at height

- the school will to ensure that only those staff trained to work at height undertake such work and use the appropriate equipment to a commercial standard.

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.

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

- the school will ensure that checks are undertaken to assure the competence of any contractor or external agency that undertakes work on the school estate.

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 pupils and staff is equally important to their more immediate care in terms of their health or their safety covered in detail above.

For pupils, the School offers information on maintaining their physical and mental through their PSHE programme and PE curriculum, as well as providing specialist staff and relevant signposting for pupils with specific needs.

For staff, the School provides information on a range of topics, with links to specialist support services – this is available through the staff noticeboard in the staffroom.

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

Contracted Catering and Cleaning Services

The school contracts catering and/or cleaning services to external service providers. All necessary checks and assurances are carried out as part of the tendering and contract agreement process. The management of those services are monitored by the Trust Head of Operations. This includes ensuring that all H & S compliance requirements are kept up to date and staff are managed effectively. External contractor responsibilities include:

- Employee vetting responsibilities
- Risk assessments
- COSHH
- Allergen information and control

Adherence to H & S measures

Lettings

This Trust policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

Gas Safety

- installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- gas pipework, appliances and flues are regularly maintained
- all rooms with gas appliances are checked to ensure they have adequate ventilation

Legionella

- regular water checks (temperature) are carried out in line with guidance
- risk assessments will be reviewed when significant changes have occurred to the water system and/or building footprint

Smoking/Vaping

Smoking or vaping is not permitted anywhere on school premises.

Business Continuity

The Trust is responsible for ensuring that our schools can within reason continue to function effectively in the event of a critical incident e.g. a major fire or other significant risk affecting the health and safety of users.

The school has a separate Business Continuity Plan which is reviewed annually. Procedures will also be in place for Fire Evacuation/ Emergency Evacuation / Emergency Closure / Lockdown.

Appendix 1 – Named individuals with responsibilities

Responsibility	**Named Individual**
Trust Board Health and Safety Director	tbc
SMART Client Manager for Health and Safety	Ian Foy
Health, Safety and Premises Local Governor	Martin Cluer
School's Competent Persons	Cornwall Council's Health, Safety and Wellbeing Team [healthsafetyandwellbeing@cornwall.gov.uk 01872 323138] Kathryn Pipe, Executive Headteacher Amanda Cummings, Head of School

	Andy Sanders, Trust Estates and Facilities Officer Gary Powell-Jones, H & S Governor
The person/s who will carry out the inspection each term	Martine Cluer, H & S Governor/ Andy Sanders, Trust Estates and Facilities Officer/Kathryn Pipe, Executive Headteacher, Amanda Cummings Head of School
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	Andy Sanders, Trust Estates and Facilities Officer, Amanda Cummings, Head of School
The persons appointed with the authority of the Headteacher to request action from the Contractor where conditions are considered to be unsafe	Andy Sanders, Trust Estates and Facilities Officer
First Aid coordinator	Anne Sherrington
The person who oversees medication	Storage – Office staff Administration – staff members
Reporting Officer (Accidents)	Amanda Cummings
Deputy Reporting Officer (Accidents)	Anne Sherrington
Investigating Officer (Accidents)	Lead: Amanda Cummings, Head of School Reserve: Robin Spencer, SENDCO
PAT Testing Coordinator	Andy Sanders, Trust Estates and Facilities Officer
Estate and Facilities Development Manager	Estates Management Team
Equipment Safety Coordinator	Estates Management Team
COSSH Coordinator	Andy Sanders
PPE Coordinator	Anne Sherrington
Coordinator for Pupils with Special Medical Needs	Robin Spencer, SENDCo
Personal Emergency Evacuation Plan	Pupils - to be completed by Robin Spencer, SENCo/Headteacher for conditions requiring an Individual Health Care Plan Pupils - to be completed by the First Aid Co-ordinators for injuries/temporary conditions

	Staff - to be completed by the Line Manager
Educational Visits Coordinator	Kathryn Pipe
List trained first aiders	Level 3: FAW/Paediatric Megan Geeves Sue Hackett Michaela Smith Level 2: Mr J Frame (Sept 25) Mrs K Pipe (Sept 25) Mrs A Cummings (Sept 25)
Staff in each department responsible for ensuring that risk assessments are carried out	Amanda Cummings, Anne Sherrington, All teaching staff
Security Company	Kestrel Guards

Appendix 2 – Fire, Evacuation and Registration 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. The fire alarm is a sire-like sound. In the case of a lockdown, the alarm will NOT be sounded but staff will receive the verbal message 'Mrs Smith is in the building'. Staff to remain in classrooms, close doors, direct children to move under tables and respond to emails awaiting direction from leadership. If outside, move to the nearest safest place available.

Evacuation

On hearing the fire alarm, the person manning the office will call (999).

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

In the event of a fire being discovered on the school premises:

- The alarm will be raised through the Fire Alarm.
- Visitors should leave through the nearest Fire Exit.
- The class teacher should gather the class together and leave in an orderly fashion through the nearest safe exit, taking their register.

- Children should leave belongings behind and walk to the fire assembly point with their class teacher.

- A register should be taken to ensure no children are missing.

- The Headteacher should ensure that all staff are aware of the hazard and make every effort to check toilets and store cupboards before exit and collect the emergency evacuation pack – in the School Office.

- If possible, the emergency service should be called immediately.

- The fire assembly point is on the school field.

- On ensuring all the school community are accounted for, if possible, the school will then make its way to the Village Hall to await collection away from danger.

- At this point the Headteacher may remain at the scene until the emergency services have arrived.

Evacuation of Mobility Impaired Persons

Where mobility is impaired, people should be escorted to the assembly point.

Roll Call

The Head (deputised by the senior teacher) 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.

Attendance registers of pupils and staff, pupil-absence list, signing-out book, visitor book, pupils' 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.

Teachers - Collect temporary register from office staff. Call and mark with pen the paper copy with all pupils present and pass to the Headteacher (deputised by the senior teacher) to inform them of the number of persons missing. Teachers remain with their class and supervise them, standing at the head of the line to communicate with the Headteacher (deputised by the senior teacher)

Office Staff - check visitors and staff against registers and report to the Headteacher.

**** 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 Administrator (deputised by the senior teacher) will locate the zone and identify the cause of the alarm, in order to inform the Headteacher and/or Fire Service, as necessary.

The Headteacher (deputised by the senior teacher) will make the decision to contact the Emergency Services by calling 999.

The Administrator (deputised by the senior teacher) will control pedestrian and vehicle access to the front of the site and the car park.

Meeting the Fire and Rescue Service

The Headteacher (deputised by the senior teacher) will provide the Fire Officer with the Fire Log on arrival. 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. Typical information will be:

Is everyone accounted for?

If anyone is missing: How many? What is their usual location? Where were they last seen?

Where is the fire?

What is on fire (it may not be apparent)?

Are there any hazardous substances involved in the fire or stored in the building (e.g. chemicals, solvents, Liquefied Petroleum Gas or acetylene cylinders etc)?

Instruction, Training and Recording

During the first week of term or as soon as practically possible thereafter, all new entrants whether pupils or staff should be taken around the primary escape routes of the School. 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 and will include the following:

Date of the instruction or fire drill;
Duration;

Name of person giving the instruction;
Names of persons receiving instruction;
Nature of instruction or fire drill.

Administrator is responsible for organising staff training and the Headteacher co-ordinates the actions of the staff in the event of fire. The Administrator is responsible for ensuring appropriate recording.

Frequency of Fire Evacuation Drills

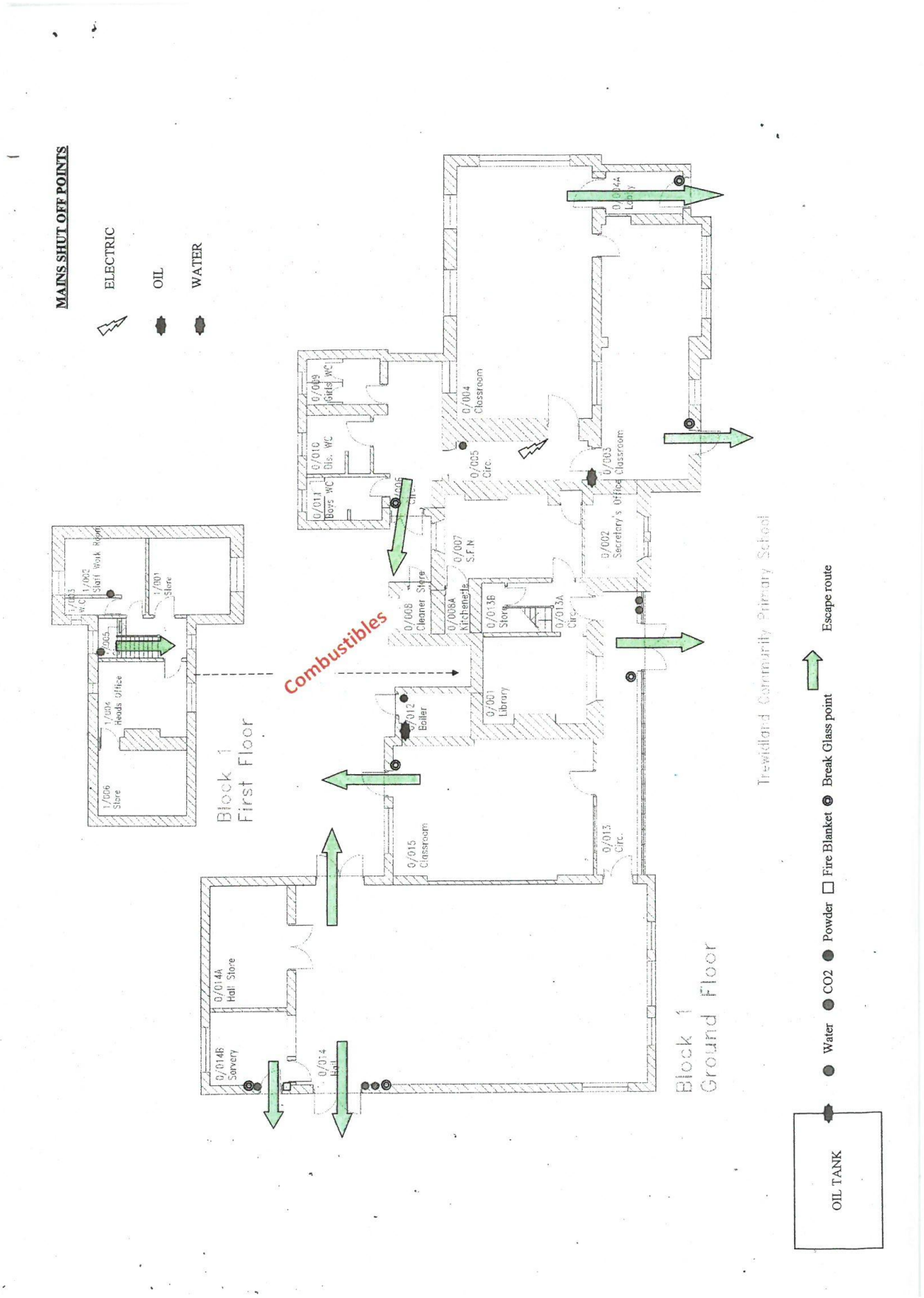
Fire evacuation drills should be held at least once per term, preferably at the commencement of each term. The fire drill should simulate that one escape route is not available. Each fire drill should be started by a pre-determined signal and the whole premises checked as if an evacuation was in progress.

Fire Evacuation Plan

See the appendix for an illustrative layout of the fire evacuation plan and the roles and responsibilities of staff in coordinating the roll call.

In the event of a fire being discovered on the school premises:

- The alarm will be raised through the Fire Alarm.
- Visitors should leave through the nearest Fire Exit.
- The class teacher should gather the class together and leave in an orderly fashion through the nearest safe exit, taking their register.
- Children should leave belongings behind and walk to the fire assembly point with their class teacher.
- A register should be taken to ensure no children are missing.
- The Head should ensure that all staff are aware of the hazard and make every effort to check toilets and store cupboards before exit and collect the emergency evacuation pack – in the School Office.
- If possible, the emergency service should be called immediately.
- The fire assembly point is on the school field.
- On ensuring all the school community are accounted for, if possible, the school will then make its way to the Village Hall to await collection away from danger.

- At this point the Head may remain at the scene until the emergency services have arrived.

Map of Trewidland School Buildings