



# St Erth Primary School

# Health and Safety

# Policy



**St Erth School**

*Caring, Sharing, Preparing for Life*

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## 1. Health and Safety (Statement of Intent)

Truro and Penwith Academy Trust recognises its legal duty of care to its employees, pupils and others who may be affected by the Trust's activities. It also recognises the management of health and safety is a business-critical function. We as a Trust will endeavour to:

- Always make the Health and Safety Policy available for all employees.
- Monitor for continuous improvement in our health and safety performance by setting targets consistent with the aims of the Health and Safety Policy.
- Routinely monitor and report to the Board of Trustees, who will ensure that the necessary resources are provided to support the Policy fully.
- Ensure that all personnel, employees or contractors are aware of their delegated health and safety responsibilities and are fully trained and competent to undertake the task asked of them.
- Ensure the Trust complies with current legislation regulations and standards and codes of practice.
- Communicate with employees on all matters affecting their Health Safety and Wellbeing.
- Carryout a regular review of all Risk Assessments, identifying proportionate and pragmatic solutions ensuring the risk is reduced.
- Encourage all staff contractors and visitors to identify and report all hazards so that we can all contribute towards improving safety throughout the Trust.
- Maintain our premises, providing and maintaining safe plant and equipment ensuring a safe working environment for all.
- Ensure our emergency procedures are in place across the Trust for dealing with all health and safety and safeguarding issues.
- Where risks cannot be eliminated they will be minimised by substitution, the use of physical controls or, safe systems of work or as a last resort through use of personal protective equipment.
- Ensure employees undertake training, where required, to ensure they can carry out their duties in a safe manner.
- Provide and maintain safe routes of access/egress as required under The Regulatory Reform (Fire Safety) Order 2005.
- Not to intentionally or recklessly interfere with any rules or equipment provided by the School and or Trust in the interests of Health, Safety or Welfare.
- Ensure an up to date copy of the Health and Safety policy is available for staff, contractors and visitors to view at all times.

The Health and Safety Policy will be reviewed annually and revised as necessary to reflect changes to the Trust activities or any changes to legislation. Any changes to the Policy will be presented to the Board of Trustees. This will then be brought to the attention of all employees', visitors, contractors of the Trust.

Signed: .....

Date: .....

(CEO Trust)

Signed: .....

Date: .....

(Headteacher)

# Truro and Penwith Academy Trust

## Roles and responsibilities

The Trustees have overall responsibility for ensuring that the Truro and Penwith Academy Trust's statutory obligations in respect of health and safety are met. The Chief Executive Officer, external Safety Advisors, Trusts Estate and Facilities Manager, Headteachers along with the School's employees are responsible for ensuring that satisfactory arrangements exist within their remit for meeting those obligations and how they will be met will be laid down in safety policy statements. They will also take all reasonable steps to identify and reduce hazards to a minimum. To assist in this all employees and pupils must be aware of their own and others safety in any of the Trusts activities, both on and off the Trust sites.

### **2 Trustees**

The Trustees have overall responsibility for ensuring that Truro and Penwith Academy Trust's statutory obligations in respect of health and safety are met. They will in particular:

- Monitor the effectiveness of the Trust's health and safety policies and the safe working procedures described within them and shall revise and amend them yearly.
- Identify all employees having direct responsibility for particular safety matters and other employees who are specifically delegated to assist the Trustees and Headteachers in the management of Health and Safety at each of our Academies. Such delegated responsibility must be defined as appropriate
- Carry out an annual health and safety performance review of this policy.

### **3 Chief Executive Officer**

The Chief Executive Officer has responsibility for implementing this Policy within each Academy in the Trust. They will:

- Ensure that satisfactory arrangements exist within each Academy for meeting those obligations, working with the Estates and Facilities Manager to ensure that suitable inspection schedules, preventative maintenance programmes and working procedures are established, which enables the Trust to fulfil its Health and Safety and compliance obligations under all current legislation.
- Have arrangements in place to draw the attention of all employees working within the Trust, to the Trust's Health and Safety policies and procedures and of any relevant safety guidelines and information issued by the Estates and Facilities Manager.

### **4 Estates and Facilities Manager**

The Estates and Facilities Manager is the designated Health and Safety Officer for the Trust. They will

co-ordinate all arrangements for the dissemination of information and for the instruction of employees, pupils, contractors and visitors on safety matters and to make recommendations on the extent to which staff are trained. This will include:

- Making arrangements for informing employees, children and pupils of relevant safety procedures and appropriately inform all other users.
- Ensure that regular safety inspections are undertaken throughout all the Trust Schools.
- Undertake annual reviews of the overall Health and Safety Policy and Risk Assessments, COSHH Assessments.
- Make all arrangements for the implementation of a compliant accident reporting procedure and draw this to the attention of all employees within the Trust as necessary.
- Support the Trustees by working with the Premises teams to ensure that employees with control of resources, both financial and other, give due regard to Health and safety.
- Support the Trustees by working with the schools to ensure that suitable inspection schedules, preventative maintenance programmes and working procedures are established which enable the Trust to fulfil its Health and Safety obligations. Ensuring all approved contractors are duly qualified and competent to carry out the task asked of them.
- Make arrangements for the implementation of a compliant accident reporting procedure and draw this to the attention of all employees within the Trust as necessary. Ensuring all RIDDOR reportable accidents are reported in a timely manner. Where required investigations are carried out, relevant actions are taken.
- Ensure the Head Teacher is carrying out the implementation, monitoring and development of all Health and Safety policies within the school.
- Monitor general advice on safety matters by relevant bodies and give advice on its application to the Board of Trustees, Management team and schools.
- Drive the implementation of all relevant Health and Safety policies and procedures throughout the Trust. Monitor as required.
- Investigate any specific Health and Safety issues identified within the Trust schools: taking or recommending, as appropriate, remedial action in a timely manner.
- Co-ordinate arrangements for the design and implementation of safe working procedures and practices throughout the Trust
- Carry out regular safety Audits of the schools and their activities and make recommendations on methods of resolving any issues identified within the report.
- Ensure the School has arranged for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe.
- Monitor the activities of third party contractors present on Trust sites and report any safety concerns to the relevant parties.
- Monitor each school's progress, compliance level within the Safesmart safety portal, reporting any areas of concern.

## **5 Headteacher**

The Headteacher is:

- Responsible for ensuring that all procedures and systems of work are designed to take account of reasonable Health and Safety considerations and are always properly supervised. Ensuring all employees, visitors and contractors abide by the Trust's Health and Safety Policy at all times.

- The Headteacher of the school has overall responsibility for the internal management and implementation of the Trust and individual Academy's Health and Safety Policy and procedures.
- Ensuring safe working practices and procedures throughout the School, including those relating to the provision and use of machinery and other equipment and apparatus.
- Ensuring that the Health and Safety training needs of all staff are identified, and appropriate training provided.
- Ensuring that sufficient and appropriate Risk Assessments are carried out and effective control measures are put in place and implemented by staff, contractors, visitors and volunteers.
- Ensuring that parents are kept informed on any Health and Safety issues and procedures in place to effectively manage Health and Safety within the school.
- Providing an annual Health and Safety Summary Report to the Trust.
- The health, safety and welfare of staff, students/pupils, visitors, contractors and any other person using the school premises.
- Ensuring safe working practices and procedures throughout the school, including those relating to the provision and use of machinery and other equipment and apparatus.
- Appointing members to the Health and Safety Management Group and directing that health, safety and security issues are put on the agenda of all appropriate meetings throughout the school.
- Arranging for appropriate supervision of students/pupils by carrying out periodic safety reviews and Audits.
- Making regular progress reports to local governing boards on the effectiveness of the implementation of the H&S Policy, and inform them about all relevant changes

## **6 Local Governing Body**

The Local Governing Body has the delegated responsibility to monitor the policy and nominate a Health and Safety governor to assist the Headteacher in the Trust's risk management. The Local Governing Body will: -

- Liaise with the Trust's Estates and Facilities Manager to ensure Trust policies are implemented by the School in a timely manner.
- Take reasonable steps to provide safe and healthy conditions for students/pupils, employees and others who may be affected by its activities.
- Ensure suitable and sufficient instruction, supervision and training are in place and to meet compliance with all relevant Health and Safety legislation.
- Set out all details of the organisation and arrangements in line with the Trust's Health and Safety Policy for the management of Health and Safety in the school, in writing and communicating to all employees
- Be committed to regular evaluation, monitoring and review of the effectiveness of its Health and Safety Policy
- Ensure there is adequate provision within the School's budget to enable the Health and Safety Policy to be carried out effectively.
- Undertake accident investigations as required and ensure reportable incidents stipulated under **RIDDOR** Regulations are reported to the Trusts Estates and Facilities Manager.



- Acknowledge and actively support the role and responsibilities of employee representatives and give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively.
- Participate and support the work of the Trust's Estates and Facilities Manager.

## **7 Trust Employees**

All employees must ensure they:

- Take reasonable care of their own safety
- Take reasonable care of the safety of others affected by their actions
- Observe all safety rules
- Comply with the Health and Safety Policy
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others at all times
- Dress sensibly and safely for their particular working environment or occupation
- Conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- Use all safety equipment and/or protective clothing as directed at all times
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- Maintain all equipment in good condition and report defects to their supervisor in a timely manner
- Report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- Report all accidents or near misses to their supervisor whether an injury is sustained or not
- Attend as requested any Health and Safety training courses and meetings
- Observe all laid down procedures for processes, materials and substances used
- Observe the fire evacuation procedure and the position of all fire equipment and fire exit routes and muster points.

## **8 Pupils**

All pupils must ensure that they:

- Co-operate with Teachers and school employees on health and safety matters
- Not interfere with anything provided to safeguard their own health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to a Teacher.

## **9. Visitors and Volunteers**

All visitors and other users of the school premises are expected, as far as reasonably possible, to observe the Health and Safety Rules of the Trust. It is the responsibility of contractors and their employees to read and comply with the Trust Health and Safety Policy.

All visitors must always sign in at Reception and wear an identification badge. Visitors must hand back their identity badge and sign out when they leave.

No mobile telephones or cameras are to be used on school property at any time, without the express permission of the Headteacher.

#### **10. Parents**

Parents are expected to support the Trust in any health and safety matter reported to them on newsletters and letters sent home.

#### **11 Safety Representatives**

Trade Union representatives have the right to:

- Investigate potential hazards and to examine the causes of accidents in the workplace.
- Investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work.
- Make representations to the Headteacher and or the Trust, as appropriate, on general matters affecting the health, safety and welfare of employees.
- Participate as an elected union representative in the work of the schools Health and Safety committee.
- Carry out workplace health, safety and welfare inspections, reporting their findings to the Headteacher and or safety committee and the Trust's Estates and Facility Manager.
- None of the above functions given to a Health and Safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

#### **12 Employee Liaison with Contractors**

Employees working in proximity to contractors on any Truro and Penwith Academy Trust Site have a responsibility to take appropriate action and report the matter to the Premises Manager or Headteacher if they observe the contractor, or their operative, using any working practice or item of equipment which the employee considers to be dangerous or potentially dangerous.

Employees must ensure that contractors arriving on site report to Reception so that all Contractors are checked against the School's central record, any contractor not on the School's central record must be accompanied at all times or refused entry to the School and its grounds. The asbestos register is to be read and signed at each visit by a contractor and before approval for any work to begin is given.

#### **13 Enforcing Authority**

The Health and Safety Executive are the Enforcing Authority for the Trust. If any enforcement officer arrives at School, they must inform the Trust's Estate and Facility Manager. If they arrive for a visit, then they must be granted full access to the school and must be accompanied at all times.

#### **14 Information Sharing**

It is the duty of all employees to co-operate with the Senior Management in fulfilling our legal obligations in relation to health and safety at work act 1974.

Employees must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare at any time.

Employees, visitors, contractors and volunteers are to report any safeguarding concerns to the schools safeguarding representatives as soon as possible.

Employees are required to notify to management of any unsafe activity, item or situation as soon as possible.

#### Employee Consultation

Employees will be encouraged to report any concerns regarding Health and Safety by means of emailing the Headteacher or reporting through the completion of a maintenance or defect request.


Recognised Trade Unions are invited to appoint representatives within each school.

### **15 Risk Assessments**

All staff must ensure only the new template for all Risk Assessments are used, they can be found on Safesmart [www.safesmart.co.uk/v5login](http://www.safesmart.co.uk/v5login) they are also available from the Trust's Estate and Facilities Manager.

Staff must ensure **ALL** Risk Assessments are to be printed and counter signed by the Headteacher, they are to be kept in paper form and filed for reference and Audit purpose.

Please see following page for an example of the new Risk Assessments.

RISK ASSESSMENT: Caretaking - Asbestos					
Establishment Name					
Persons at risk	Caretaking and cleaning staff				
Date of assessment	Oct-18				
Review Date	Oct-19				
		 <b>Truro and Penwith Academy Trust</b>			
Description Of Hazard	Current Control Methods (Including Safe Working Practice)	Severity	Likelihood	Risk	Are Control Methods Adequate
Asbestos survey	The supervisor must ensure that all known Asbestos in the Asbestos register is located and hazard labelled. Cleaning staff to be made aware of these locations and the need to avoid disturbing the asbestos material.	Death	Very Unlikely	Low 5	Yes
Lack of asbestos monitoring	The supervisor will undertake monthly checks on asbestos locations to check for signage and any damage or disturbance	Death	Very Unlikely	Low 5	Yes
Damage to asbestos	Cleaning staff to be instructed to report any damage, cracks etc to any asbestos material immediately to the supervisor. On identifying damage to any asbestos location the cleaner must leave the area undisturbed and NOT attempt to clean up.	Death	Very Unlikely	Low 5	Yes
Visiting contractors	The site supervisor will ensure any contractors check and sign the Asbestos register before any works commence	Death	Very Unlikely	Low 5	Yes
Emergency procedures	There must be an emergency procedure in place in the event of release of Asbestos fibre/dust. There must be a nominated specialist contractor to contact in emergency	Death	Very Unlikely	Low 5	Yes
				0	
				0	
				0	
<b>NOTES &amp; APPROVAL</b>					
Assessor	Clive Ellacott				
TPAT H&S Manager	John Eddy				
Supervisor					
Headteacher/EVC					
Year Group/s					
Activity/Trip					
Date					

## 16 Employee Information

Employees will be asked to familiarise themselves with a copy of the new Health and Safety Policy and asked to read the policy to ensure they understand their roles and responsibilities. Their line manager will ensure any issues they have are dealt with or raised with the relevant Manager for clarification.

Key Health and Safety Information will also be included in the new staff handbook. This will be issued to all employees on commencement of work for the Trust or School.

New employees will be given Health and Safety information and training on their induction, this will include any additional training required to allow them to competently carry out their role.

They will have online training in the use of the Safesmart portal, to include all training available to them.

Management Meetings will include a regular item on Health and Safety for discussion. Minutes of the meeting must be circulated to the Trust's Estate and Facilities Manager.

## **17 Information for Pupils, Visitors, Contractors and Volunteers**

Information for pupils will be given at assemblies and in lessons as required.

Information for parents will be given on the school website, in parent handbooks and through letters and newsletters sent home.

Information on safeguarding and Fire procedures for visitors and volunteers will be provided during the signing in procedure at school reception.

Information for contractors, will be passed to them via email from the school premises team, some information may also be issued via the TPAT Estates and Facilities Manager.

## **18 Training**

The Trust will ensure employees carry out training, where required, to ensure they can always undertake their duties in a safe and competent manner.

Health and Safety training, any statutory training required to enable a member of staff to safely carry out their duties, will be identified by the Headteacher, and the Estates and Facilities Manager. It is the responsibility of each employee to ensure they keep their training up to current legislation. Failure to do so may result in disciplinary action being taken.

Online training is available on the Safesmart portal, this can be found by logging on to <https://sl.safesmart.co.uk/login/> this is available for all employees who have been identified as having training requirements as a result of their role or their particular circumstances. Records of this training must will be retained for monitoring and Audit purposes. Training not available on the Safesmart portal, must be agreed with your line manager.

It is the responsibility of each employee to ensure they keep their required training up to date, giving their line manager adequate time to release them to carry out any out of school training.

## **19 Reviewing and Monitoring**

The annual review of all matters relating to Health and Safety will be reported to the Board of Trustees for review and monitoring. This will include all key performance indicators this will need to include, all RIDDOR reportable accidents along with Near Misses. The report will need to include Health and Safety training requirements, safeguarding incidents and any Health and Safety Executive site visits. The Trust's Estate and Facilities Manager will report to the Board the findings of any Internal Audit and inspections carried out over the last year.

All Risk Assessments must be reviewed annually; this is to ensure any changes have been considered since the last Risk Assessment was completed. Any reviewed Risk Assessments are to be signed by the Headteacher and held on file. This must be cascaded to the relevant employees, contractors and visitors along with all volunteers. All new Risk Assessments are to be completed using the new

formatted Risk Assessment template, this can be found on the Safesmart portal under the TPAT New 2018 Risk assessments.

## **20 Accident Reporting and Investigation**

Any accident or injury or near miss are to be reported on the Safesmart portal, the Headteacher must be informed immediately. Accident forms can be found on the Safesmart portal as well as with all first aid boxes, forms must be completed as soon as practically possible. The Estates and Facilities Manager will ensure that the Board of Trustees are informed of all accidents of a serious nature and any dangerous occurrences. The Estates and Facilities Manager where applicable follows the requirements of current legislation.

All significant incidents that are considered to be dangerous or near-miss situations are to be reported to the Estates and Facilities Manager and Headteacher. An immediate investigation into the incident should be carried out in order to identify the cause of the incident and measures taken to prevent a reoccurrence. The findings are to be sent to the Estates and Facilities Manager for information and reporting to the Board of Trustees.

## **21 Rules Covering Gross Misconduct**

An employee found to have acted in any of the following ways will be subject to disciplinary action which may lead to dismissal:

- A serious or wilful breach of Safety Rules
- Unauthorised removal or interference with any guard or protective device
- Unauthorised operation of any item of plant or equipment
- Unauthorised removal of any item of first aid equipment
- Wilful damage to, misuse of, or interference with any item provided in the interests of Health and Safety or welfare at work
- Unauthorised removal or defacing of any label, sign or warning device
- Horseplay or practical jokes which could cause accidents or incident
- Making false statements or in any way deliberately interfering with evidence following an incident or dangerous occurrence
- Misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment
- Deliberately disobeying an authorised instruction.

## **22 Asbestos**

To assist the Trust in achieving its objectives the School will protect employees, pupil's contractor's visitors and volunteers potentially exposed to asbestos as far as is reasonably practicable. No work that could disturb asbestos will be allowed to take place. Unless the correct protocols have been agreed and are in place, only the Trusts approved Asbestos removal company will be permitted to carry out such works. The Trusts Estate and Facilities Manager will oversee the Risk Assessments and Safe working practices for these works.

If you notice any material that causes you concern or you become aware of any damage to asbestos containing material, you must report it immediately to your Line Manager Headteacher or premises team. Who will trigger the protocols ensuring the area made safe and the materials tested

Any breach or disturbance of the known asbestos must be reported to the Trusts Estates and Facilities Manager along with the Headteacher, the area must be cordoned off, the school will be required to contact the Trusts approved contractor to carry out the cleaning and making safe of the area.

**ALL** contractors are to read and sign the Asbestos register, upon arrival to the school prior to any commencement of any works.

**The school must ensure they keep their Asbestos register up to date and ensure all changes are recorded within the register**

### **23 Contractors**

The Trust will, co-ordinate, control and monitor the activities of contractors to effectively minimise any risks presented to employees, children staff visitors and volunteers and members of the public.

The Trust recognise that they have a duty of care to those contractors' employees working on their premises, will retain and maintain a register of the Trusts approved contractors including holding information for each including their Health and Safety policy and procedures, letter of assurance, insurances, Risk Assessments and safe working practices. The Trusts Estates and Facilities Manager will review by constantly reviewing and sanctions will be applied because of poor Health and Safety performance including written warnings, suspension and removal from the register. The School must ensure all contractors who require being part of a trade body are checked for their registration, this must be documented and kept on the contractors file.

### **24 C.O.S.H.H**

The Trust will take all reasonable steps to ensure exposure to all employees' pupils' visitors and volunteers to substances hazardous to health is prevented or at least controlled to within statutory limits.

To assist the School in achieving its objective the school will give sufficient information and C.O.S.H.H training to all staff to ensure full understanding of the hazards to health posed by substances in the workplace. The importance of the control measures provided within the C.O.S.H.H. Risk Assessments and data sheets provided with the product Employees must not put themselves in harm's way by using any Hazardous substance, without consulting the information provided and ensuring they are trained and competent to use the product provided. Staff should also be trained in the use and storage of all Personal Protective Equipment. All staff must sign for all PPE provided to them, ensuring the correct PPE is purchased for the product they are using, this information can be found on the products data sheet.

### **25 Disabled Persons**

The Trust will give full and proper consideration to the needs of disabled employees, volunteer's pupils and visitors.

The school will ensure they are too:

- Treat all disabled employees, pupils and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to all the school's facilities
- Ensure that Risk Assessments are undertaken to insure all needs are met and carry out reasonable adjustments to the premises and/or employment arrangements where possible
- Report any employees found treating their disabled colleagues with less than the expected standards of respect and dignity

- In an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises, ensure this information is shared with the Employees and fire Marshalls.
- The disabled or adapted toilet must have a disabled call alarm fitted, this will require weekly testing and recording on the Safesmart system.

## **26 Display Screen Equipment**

All reasonable steps will be taken by the Trust to assure the Health and Safety of employees and pupils who work with display screen equipment.

All employees who work with display Screen Equipment as a large part of their working day will be required to undertake DSE training on Safesmart portal, this will include the completion of a DSE Risk Assessment form for their work station.

Any indifferences noted from the assessment must be raised with their line manager for review. Once the review is complete the indifferences will require updating on the risk Assessment, this will require reviewing should any changes be made to the working station. All DSE Risk Assessments must be reviewed every twelve months.

## **27 Driving**

Driving is an integral part to some roles within the Trust and as such requires driving on company business.

Drivers will remain responsible for their own safety and that of others and must always comply with the Highway Code and Road Traffic Act.

All drivers claiming mileage allowance must hold valid business insurance on the vehicle they are claiming mileage allowance for.

All drivers are reminded they should not drive if they are feeling unwell or if they know the vehicle they are using is not road worthy.

### **Line Managers' Responsibilities**

It is the responsibility of Line Managers to ensure that staff understand their responsibilities as set out in this policy. They must:

- Support random sampling and checking of driver and vehicle related documentation;
- Challenge unsafe attitudes and behaviours and encourage staff to drive safely, leading by personal example;
- Take account of any health or personal concerns that could impair an employee's ability to drive safely whilst on Academy Trust business;
- Review motoring convictions reported to them by staff and assess the impact this may have on the ability of the employee to fulfil their duties.



## **Fatigue**

Truro and Penwith Academy Trust employees must not drive on Trust business while tired. They should not start a journey if over-tired nor drive for an excessive number of hours:

- Journey timings should be planned to enable a break of at least 15 minutes to be taken every two hours of driving;
- When driving long distances for work employees and/or their Line Managers should risk-assess the whole day, considering the amount of time spent working and travel times, traffic and weather conditions; lone working must also be factored in when compiling a risk Assessment.
- The Trust recognises that many employees want to return home at night. Staff and Line Managers, however, must discuss and plan work schedules so that there is not a need to drive when they may be tired.
- If the journey destination likely to take more than three hours to reach, an overnight stay must be considered.
- The law requires that drivers must tell the Licensing Authority without delay about the onset or worsening of any health condition likely to impair their ability to drive safely. Examples are giddiness, fainting, blackouts, epilepsy, diabetes, angina, coronaries, high blood pressure, vision disorders, mental illness, alcoholism, drug taking, and loss of (or loss of use of) a limb.

## **28 Mini-Bus Driving**

Driving at work/ including hiring or driving of minibuses and coaches

The Trust has a duty to ensure the safety of staff and pupils on and off the premises including transport between place of work or during school trips.

Arrangements/Responsibilities:-

- The school must ensure that have an onsite traffic management plan
- These arrangements apply to all mini-buses, whether Trust owned or hired. Any staff who drive mini-buses will receive appropriate training.
- All trips abroad are to be approved by the Headteacher and insurance administrator.

Driver Requirements:

- All drivers must have held a car (category B) driver's licence;
- All drivers must complete the Trusts mini-bus driver training programme (MIDAS scheme) and have completed both theory and practical tests (including the use of accessible mini-buses where necessary). Drivers are required to attend refresher training every three years;
- Incidental drivers (those not employed solely to drive mini-buses) must hold a D1 category on their driver's licence when driving mini-buses with up to a maximum of 17 seats including the driver. This entitlement to drive mini-buses would have been automatically granted to drivers who took their test before 1997 and would be shown as categories A or B on old style licences or as category B and D1 on a new style licence. As this entitlement can be removed by the DVLA when issuing a replacement licence, staff would need to check they have retained this entitlement.

- Incidental drivers without a D1 entitlement (i.e., who took their driving test after 1997) must hold a PCV licence to drive mini-buses weighing over 3.5t (in most cases this will apply to mini-buses with 17 seats);
- Where drivers hold the PCV category on their licence (not the D1 entitlement) the MIDAS training must be completed three years after passing their PCV.
- A PCV licence is required when driving mini-buses in other European countries.

#### Authorisation Requirements:

- The Trust vehicles cannot be used on or off Academy property without prior authorisation and booking;
- All drivers must submit their driver's licence annually to the school secretary for inspection, this must be recorded;
- All drivers must notify their Line Manager of any offences and any pending prosecutions;
- All drivers must inform their Line Manager of any medical condition that could affect their ability to drive safely.
- It is the responsibility of the driver to make simple pre-journey vehicle safety checks, e.g., lights, brakes, mirrors, tyres (which would have been covered during the MIDAS and/or PCV training). This must be recorded in the mini bus logbook.

#### Mini bus Drivers responsibilities

Drivers will remain responsible for their safety and others and must always comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform the school of:

- Anything that could affect their driving, e.g., health conditions or injuries, use of prescribed medication
- Changes to their licence such as limitations, offences recorded, period bans
- Vehicle defects that affect ability/safety to drive
- Any accidents/incidents that occurred whilst driving on behalf of the school or Trust.

#### **Before driving, drivers' must:**

- Carry out a pre-use vehicle check, this is required to be recorded in the mini bus log book
- Allow sufficient time to drive allowing for traffic, poor weather and rest breaks
- Ensure sufficient rest
- Be physically fit, with zero alcohol level and not under the influence of drugs that may affect their ability to drive
- Adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety.
- Whilst driving, drivers must:
- Drive in accordance with the applicable law
- Take regular rest breaks every 2-3 hours or at first signs of tiredness
- Always Remain in control of the vehicle
- Do not smoke in the mini bus at any time, or allow anyone to smoke in the vehicle
- Do not use a mobile phone or other electronic device.

#### General requirements:

- Employees must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit
- Employees must not carry unauthorised passengers or unauthorised loads
- Employees must not use vehicles for unauthorised purposes
- Employees must not load vehicles above the stated capacity

#### Other conditions to be observed:

- After each period of one year, the school Secretary will check all current drivers to ensure that they are still fit to drive and meet the requirements above.
- Three years after a driver has been on the list, they will be submitted for a short refresher familiarisation course.
- It is the Trust's policy that if there is a trip which involves a driver being in charge on an extended day, then a second adult should accompany the party and that person should be competent to share the driving to reduce the possibility of driver fatigue. An extended day is anything beyond 7.00 pm when the driver started work at 8.45 am. This requirement is non-negotiable.

#### Vehicle Pre-checks

Whilst the school will ensure a monthly check of the condition of the mini-buses, drivers are responsible for the following checks before embarking on their trips:

- Carry out a visual inspection of the mini-bus which includes tyre pressure checks and that the windscreen and glass is clean and can be seen through
- Check brakes to see that they are functioning correctly
- Ensure that mirrors and seat are in the correct driving position
- Check that all lights are functioning correctly
- Ensure that all seat belts are being worn. This includes all passengers who must wear a seat belt
- Ensure that the windscreen washer system works and that wipers are functioning correctly
- Ensure that the vehicle is correctly loaded and that no more than the maximum number of passengers are being carried
- Emergency exits must not be blocked
- Ensure that all doors correctly open and close
- Check that you have enough fuel for your full journey
- As soon as possible after moving off, the driver should carry out a running brake test and at the same time, check the operation of the seat belts
- At intervals throughout the journey, all instruments and warning lights should be checked, and necessary action taken if a fault is indicated
- Make sure that no rubbish is left on the vehicle and ensure that no malicious damage has occurred to the interior of the vehicle
- At the end of the journey the driver must lock and make the vehicle secure. Keys should only be taken just prior to the use of the mini-bus. The keys should be returned immediately after use.

### Passenger Responsibilities

- Passengers should wear seat belts and always remain in their seats until instructed otherwise
- Passengers should never distract the driver by shouting, etc.
- Passengers must make sure that escape routes are not blocked by bags, etc.
- Pupils are Ambassadors of the School and must never bring its name into disrepute by gesturing, etc.
- Passengers found to have vandalised the mini-buses may face a ban from using it again and be required to pay for damages.

### Accident Procedures

If an accident occurs and any personal injury or damage to third party property is involved, then the driver must stop.

He/she must be prepared to give their name and address and details of the owner of the vehicle to a Police Officer or any other person having reasonable grounds to ask.

If for any reason the driver is not able to give these details then he/she must report in person to a Police Station as soon as practically possible, otherwise an offence is committed and, in any event, not later than twenty-four hours afterwards.

For minor accidents report the accident immediately to the school and complete the appropriate forms for onward transmission to our insurers.

Serious accidents should be reported directly to the Headteacher as soon as possible.

### Breakdown and Recovery

The mini-buses are covered for breakdown and recovery. Details of how to contact the providers and our membership numbers are available from the school and should be held within the mini bus

### First Aid

All mini-buses must contain first aid boxes which are checked at the end of each term. Any use of the first aid kit must always be reported as soon as possible thereby maintaining a full first aid kit.

### Monthly Checks

Monthly checks of the mini-buses will be carried out and recorded. Any defects in the mini-buses noted by staff should be notified immediately to the nominated person who will then determine whether the vehicle should be taken off the road and repairs carried out. The mini-buses are to be serviced in line with the manufacturer's recommendations.

### Incorrect Use of the Minibuses

A driver who breaks the speed limit will be responsible for paying his/her own fines. Similarly fines imposed for incorrect car parking or negligent driving will be the responsibility of the driver. Any damage caused to the minibuses through incorrect use, may result in the driver being asked to contribute fully or partially to any excess payable by the Trust.

The logbook MUST be completed before and after each journey. By signing the logbook, the driver acknowledges that all checks have been completed and they deem the vehicle and conditions to be safe to complete the journey.

## Refuelling

The vehicle should NEVER be left low or without diesel, as this would present problems and disruptions for the next driver using the vehicle.

With this in mind, each vehicle may have a designated fuel card for drivers to use to refuel the vehicle at convenient time.

These cards will be accepted at all major fuel sites where the cards logo is displayed and would most likely include all major oil companies and supermarket forecourts.

All fuel receipts should be given to the nominated person at school on the day of purchase.

**Minibuses must not be used for private use.**

## **29 Administration of Medication**

The Truro and Penwith Academy Trust and its schools recognise that some students will require medication during the school day or for trips and visits. The schools within Truro and Penwith Academy Trust will adopt and follow the Department for Education's guidance on managing medicines in schools and early year's (link attached).

<http://www.gov.uk/government/publications/managing-medicines-in-schools-and-early-years-settings>

The School does not keep or dispense any medication other than salbutamol for use with emergency asthma kit. The School will dispense medication for pupils who have been prescribed medication by a medical practitioner and it is accompanied by a consent form, signed and dated by the parent or guardian. All medicine must have the Child's name and class clearly indicated. If a parent/guardian wishes their child to have access to non-prescription medication whilst in School they will need to complete, sign and date a Consent Form and provide the medication with the child's name and class clearly identified. The School will not hold any medication other than that supplied by the Parent/Guardian accompanied by the appropriate consent.

### **Roles and Responsibilities:**

The School will ensure that:

- Administering of Medicines policy is in place and monitored by the Headteacher and class Teacher
- The process is reviewed regularly or where necessary if guidelines or statutory requirements change, this may require the Board of Trustees approval.
- Identify and nominate a responsible person to receive and dispense prescription medicines provided by parents/carers and ensure the correct permission forms are filled out with the correct information and consent, the forms must be kept on record for information and Audit purposes.
- Checks are in place to ensure that all medicines carry the prescriber's **Name** instructions, dosages and check expiry dates.
- Medicines are stored in a secure location, or in the case of medicines which need to be accessed quickly, (e.g. asthma inhaler, Epipens), to ensure that other staff and the pupil concerned knows the location of the medicines.
- All medicines are administered in accordance with prescriber's instructions.
- All administration of medicines is appropriately documented, and records maintained including the use of asthma inhalers.

- To notify the parents/carers of any concerns e.g. increased inhaler use.

**Parents/Carers will:**

- Notify the school of any medical needs that their child might have, whether short term or long term, this needs to be in writing or by email. A copy must be held on the child's school records.
- Keep children at home if they are actively unwell or a GP has advised them to do so.
- To bring any prescribed medicines to be administered to the school office at the beginning of the school day and to fill in the necessary consent forms.
- To ensure that prescribed medicines are brought to schools are in the container in which they were prescribed and with the prescriber's original instructions
- To ensure that a prescription is obtained if the use of a non-prescription medicine (e.g. Calpol, or other pain relievers) is recommended by a doctor or dentist. This will enable the school to administer the medicine.
- To collect medicines from school at the end of each school day. In the case of preventative medicines such as inhalers, to ensure that they are collected from the school when the child leaves, e.g. at the end of Y6 or if they have an expired use by date
- In the case of preventative medicines such as asthma inhalers, to ensure that the school is notified when an inhaler is needed by filling in a consent form.
- To label all inhalers clearly with their child's name
- To give the inhaler to their child's class teacher or inform the class teacher if the child carries their own inhaler.
- To notify the school if a child's medical condition or medication needs change
- If a parent/carer has informed the school a child has a sickness or diarrhoea bug, the parents must ensure they do not return to school until there is a full 48 hours clear of all symptoms.

### **30 Occupational Health Services**

Occupational health services can be accessed via the effected person's line manager who should contact the HR Team. Where individual concerns are raised, or a risk assessment identified the need for screening, etc., the HR Manager should be contacted

### **31 Drugs and Alcohol**

The Trust recognises the importance of the effective management of drug and alcohol abuse on their premises.

The Trust will not knowingly permit any employee or individual working on its behalf to report for work under the influence of alcohol or drugs nor to consume them whilst at work.

The Trust will take appropriate action, including dismissal or termination of contract, against anyone found to be in breach of this policy.

### **32 Food Safety and Health and Safety Incidents Including Allegations of Food Poisoning**

Food Hygiene Qualifications: All staff who handle food being prepared for pupils or prepared within the class room must have a minimum Level 2 Food Hygiene Qualification along with a Food Allergens qualification.

Liaising with the Environmental Health Officer (EHO) and HSE inspector

It is important that the law relating to Food and Health and Safety is fully complied with as non-compliance may lead to:

- Legal notices
- Restriction of use of equipment or activity in a food zone
- Prosecution
- Closure
- Restriction of food handlers working in the food environment.

All of which result in adverse publicity which reflects poorly on the Trust and all its employees.

Therefore, if the EHO/HSE inspector visits:

- Introduce to the Headteacher
- Carry out a credential check (they all carry official ID from their employers)
- Co-operate fully with the inspector
- After the inspection the Headteacher should request the inspector gives a brief summary of the action required. Make notes of the points requiring your action.
- The name of the EHO inspector should be recorded and request that copies of correspondence should be sent to the Headteacher.
- Where the inspection is of the kitchen and provision of catering the involvement of the Headteacher may not be required if no significant issues have been identified.
- Action in Case of Statutory Notice or Legal Proceedings
- If, after the completion of the inspection, the inspector intimates that it is his/her intention to serve a statutory notice then:
- Request a verbal indication of the items which will require your attention (make a detailed note of these)
- Enquire as to the time period you are to be allowed for compliance
- Inform the Headteacher and Estates and Facility Manager immediately.
- Action in Case of Alleged Food Complaint or Food Poisoning

#### **DO NOT ADMIT LIABILITY**

Log time and date of complaint and further communications

Ask the following questions of the complainant and log the replies.

Name

Home address

Telephone number

Record the details of the complaint

Manufacturer's name

Supplier's name

All codes, i.e., date, production

Description of complaint, e.g., small area of mould to about 1/3 of surface or contained a sliver of glass approx. 2cm x 0.5cm

In cases of alleged food poisoning complete an illness report form (Accident Form)

Obtain the following details from the Kitchen Manager on the meals that are alleged to have caused a problem

Full details of suppliers and delivery dates

Full details of preparation of the foods consumed by the complainant

All available records relating to HACCP controls

Details of the number of meals served of the same type as the offending meal /dish

Information on any staff illness.

**BE AS DETAILED AS YOU CAN**

Request to keep the food item if available for further investigation

In cases of alleged food poisoning, if any leftovers of the suspect food are available double wrap and seal in a plastic bag, label and freeze. Label and mark food – '**NOT TO BE USED FOR HUMAN CONSUMPTION**' in addition to details of the date and time frozen.

If necessary, contact the local EHO for advice. Record the time and name of the officer you have spoken too

**DO NOT DELAY AS A PROMPT INVESTIGATION WILL BE NECESSARY**

Inform the Estates and Facilities Manager who will contact the Trusts consultants for advice.

### **Electricity**

All reasonable steps will be taken to secure the Health and Safety of employees, volunteers and pupils and members of the public who use electrical equipment. This includes the provision, regular testing and maintenance of safe electrical equipment.

All employees will visually inspect electrical equipment before use for obvious defects and treat all leads and cables with care. Any equipment they see is damaged, defective, worn or abused must be reported to the Premises Team and/or the Headteacher immediately for repair or replacement and not used, or disposed of correctly.

### **33 Emergencies and Critical Incidents**

The Trust is committed to ensuring the health, safety and welfare of all persons on their sites and has a procedure in place for handling all emergency and critical incidents which will need to be completed and uploaded to Safesmart and cascaded down to all staff who require this information.

### **34 Fire**

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

The Trust does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so and the staff have had the relevant training and feel competent to do so.



Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points. Ensuring all staff and children contractors and volunteers, visitors are accounted for.

Re-entry of the building is strictly prohibited until the Fire Service Officer or a senior person present declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures, so the Trust can investigate and take remedial action if necessary.

You should familiarise yourself with the location of the fire alarms, fire appliances, fire exits and assembly points.

Fire evacuation notices should be on display in prominent areas around the school for staff, pupils, contractors, volunteers and visitors to view.

The school is to engage an independent assessor to carry out a full fire Risk Assessment yearly, the report submitted to the school will require an action plan put in to place detailing how they will be dealing with any issues raised within the report.

A copy of the report and Risk Assessment is to be sent to the Trusts Estates and Facilities Manager for review.

### **35 First Aid**

The Trust has assessed the need for first aid provision across its sites and issued guidance on the numbers of fully qualified first aiders holding the First Aid at Work Certificate and the numbers of employees holding the Emergency Aid (appointed persons), this will need to be determined depending on the needs of staff and children. This will require the Headteacher to review on a regular basis the required first aid cover. Certificates are required for each site, it is the responsibility of all first aiders to ensure any supplies used from a first aid kit are replenished as soon as they are finished with the first aid they are dealing with.

Accident forms should be completed as they are treating the injured party, or as soon as they can following the incident, more serious injuries must be completed on the Safesmart portal. Any accident requiring a RIDDOR report to be filled will be complete by the Trusts Estate and Facilities manager, who will update Safesmart accordingly.

Copies of all RIDDOR reports will be held centrally in the TPAT Finance office. Copies will be sent to schools on request from the Headteacher.

#### **Arrangements/Responsibilities**

Headteachers are responsible for ensuring an assessment of first aid needs is made so adequate provision can be made for the school. Although the relevant Health and Safety Law only refers to employees, there is a duty of care to include pupils in the assessment.

The Department for Education has published a guide 'First Aid in Schools' and this should be referred to when making the needs assessment. <https://www.gov.uk/government/publications/first-aid-in-schools>

A designated staff member, the Trust recommends a Senior First Aider is appointed at each school, who would be responsible for ensuring adequate numbers of appropriately stocked first aid boxes

are available and appropriate first aid signage and information is displayed within their areas of responsibility.

A list of first aiders is held at reception or in the main office, this must also be uploaded to the Safesmart portal (a list should also be held in the First Aid Room if one is provided). This list is maintained and updated as necessary by the Headteacher or nominated person. A full list of first aider's qualification to be uploaded to the Safesmart portal.

### **Pupil Hospital Admission**

Where a pupil is required to attend hospital, it is not necessary to accompany the pupil to hospital if a parent can attend promptly. If parents are unable to attend hospital promptly, a member of staff should go to the hospital. In the exceptional circumstance of parental permission being required, a member of Senior Management can act in loco parentis.

A member of staff will stay with the pupil until discharged or until a handover can be made to a parent or guardian.

The member of staff at the hospital must update Senior Management on the condition of the injured pupil as and when information is made available.

### **First Aid Provision EYFS**

The current requirements for Paediatric First Aid are set out in the Safeguarding and Welfare of the EYFS within the School. This requires:

'At least one person who has a current Paediatric First Aid certificate must be on the premises and available at all times when children are present and must accompany children on outings. Any assistant who might be in sole charge of the children for any period must hold a current Full Paediatric First Aid certificate. Paediatric First Aid training must be relevant for workers caring for young children and where relevant, babies. Providers should consider the number of children, staff and layout of premises to ensure that a Paediatric First Aider is able to respond to emergencies quickly.'

It is recommended that for all groups of pupils containing children under the age of five at least one member of staff will always be available who is Paediatric First Aid trained. This will normally be taken to mean the teacher supervising the class. It is also recommended that an emergency first aider is always available when the children are in school.

To allow for sickness and leave it is recommended that all staff who teach or supervise under-fives will have Emergency Paediatric First Aid training.

### **First Aid Provision – General (Non EYFS)**

All First Aid training requirements must be agreed by the Headteacher, all training certificates are to be uploaded to the Safesmart portal.

Regarding classes containing over five's, the guidance issued by The Department for Education 'First Aid in Schools' will be referred to. <https://www.gov.uk/government/publications/first-aid-in-schools>

As a recommendation we would ask you ensure that there is always one Emergency First Aider available on the premises with a ratio of one First Aider to 50 pupils and staff.

Regarding school trips, a Risk Assessment will be completed, however, it is Truro and Penwith Academy Trust policy to have at least one trained First Aider present on a school trip, for larger trips it is recommended where possible that there are two first aiders present (consideration will be given to the first aid facilities available at the trip location and distance).

### **36 Infectious Disease Control**

Academy staff and pupils are, from time to time, at risk of infection or of spreading infection. The school aims to minimise the risk of the spread of infection and will implement appropriate policies and procedures. Truro and Penwith Academy Trust will follow the guidance laid out in the 'Spotty Book' Spotty Book produced by Public Health England (South West). Various Forms to support the control of Infectious Disease can be found within the book

Report Form Letter to Parent; Letter to Parent Flu-like Illness; Letter to Parents Meningitis or in Appendices.

Please inform the Headteacher and Estates and Facilities Manager of any of the following Public Health England Reportable illness.

<i>Acute encephalitis</i>	<i>Haemolytic uremic syndrome (HUS)</i>	<i>Rubella</i>
<i>Acute infectious hepatitis (SARS)</i>	<i>Infectious bloody diarrhoea</i>	<i>Severe Acute Respiratory Syndrome</i>
<i>Acute meningitis</i>	<i>Invasive group A streptococcal disease</i>	<i>Scarlet fever</i>
<i>Acute poliomyelitis</i>	<i>Legionnaires' disease</i>	<i>Smallpox</i>
<i>Anthrax</i>	<i>Leprosy</i>	<i>Tetanus</i>
<i>Botulism</i>	<i>Malaria</i>	<i>Tuberculosis</i>
<i>Brucellosis</i>	<i>Measles</i>	<i>Typhus</i>
<i>Cholera</i>	<i>Meningococcal septicaemia</i>	<i>viral haemorrhagic fever (VHF)</i>
<i>Diphtheria</i>	<i>Mumps</i>	<i>whooping cough</i>
<i>Enteric fever (typhoid or paratyphoid fever)</i>	<i>Plague</i>	<i>Yellow fever</i>
<i>Food poisoning</i>	<i>Rabies</i>	

Note that the Estates and Facilities Manager will, if asked by the school, organise urgent infection control cleans.

#### **Staff Illness and Reporting**

- Staff should notify the Headteacher if they develop any of the following infectious diseases or symptoms:
- Skin infections or exposed areas of infestation
- Severe respiratory infection (e.g., pneumonia, TB)
- Severe diarrhoea

- Jaundice
- Hepatitis
- Chicken Pox, Measles, Mumps, Rubella

The Headteacher will need to discuss with the individual suitable controls. In some cases, employees may need to be referred to an Occupational Health Practitioner or their GP for advice.

#### Confidentiality

Confidentiality will always be maintained in relation to an employee who is known to have any infectious disease.

No health information will be disclosed without the consent of the employee concerned and any breach of such confidentiality, either inside or outside the organisation, will be regarded as a disciplinary offence and may result in disciplinary action.

### **37 Body Fluid Spillages**

It is important that spillages of blood, faeces, vomit or other bodily fluids are dealt with immediately as they pose a risk of transmission of infection and disease, e.g., blood borne viruses and diarrhoea/vomiting illnesses, such as norovirus. This should be done as per DFE requirements by all staff.

A spillage kit must be available in school to deal with blood and body fluid spillages and a designated member of staff will be responsible for checking and replenishing the kit regularly. This should be stored in an area where it can be accessed quickly. Each school must have a biohazard kit to deal with body fluid spillages.

The 'Spotty Book' provides guidance on controlling infection risk in schools and should be referred to for more information.

#### Spotty Book

Body fluid spillages should be dealt with as soon as possible with ventilation of the area. Anyone not involved with the cleaning of the spillage should be kept away from the area and protective clothing should be worn when dealing with the spillage such as gloves and aprons. PPE should not be shared, single use PPE should be used in this process.

#### Spillage Procedures

- Cordon off the affected area
- The spillage must be cleaned up promptly by staff onsite at the time
- Put bio hazard soluble powder on spill and sweep and disposed of in accordance to the supplier's safety DATA sheet for this product.
- Clean the underside and legs of desks/tables/chairs in the affected area with disinfectant & paper towels or disposable wipes.
- After use - PPE must be removed and disposed of into the biohazard bin
- If a further specialist clean is required, this can be arranged by the Estates and Facilities Manager or by with your nominated cleaning contractor.

### **38 Management Action for Outbreaks of Viral Gastro- enteritis**

Upon receipt of information regarding gastro-intestinal illness (diarrhoea and/or vomiting) amongst pupils or staff, a register of all affected staff and children should be kept, if the school is suffering from high levels of infection this must be reported to public Health England via [www.gov.uk/government/organisations/public-health-england](http://www.gov.uk/government/organisations/public-health-england)

Suspect of viral origin if:

- Short duration illness 12-60 hours (24 hours is common)
- Vomiting is most common symptom

Contact & inform the Health and Safety Manager

Inform the Kitchen Manager and ask if any evidence of similar illness among food handling staff.

Public Health England should normally be informed if more than 10 cases on any one day or on two consecutive days where symptoms are similar.

If an outbreak is suspected or confirmed, then the Trusts Estates and Facilities Manager, along with the Trust CEO must be informed.

### **39 Medicines**

The administering of medicines must include systems for obtaining information which details a child's need(s) for medicines, and for keeping this information up-to-date. Training must be provided for staff where the administration of medicine requires medical or technical knowledge. This will be assessed on a need's basis.

Prescription medicines must not be administered unless they have been prescribed for a child by a doctor or dentist. Written permission must be obtained from the child's parent or carer. Records must be kept detailing the child, date and time of medicine administered. Consent forms must be completed and filed in the Childs records.

Non-Prescription medicines should not be administered. The Headteacher may consider the issuing of non-prescription medicine on an individual case basis. A decision to administer non-prescribed medication must be supported with a health care plan which demonstrates the decision. This will also require parent/carers consent.

Medicines should (where available) be kept in the First Aid Room and stored safely and only administered by trained staff; medicines must not be issued by the school administrator or held in the secretary's office. Children should know where their medicines are always and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when outside of school premises e.g. on school trips. It may be necessary to have a dedicated medicine refrigerator for prescription medication – it is important that this medicine is stored separately to a food refrigerator. Recommended good practice would be to put a photo of the child on the medicine for quick identification.

Schools should only accept prescribed medicines if these are in-date, labelled, provided in original container as dispensed by a pharmacist and includes instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps. Forms can be found on the following links or in the Appendix file. Individual Health Care Plan Letter to Parent Agreement for Setting to Administer Medicines Record of Medicine Administered Record of Medicine Administered to All Staff Training Record

### **Adrenaline Auto-injectors in Schools – EpiPens**

From 1.10.17 legislation states that schools will be allowed to buy EpiPens and other adrenaline auto-injectors (AAIs) without a prescription and keep these for emergency use. The school must have medical authorisation and written parental consent to use a spare EpiPen on a pupil. We advise that the school store their spare EpiPens as part of an emergency anaphylaxis kit; it is important that a member of staff is responsible for ensuring monthly that the EpiPens are present and in date. EpiPens cannot be locked away where access is restricted. Sample Letter to Pharmacy to Obtain AAI together with the DFE managing medicines appendices.

### **Emergency Salbutamol Inhalers in Schools**

Schools can keep a salbutamol inhaler for use in emergencies. However, schools are not required to hold an inhaler if they do not wish to. Inhalers should only be used by children who have been diagnosed with asthma and prescribed a reliever inhaler, or children who have been pre-scribed a reliever inhaler. Appendices: Use of Emergency Salbutamol Inhaler; Emergency Salbutamol Inhaler Specimen Letter to Inform Parents of Use, together with the DFE managing medicines appendices.

## **40 Staff Welfare**

The Trust will ensure welfare facilities are available for staff at work which are in line with The Workplace (Health Safety and Welfare) Regulation and accompanying guidance, which will include:

- Toilets and hand basins, with soap and towels or a hand-dryer;
- Drinking water;
- A place to store clothing (and somewhere to change if special clothing is worn for work);
- Somewhere to rest and eat meals, away from their place of work.

### **Sanitary Conveniences**

The Trust will provide suitable sanitary conveniences for the use of staff to the levels laid out in the Workplace (Health Safety and Welfare) Regulation and accompanying guidance.

Number of toilets and washbasins for **mixed use (or women only)**:

Number of people at work	Number of toilets	Number of washbasins
1-5	1	1
6-25	2	2
26-50	3	3
51-75	4	4
76-100	5	5

#### **41 School trips and visits**

All school trips will require a set of Risk Assessments to be completed by the Trip lead teacher, these will require reading and signing by the Headteacher, along with all staff and volunteers who are attending the trip.

Children with special needs for the trip will require a separate set of Risk Assessments to be completed, this again will require the Headteacher to read and sign the Risk Assessment along with all staff who are going on the trip. The parents or guardian of the child will also be required to see a copy of the Risk Assessment.

All trips Risk assessment should consider the need for First aiders, this will require a minimum of one full trained first aider along with one emergency first aider. Thought should be given to the activity and location of the event.

High risk activities such as canoeing, overnight stays or trips more than 49 miles away from school will require the involvement of Cornwall Outdoors, their website can be found at [www.cornwalloutdoors.org](http://www.cornwalloutdoors.org). The school will need to ensure there is adequate time allowed for Cornwall Outdoors to review and liaise with the school to ensure there is all the correct mechanism in place, prior to the trip or activity taking place. If you are not sure if your trip will require Cornwall outdoors over viewing of your Risk Assessments, please contact the Trusts Estate and Facilities Manager who will be able to help you with your request

#### **42 Health and Safety Monitoring and School Audit**

##### **Arrangements/Responsibilities**

The Trust will undertake a range of monitoring activities to check compliance with a range of policies and procedures and The Health and Safety at work Act 1974, which will include:

- Health & Safety review, schools compliance levels shown on the Safesmart portal.
- Auditing by an independent Health and Safety and Food Safety Consultant, if required.
- Self-auditing by the Estates and Facilities Manager
- Internal audits by key members of a schools Management Team
- Auditing by Health and Safety representatives and Working Groups.

#### **43 Gas Installations and Appliances**

The Trust is committed to achieving high standards of health and safety for all employees, visitors, parents and others. For these reasons employing and assessing the arrangements of contractors that are competent to work on gas installations and appliances – servicing, repairing or installing, is highly significant to supporting these aims.

To assist the Trust in achieving this objective the Estates and Facilities Manager will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the regulations and the Safety in the Installation. The Trust will be responsible for ensuring ALL approved contractors are a member of the Gas safe body. No work is to be carried out in any Trust school on any gas installation or appliance by an unqualified engineer. To verify a gas engineer, visit [www.hes.gov/gassaferegister](http://www.hes.gov/gassaferegister) .

#### **44 Gym & Play Equipment**

The Trust is committed to ensuring all gym and play equipment is safe and subject to suitable adult supervision when in use.

To assist the Trust in achieving its objectives each school having gym and/or play equipment will contract an annual assessment of each site's equipment by a competent contractor, implement necessary measures to remedy any risks found because of the assessment. All equipment will be visually checked prior to use and any concerns raised with the site manager or Headteacher. If a piece of equipment is found to be in a poor state of repair or deemed dangerous, this must not be used until it is repaired or replaced.

#### **45 Housekeeping**

The Trust recognises that slips, trips and falls are the largest cause of accidents in schools and will take all necessary precautions to keep these incidents to a minimum. It is the responsibility of all staff, children, contractors, visitors and volunteers, to notify the school office of any Housekeeping issues they come across to ensure they are removed as soon as possible.

It is the responsibility of all staff, students, contractors and visitors to ensure all rubbish is put in to the bin provided, the school must ensure they have a licenced contractor in place to make regular collections of the school's waste.

#### **Specialist Waste**

Any specialist waste requiring removal from the school must be removed in accordance to the Health and Safety guidelines, these can be found at [www.hse.gov.uk/waste](http://www.hse.gov.uk/waste) . The school will need to ensure they are issued with a full waste disposal notice for any waste removed from site.

#### **46 Legionella**

The Trust is committed to preventing the build-up of Legionella organisms in its water systems and to prevent the inhalation of infected water droplets. They will ensure that all water tanks, taps and shower heads are periodically cleaned to current legislation. Water testing is to be carried out by a



qualified and competent contractor and chlorination of the tanks undertaken when results indicate this is necessary. The school will be responsible to ensure all monthly results are inspected to ensure there are no areas on non-compliance, any issues found within the monthly report must be addressed in a timely manner. Information can be found on the Health and Safety Executive web site at [www.hse.gov.uk/legionnaires/](http://www.hse.gov.uk/legionnaires/)

The Legionella Risk Assessment must be carried out by an independent assessor, this will need to be carried out at a maximum of no greater than two years, and a copy of the assessment must be uploaded to the Safesmart portal. The school will need to have a plan in place with an action plan to ensure they carry out all urgent issues raised in the report.

#### **47 Lone Working**

The Trust recognises that they have a duty to identify and manage the increased risk to the Health and Safety of their employees whilst working remotely from other Schools or persons and/or outside of “normal” working hours.

In such circumstances these risks will be identified and managed adequately using suitable controls to ensure that all risks are minimised in consultation with the Trusts Estates and Facilities Manager or Headteacher.

No staff are to lone work without the ability to raise the alarm, this can be achieved with the use of a mobile telephone. No member of staff is to lone work without informing their line manager or Headteachers permission.

#### **48 Manual Handling**

The Trust is committed to ensuring that employees do not undertake tasks involving pushing, pulling, carrying or moving items which over reach their individual limits. The Trust will make every effort to redesign the task to either remove or reduce the associated risks. This will be achieved by new Risk Assessments, along with training for site teams and teaching and support staff. The training is available on the training portal of Safesmart.

The Trust will make available appropriate information, instruction, training and supervision and ensure that risk assessments for manual handling tasks are undertaken and distributed to all employees.

#### **49 New and Expectant Mothers**

The Trust recognises that the general precautions taken to protect the health and safety of the workforce may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

Should you become pregnant or are returning to work after having a baby, then you are requested to notify your Headteacher and or line manager at the earliest possible opportunity, so a Risk Assessment can be carried out. The Risk Assessment will require updating every four weeks, these will need to be printed and signed by both parties. A copy is to be issued to the expectant mother and a copy held on her personal file for reference.

Once a mother returns to work, a new Risk Assessment may need to be compiled dependant on her individual needs and requirements.

Any necessary control measures will be implemented and reviewed regularly. Where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay.

New or expectant mothers should inform their Headteacher of any changes which may affect the Risk Assessment including any medical conditions, incidents or medical recommendations.

## **50 Off-site visits**

The Trust believes that pupils can derive immense educational benefit by participating in off-site visits, activities and experiences both at home and abroad and will actively promote off-site visits to be undertaken in a safe and effective manner by ensuring that:

- All employees follow Trust procedures and guidance notes when organising off-site visits
- All off-site visits have an educational purpose and pre-determined clear educational objectives
- All participants in activities will be identified as group members associated with the Trust
- All pupils will have full access to each visit that is appropriate to their class year, regardless of their abilities, therefore developing the 'whole child'

The procedures and guidance notes will be reviewed at least annually, and its implementation monitored by the appointed Outdoor Education Advisor and the Educational Visits Co-ordinators

All Educational Visits Co-ordinators must undertake a DFE approved training course and ensure that they attend refresher training at least every three years.

## **51 Radiation Control**

The Trust will endeavour to comply with both the spirit and detailed requirements of the Ionising Radiation Regulations as appropriate in reducing radiation exposure to employees to a level as low as reasonably achievable and at least to a level below which the detailed requirements of these regulations are deemed not to apply. Under the new regulations every school using radiation MUST register with the Health and Safety Executive, this can be completed on line at [www.hes.gov/ionisingradiation](http://www.hes.gov/ionisingradiation).

Any science experiments using Radiation or other chemicals must ensure they follow the guidance on the CLEAPSS Hazcards. This information is also available at [www.science.cleapss.org.uk/resource-search](http://www.science.cleapss.org.uk/resource-search)

## **52 Security**

The Trust recognises and accepts their corporate responsibility to provide a safe and secure environment for pupils, employees, visitors, contractors and volunteers and will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

The Trust will provide employees with enough resources, information and training to implement the security procedures.

The Trust will, where appropriate, be informed of breaches and failures of the security system to enable them to take any corrective action as necessary to ensure the safety and security of the pupils and employees.

All schools should have procedures in place, should a breach in security take place in the school day, a lockdown policy will require to be implemented immediately. Staff will require regular training to ensure they are fully aware of their roles and responsibilities.

### **53 Smoking**

The Trust operates a strict no smoking policy on all its sites.

Smoking or being in possession of lit cigarettes, cigars, pipes or use of electronic cigarettes is not permitted on Trust premises inside or outside of any buildings occupied or utilised by Truro and Penwith Academy Trust employees, students and visitors, or in vehicles owned or leased by the Academy Trust. Failure to abide by this policy may result in disciplinary action being taken.

### **Violence at Work**

The Trust will take all reasonable precautions to reduce the risk of employees being subjected to violence whilst at work. Any acts of violence towards an employee of the Trust will not be tolerated, this must be reported to the police.

This will require an incident form being completed on the Safesmart portal.

### **54 Working at Height**

The Trust will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

All work undertaken at height within the Trust must be conducted safely and comply with all current guidance and legislation in relation to the task. This may require a Risk Assessment to be carried out for the more dangerous tasks. No member of staff is to use a step ladder or to work at height if they have not undergone the correct training required.

All ladders must be to current standards and fit for the purpose they have been purchased for, they will require a visual inspection monthly, this will require recording on the Safesmart portal.

### **55 Work Equipment**

The Trust will take all reasonable steps to ensure the safety of all employees working with equipment provided to assist them in their work as well as others who may be affected by the machinery, or electrical equipment. The Trust will ensure that any new equipment is designed, supplied and maintained to work in a safe manner recommended by the manufacture and will inform and train employees to safely and competently use the equipment provided for them.

## **56 Working Time Regulations**

The Trust supports the implementation of the basic provisions expressed in the Working Time Regulations as part of its obligations to ensure the Health and Safety of all employees, including full and part time, temporary and casual employees, work placements and young workers.

## **57 Young People/Safeguarding**

The Trust have develop procedures and good practice throughout the organisation to ensure that each person and agency can demonstrate that there is an understanding of the duty to safeguard and promote the welfare of children, young people and vulnerable adults. All staff prior to employment engagement will undergo an enhanced DBS check, this can be completed electronically at [www.gov.uk/db-check-applications](http://www.gov.uk/db-check-applications) . All contractors visiting teaching staff or visitors can have their DBS checked on line at [www.gov.uk/organisations](http://www.gov.uk/organisations)

All visitors to the school must be issued and display a visitor badge, it is the staff's duty to challenge, if safe to do so, anyone found on school premises not wearing a visitors badge or school ID badge.

The school is to ensure they have information posted around the school informing the staff and children/ students who the Safeguarding staff are. This is be escalated to all parents/ carers. It is the responsibility of the school to ensure their central records are kept up to date.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Academy Trust Chief Executive)

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Chair of Trustees)

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Trust Estates and Facilities Manager)

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Chair of LGB)

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_\_ (Headteacher)

Print Name: \_\_\_\_\_