



Truro and Penwith
Academy Trust

Truro and Penwith Academy Trust

Health and Safety Policy

1. Statement of Intent:

The Board of Truro and Penwith Academy Trust recognises and accepts its responsibility to provide a safe and healthy working environment for its staff employed within the academies and for students/pupils attending academy schools as well as visitors and contractors who come on to the premises.

The Truro and Penwith Academy Trust will take reasonable steps to fulfil these responsibilities within the framework of the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 as well as those other Regulations, Approved Codes of Practice, Guidance, etc made under this legislation. Truro and Penwith Academy Trust will ensure that appropriate policies are in place and kept up-to-date.

To this end, the trust will appoint its own Health and Safety Advisor and external consultants as required to advise the trust, its staff and its academies on all related matters and to provide Truro and Penwith Academy Trust and the Academies with up-to-date information in relation to its Health and Safety responsibilities.

The responsibility for the implementation of the Truro and Penwith Academy Trust policy at academy level rests with the Local Governing Body and the Head of School. Each member of staff within the Truro and Penwith Academy Trust and its Academies must recognise that, under the Act, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work. They also have to co-operate, as far as is necessary, with their employer in fulfilling its duties under the Act and supporting

legislation as well as under Truro and Penwith Academy Trust's Health and Safety Policy.

The Organisation and Arrangements through which Truro and Penwith Academy Trust, the Academy Local Governing Body, the Academy Headteacher / Executive Headteacher and Staff aim to fulfil the requirements are set out in the following policy and its appendices.

Truro and Penwith Academy Trust will ensure that sufficient resources are allocated by it and its Academies to ensure as far as is reasonably practicable that employees, students/pupils, visitors and contractors are kept healthy and safe.

The Trust is responsible for the overall Health and Safety Policy.

Signed:_____ Date:_____ (Academy Trust Chief Executive)

Print Name:_____

Signed:_____ Date:_____ (Trust Chair of Trustees)

Print Name:_____

Signed:_____ Date:_____ (Trust Health and Safety Trustee)

Print Name:_____

2. The Trust:

The Trust as the employer has overall responsibility for the policies and procedures in the Academy. The Trust's Chief Executive and Board of Trustees will:

- Take into account the Trust Statement of Intent.
- Approve and review regularly the Trust's Health and Safety Policy, and its implementation in each academy.

- Appoint 'competent persons' to advise the trust on the implementation of the Health and Safety Policy and procedures within the academy trust.
- Satisfy itself that each academy is effectively implementing the Trust's Health and Safety Policy.
- Provide a Health and Safety Management Group who will consider and make recommendations on overall Health and Safety issues affecting the academies and will report directly to the trust senior leadership teams and governance.
- Require each academy within the Trust to set up a committee attributed to Health and Safety and establish links with the Academy Trust's Health and Safety Management Group.
- Appoint persons to manage the implementation of the Health and Safety Policy and procedures in the academy, and ensure that the training of relevant academy staff is kept up-to-date.
- Ensure that an appropriate management system is used by each academy to prompt and record the carrying out of necessary health and safety tasks in line with the Trust policy
- Receive and consider an Annual Status Review from each Academy and determine any necessary actions or response.

The definition of a 'Competent Person' is the person who has responsibility as the competent person for advising the Trust, Governors, Head Teachers and other Senior Managers in the discharge of their responsibilities under the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other health and safety legislation, and for liaising with the Trust, Academies and Local Health and Safety Officers and enforcement officers (such as HM Inspectors of the Health and Safety Executive and Fire Officers.) The 'Competent Person' should hold an appropriate health and safety qualification with a minimum competence level equivalent to a NEBOSH National General Certificate.

3. The Academy:

The Headteacher of the Academy has overall responsibility of the internal management and implementation of the trust and individual Academy's Health and Safety Policy and procedures. The Academy's objectives will be to:

- Have due regard to the Trust and the provisions within this policy.
- Establish proactive conditions and safe systems of work for all employees that prevent as far as reasonably practicable any danger to health and safety. This involves the identification of hazards and risk through risk assessments being carried out which will ensure as far as reasonably practicable that suitable and sufficient standards of safety are adopted and enforced.

- Ensure that managers and departments have suitable policies and procedures in place (including documents for undertaking and reviewing suitable and sufficient risk assessments) to ensure the health and safety of staff, students/pupils and visitors in their departments.
- Provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and students/pupils
- Ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of the staff, students/pupils or visitors or the public, and where necessary appropriate training will be given.
- Ensure the provision of means of access and egress which are safe and without risks to health.
- Ensure safe arrangements are made for the storage, handling and transport of articles and substances
- Ensure that it has and maintains up-to-date fire safety procedures and documentation, and that all employees and students/pupils (and as far as is practicable visitors) are familiar with them.
- Develop safety awareness amongst all employees and students/pupils, and to promote a positive health and safety culture.
- Appoint a competent person to oversee the implementation of the Academy's health and safety policies and procedures.
- Delegate sufficient resources to ensure adequate documentation is provided and items are stored and regularly updated.
- Ensure that the Academy has a Health and Safety Management Group, which has a clear brief in line with this policy, meets regularly, and reports regularly to the Headteacher and Local Governing Body.
- Invite the Local Governing Body to identify a member to be a H&S link governor.
- Ensure sufficient funds are available to enable safe systems to operate and for the training of staff.
- Provide regular reports as directed to the Trust on the implementation of its health and safety policies and procedures.

Each Academy within the Trust should aim to ensure that so far as is reasonably practicable:

- Sufficient safeguards and checks are put in place for ensuring as far as is reasonably practicable the health and safety of all employees, students/pupils, contractors and visitors whilst at work or on the Academy site or outside the Academy if engaged in Academy business.
- Safe systems and effective procedures are in place to protect the health, safety, security and welfare of employees, students/pupils, and the health, safety and security of visitors to the Academy, including parents, contractors' and members of the public affected by the work of the Academy.

- Arrangements are in place within the Academy to ensure that no work is carried out by staff or by contractors that is liable to expose employees, students/pupils, visitors or members of the public to hazards of health and safety, unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been put in place.
- Procedures are in place to enable all contractors to demonstrate that they have suitable risk assessments in place, and arrangements for securing proper health and safety of employees and anyone on the Academy site affected by their work.
- Senior Leadership Teams (SLT) and managers in the Academy are suitably trained and that sufficient funds are provided as far as is reasonably practicable for the appropriate training of relevant staff in health and safety.

4. The Headteacher:

The Headteacher (or, when absent, a nominated member of the senior leadership team) will be responsible for the overall implementation of the Academy Health and Safety Policy. The Headteacher is also responsible for:

- The health, safety and welfare of staff, students/pupils, visitors, contractors and any other person using the premises
- Ensuring safe working conditions for all of the above (staff, students/pupils, visitors, contractors etc)
- Ensuring safe working practices and procedures throughout the Academy, including those relating to the provision and use of machinery and other equipment and apparatus
- Implementing the academy's student /pupil behaviour policy that will ensure as far as is reasonably practicable the health and safety of students/pupil on site implementing the Educational Visits Policy and when engaged in academy visits and activities off-site.
- 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 academy.
- Ensuring that there is a suitable system in place for reporting accidents, near misses, and concerns about staff or student welfare.
- Ensuring that liaison with contractors is maintained and that regular reports are obtained.
- Arranging for appropriate supervision of students/pupils by carrying out periodic safety reviews and audits.
- Ensuring that the health and safety training needs of all staff and students/pupils are identified and appropriate training provided

- Encouraging staff, students / pupils and others to promote a positive Health and Safety within the academy and to be proactive to suggest ways of reducing risks.
- Ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are put in place and implemented by staff.
- Ensuring that parents are kept informed on any health and safety issues and procedures in place to effectively manage Health and Safety within the Academy.
- Making regular progress reports to local governing boards on the effectiveness of the implementation of the H&S policy, and inform them about any relevant changes to the law and updated guidance.
- Providing an annual Health and Safety Summary Report to the trust.

5. Local Governing Body:

The Headteacher is deemed the responsible for the day-to-day management of the academies Health and Safety Policy and the implementation and communication of its requirements. The Local Governing Body has the delegated responsibility to monitor the policy and nominate a link governor to assist the Headteacher in the academies risk management. The Local Governing Board will:-

- Liaise with the Academies Chief Executive and Health and Safety Advisor to ensure trust policies are carried out.
- Take all reasonable steps to provide safe and healthy conditions for students/pupils, employees and others who may be affected by its activities.
- Expect all employees, students/pupils and visitors including contractors to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others.
- Take steps to ensure suitable and sufficient instruction, supervision and training are in place and to meet compliance with all relevant health and safety legislation.
- Set out full details of the organisation and arrangements in line with the trust's policy for the management of health and safety in the Academy, in writing and communicate these to all employees to ensure compliance with safety procedures and safe work practice.
- Be committed to regular evaluation, monitoring and review of the effectiveness of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the Policy in light of new legislation, incidents and other changing circumstances.

- Ensure there is adequate provision within the academies budget to enable the Health and Safety Policy to be carried out effectively.
- Report all accident and near misses to the trust using the risk management system in place and regularly review accident and incident records.
- Undertake accident investigations as required and ensure reportable incidents stipulated under RIDDOR Regulations are reported to the HSE accordingly.
- Oversee the use of the Health and Safety Management system within the academy.
- 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 Academy Health and Safety Committee.

6. Academy Staff:

All members of staff have a duty to:

- Take all reasonable steps to safeguard the health and safety of themselves, all other staff, students/pupils in their care, and any other persons who may be affected by their actions.
- Take reasonable precautions in safeguarding themselves and others.
- Know and understand Trust's Health and Safety policy.
- Observe all Health and Safety rules and procedures set out by the Trust and the academy and use all health and safety equipment provided.
- Participate in assessing risks and the management of identified risks.
- Follow all relevant safe working practice and procedures.
- Alert the Headteacher or member of the Health and Safety Committee to any potential hazard Identified.
- Report (through the Academy's reporting system) all accidents, incidents or near misses that have led or may lead to illness, harm or damage.
- Ensure that students' / pupils' behaviour is regulated in accordance with the Academy's Behaviour policy.
- Report any unsafe working practices to the Headteacher.
- Report any concerns they may have about the health, safety and welfare of any student/pupils in their charge in line with the Academy's Safeguarding in Education and Child Protection Policy.
- Ensure that no person uses a dangerous machine or piece of equipment unless fully instructed in the dangers and precautions to be observed, and

have either received sufficient training in work at the machine, or are being supervised by someone competent with a thorough working knowledge of the machine or equipment.

- Ensure that no student/pupil is allowed to dismantle or clean a prescribed dangerous machine unless under appropriate competent supervision.
- Ensure that they are familiar with fire drills, fire alarm systems, means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work.
- Participate in any relevant paid training as required and read the Academy's Health and Safety policy and any associated sub-policies, and sign and date to indicate that he/she has done so. The following statement should be used: 'I have read the Trust's Health and Safety Policy and understand my responsibilities.'

All staff have a right to raise Health and Safety issues of concern at any time but in particular at formal meetings in their academy. All employees who are members of recognised trade unions have a right to raise any concerns with their union representatives, who may discuss these with the Head Teacher or Trust Advisors or Consultants.

The Trust recognises that members of staff are not chartered or certificated risk assessors but expects all staff, in fulfilling their legal responsibilities for Health and Safety, to use their experience and knowledge as adults, and their training as teachers and support staff to make reasonable, common-sense decisions about risk assessment and control measures.

7. Trust Health and Safety Management Group:

The Truro and Penwith Academy Trust will ensure Health and Safety meetings are scheduled to be held twice a year and will be led by the Trust Health and Safety Advisor to provide a link between the Academy Local Governing Boards and the Trust. The Health and Safety Advisor will chair these meetings and the trust will ensure that a member of their Governing Board will attend. Every effort must be made by each of the Academy's within the trust to provide representation at these meetings. The representation from the Academies should be from those persons who have been attributed with Health and Safety responsibility within their academy. Meetings may also be attended by PFI representatives and Professional Association/Trade Union elected staff representatives. The Trust Health and Safety Management Group will:-

- Provide a communication link between the Academies and the Trust for matters of Health and Safety.
- Review regularly specific health and safety arrangements taking into account the Trust Statement of Intent, policy and its implementation.
- Consider and review accident, incident and ill health records and statistics.
- Consider risk assessment and the management of risks.

- Consider reports of any internal and external inspections or investigations.
- Make recommendations on health and safety training requirements within the Academy.
- Consider the efficiency of emergency procedures including Fire and Major Incident Procedures in the Academy's and Trust
- Consider any legislative changes that affect health and safety.
- Provide an annual status review from the Academy to the Trust.
- Consider any other items raised by management or the staff representatives.
- Make recommendations as to developments, action plans and areas for development and report as required to the Trust.

8. Academy Health and Safety Committee's:

The Academy Committee's will meet at least three times per year and report to the Academy's Senior Leadership Team and may determine its own Chair and proceeding. The Group may invite other members of staff and students/pupils to attend a committee meeting for specific agenda items. The Academy Health and Safety Committee will consist of a minimum of 3 academy representatives:-

- Head Teacher or his/her SMT nominee
- Academy governor for health and safety
- Academy governor

(The committee may invite other members of staff and students/pupils to attend a committee meeting for specific agenda items as well as PFI representatives, if applicable and Professional Association/Trade Union elected staff representatives).

The Committee will meet at least three times per year, will minute meetings and report directly to the Academy's Senior Leadership Team and Local Governance. The committee may determine its own Chair and will assist the Headteacher to:

- Manage, co-ordinate and monitor health and safety matters within the Academy.
- Report regularly to the local governing board on health and safety issues relating to the Academy.
- Participate in the work of the Trust Health and Safety Management Group.
- Compile the Annual Health and Safety Status Review for the Trust.
- Maintaining a suitable system in place for reporting accidents, near misses, and concerns about staff or student welfare.
- Ensure that suitable and sufficient risk assessments are carried out, and appropriate controls are implemented.

- Engage with internal (Trust) and external (consultants) Health and Safety advice from experts as appropriate, receiving their reports and taking any necessary action.
- Meeting with staff Health and Safety representatives.
- Advising on all Health and Safety matters (including safety of buildings, plant and equipment used and operated by the Academy – *Liaise with Interserve if PFI maintained academy).
- Ensure that teaching, administrative, catering, and all ancillary staff are aware of aspects of the health and safety policy that affect them
- Ensure that the Academy's Health & Safety policy and ancillary policies are available to all staff.
- Ensure that contractors and persons hiring any part of the premises are aware of the Trust policy.
- Ensure that all necessary safety signs and notices are displayed.
- Ensure that instructions relating to specific areas are displayed, known, and understood by all users.
- Ensure that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out recorded and monitored, that the required notices are in place, and that appropriate training is given to relevant staff in accordance with the Academy's Fire Safety Policy.
- Ensure that all staff receive a Health and Safety induction to sign to indicate that they have read and understood the policy and their personal responsibilities.
- Oversee the efficient use of any health and safety management system to prompt and record the proper discharge of all necessary relevant tasks.

9. Training:

The Truro and Penwith Academy Trust will support Academy's and Headteachers to provide opportunities to have access to competent Health and Safety Advice as well as Information Instruction, Supervision and Training required, enabling them and their staff to discharge their duties and responsibilities effectively within the academy to achieve a safe working environment. All employees whether permanent or temporary will undertake Health and Safety induction training to include the following:-

- Health and Safety Policy
- Emergency Incident procedures and safety arrangements in place
- Fire Safety Awareness and Drills
- Safeguarding and Prevent Awareness
- Manual Handling Awareness

10. 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.
- Participate in the work of the Academy Health and Safety committee; and subject to local agreement and discussion have paid time off to carry out their functions and to receive health and safety training.
- Make representations to the Headteacher and 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 Trust Health and Safety Management Group.
- Carry out workplace health, safety and welfare inspections.

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.

11. Consultation:

Staff

Health and Safety will be a regular item on the agendas of all formal staff meetings in the Academy. Any points raised will be duly minuted and reported promptly to the Headteacher or Health and Safety Committee.

Students/Pupils and Parents

Students/pupils also play a part in overall Health and Safety and welfare of the Academy and will be encouraged to discuss Health and Safety issues at any Student Council meetings (as appropriate for their age), and raise any concerns, which will be reported to the Headteacher or Health and Safety Committee.

The Academy Local Governing Body or Headteacher may decide to involve students/pupils further in the management of health, safety, welfare and security. Parents may also be consulted on issues that they may be expected to have views and concerns on (e.g. security; safeguarding of students/pupils; road safety). Each Academy may determine the amount and manner of the consultation.

12. Measuring Performance:

The Academy will use an appropriate system to support relevant staff in carrying out their responsibilities for Health and Safety as required by the trust. The Headteacher will ensure

that the following are carried out as appropriate, using the Academy's management system for record keeping for the following:

- Health and Safety Compliance Certification and Documents
- Accident Reporting
- Regular documented audits
- Site safety inspections
- Review of risk assessments and the subsequent control measures
- Health and Safety Committee meetings
- Information coming out of department meetings, and how it is dealt with
- Results of any external reviews/investigations

13. Risk Management/Assessment:

All Academy's are responsible for ensuring that risks are identified through documented risk assessment and that suitable and sufficient control measures are put in place within their respective academy's to manage and control risks. Members of staff who carry out risk assessments must be competent to do so and although no formal training is required, the Headteacher is responsible for ensuring that all staff who complete risk assessments are suitably experienced and competent to do so. Competence can be achieved through training and or experience, and the trust will ensure that suitable training to assist those responsible for health and safety management and systems is made available. Completed Risk Assessments must be retained on the Academy's Health and Safety Management System (e.g. EEC LIVE), and their content made accessible to all relevant staff. Risk Assessments must be reviewed regularly which is usually annually as best practice, with a view to ensuring that the control measures put in place have been effective in control.

14. Equality and Diversity

In making, reviewing and implementing this policy the Truro and Penwith Academy Trust's Equality and Diversity Policy must be taken into account. In particular the academy must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, students/pupils and visitors to use the academy's facilities and curriculum as far as is reasonably practicable. Each academy must have an Accessibility Plan which is kept under review and implemented as appropriate, in order to ensure safe access for disabled staff, students/pupils and visitors.

15. Appendices

Each Academy will have in place and are responsible for their own individual Health and Safety Policy based on the Academy template provided by the Trust, and have due regard for the Trust Health and Safety Policy and its contents. The Appendices of this policy set out how the Trust will implement the management of Health and Safety requirements within its academies and the academies should have due regard for the trust policy when producing their own using the template provided. Any academy may decide to add

additional sub-sections that are relevant to its situation and needs. If additional sub-sections are added, the academy Local Governing Body must ensure copies are submitted to the Trust for retention. The Local Governing Body will take into account any advice and guidance on Health and Safety from the Trust.

Appendix 1:

A. Incident and Accident Reporting

The Truro and Penwith Academy Trust is committed to providing safe environments for its staff, students/pupils, visitors and contractors, and actively encourages the reporting of all accidents, incidents, dangerous occurrences, near misses, ill health and violence, to learn from the outcomes. To prevent reoccurrence all significant reported accidents and incidents including dangerous occurrences, near misses, ill health and violence shall be thoroughly investigated by the appropriate Academy to identify the root cause and ensure effective control measures are in place. The Trust will regularly monitor accident and incident records including dangerous occurrences, near misses, and absences due to ill health, to identify possible trends and ensure that suitable preventative measures are in place to reduce the risk. The scope and purpose of this Policy is to provide Trust and Academy Head Teachers, Staff, Students/Pupils, and Contractors with a clear understanding of the legal framework and the arrangements which apply to the reporting of all work-related accidents, incidents, dangerous occurrences, near misses, ill-health and violence which occur on or off the Academy or Trust premises, with or without apparent injuries. This will be achieved by:-

- All work-related accidents, incidents, dangerous occurrences, near misses, ill-health and violence, involving staff, students/pupils, visitors, contractors and other relevant persons whether or not they occur on the Academy or Trust premises must be reported and recorded using the dedicated reporting system in place (EEC Live).
- The Academy must ensure that work-related accidents, incidents, dangerous occurrences, near misses, ill health and acts of violence are investigated and if required the appropriate remedial measures are implemented to prevent future occurrences.
- The accident/incident report must be completed as soon as possible after the event. In the event of a serious accident or incident the Academy Head Teacher must be notified.
- All employers have a responsibility under the Health and Safety (First Aid) Regulations 1981 to ensure there is adequate first aid provision in the workplace, this includes sufficient numbers of first aid trained personnel and first aid containers, suitable arrangements for offsite and out of school hours activities and events. The Academy will regularly assess First Aid needs and ensure appropriate arrangements are in place.
- In the event of staff, students/pupils, contractors or visitors sustaining Minor injuries (bumps, bruises, cuts and abrasions), immediately refer persons to an Academy qualified first-aider for treatment. Major injuries requiring urgent hospital treatment must be immediately referred to the emergency services by calling for an ambulance so that these are dealt with by the accident and emergency department

in a local hospital. An Academy qualified first-aider will provide emergency treatment until the emergency services arrive.

- Minor accidents/incidents requiring investigation will be investigated by the Academy and major accidents/incidents (including significant and RIDDOR) shall be investigated by the Academy in the first instance and followed up by the Trust who must be notified of significant injuries and RIDDOR reportable incidents.
- It is a mandatory requirement for employers with 5 or more employees to keep accident records (statutory accident book) and records of any RIDDOR occurrences.
- If the Academy is a PFI maintained facility the appropriate facilities management provider will be notified if it was deemed the facilities management may have been a contributing factor to the incident or accident occurring.

Definition of Accident/Incident Terms:

Accident/Incident: Any unplanned event resulting in injury or ill health of people, or damage or loss to property, plant, materials or the environment or a loss of business opportunity”.

Major Accident/Incident: An event which demands a response beyond the routine, resulting from uncontrolled developments with the potential to cause multiple serious injuries, ill health or loss of life, serious disruption or extensive damage to property, inside or outside the establishment.

Minor Accidents and Incidents: Minor Accidents and incidents resulting in superficial injuries such as minor cuts, bumps and bruises requiring minor first aid treatment e.g. a plaster

Near Miss: A hazardous event or situation not causing injury or ill-health but with the potential to do so.

Reportable Dangerous Occurrences: Something that happens which does not result in a reportable injury but clearly could have and must be reported to the Health and safety Executive (see HSE web site).

Reportable Occupational Diseases: Types of work-related illnesses which fall under RIDDOR and must be reported to the Health and Safety Executive (see HSE web site).

Reportable Specified Injuries: A specified injury may include: fractures or amputations to arms or legs, loss of consciousness caused by head injury or asphyxia, requires resuscitation or admittance to Hospital for more than 24 hrs and must be reported to the Health and Safety Executive under RIDDOR (see HSE web site).

RIDDOR notification: The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations require a RIDDOR notification (see HSE web site).

Significant: Important and of consequence i.e. an incident/accident that isn't reportable under RIDDOR but is serious enough to warrant urgent attention.

Violent Incident: Physical or verbal assault or the threat of assault.

B. Administration of Medication

The Truro and Penwith Academy Trust and its Academy schools recognises 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 years settings (link attached).

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

The Academy school does not keep or dispense any medication other than salbutamol for use with emergency asthma kit unless it has been prescribed by a medical practitioner and accompanied by a consent form completed, signed and dated by the pupil/students parent or guardian.

Roles and Responsibilities:

The Academy School will ensure:

- Administering of Medicines policy is in place and monitored by the Head Teacher.
- The policy is reviewed regularly or where necessary if guidelines or statutory requirements change.
- 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.
- Checks are in place to ensure that all medicines carry the prescriber's 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 pupils know 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 academy school of any medical needs that their child might have, whether short term or long term.
- 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 the 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
- 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

Dispensing Medicine

All requests for the dispensing of medication must be accompanied by a consent form completed, signed and dated by the student's parent or guardian.

Each Academy will ensure there is a nominated named person and deputy who will be responsible for receiving medicines, checking consent forms and supporting information. The nominated person will also be responsible for dispensing medication. All medication will be kept in a secure location and in the conditions required by the medication supplier. A record will be kept of all medication dispensed. The medication log will be checked before dispensing any medication (to prevent accidental "double-dosing") and will be completed and signed by the nominated member of staff after dispensing medication to a pupil/student.

Medication for personal use by members of staff must also be kept in a secure location. Handbags, etc. containing such items must be locked away and not be left in the classroom where students could gain access to them. Staff must not share their medication with any student.

Emergency Asthma Kits

The Academy School's procedures for managing the use of the emergency asthma kit is based on Department of Health guidance:-

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/350640/guidance_on_use_of_emergency_inhalers_in_schools_September_2014_3.pdf

Staff authorised to dispense this medication have read the above guidance and have been given instruction in the recognition of the symptoms of an asthma attack and the appropriate procedures to follow.

The emergency inhaler contains Salbutamol and will only be available to students who have been

- Diagnosed with asthma and prescribed an inhaler OR
- Prescribed an inhaler as reliever medication.

In addition parental consent must be obtained for use of the emergency inhaler. The school keeps a register of students who have been diagnosed with asthma or prescribed a

reliever inhaler. The emergency asthma kit will be stored and managed in the same way as any other prescription medication following the procedures above.

Self-Management of Medication

Truro and Penwith Academy Trust school's do not allow pupils/students to carry or manage their own medication unless they have a specific medical need which will require an individual risk assessment and medical plan put in place, agreed and signed by a medical practitioner and Parent/Guardian.

Storage Facilities for Medicines

Medicines will be stored in accordance with instructions on the container, in a secure location within the school. Medicines requiring refrigerated storage will be stored in a separate fridge than that used for storing general food products. All storage of medicine must be clearly marked to identify the individual it is intended for as well as the prescriber's instructions, dosages and check expiry dates.

C. Asbestos Management

The Trust will ensure Academies have suitable and sufficient controls in place to mitigate the risk from asbestos to staff, students, visitors and contractors so far as is reasonably practicable, by ensuring that asbestos containing materials (ACMs) where present on Trust and Academy premises are effectively managed and controlled. The Trust recognises that asbestos is likely to be present in some of its Academies premises that were constructed before the year 2000 and that an effective strategy, and associated procedures needs to be in place in order to manage the potential risks to staff, students, visitors and contractors. Academies that are subject to a PFI facilities management contract will ensure that the contract provider is fulfilling its statutory duty to manage ACM's within the facilities under its management and maintenance control. Responsibility for the safe management and control of PFI maintained facilities falls with the PFI facilities management provider.

Every effort will be made to minimise the risk to staff, students, visitors and contractors by effectively managing and controlling work where asbestos materials are present and the procedures that must be followed by designated staff responsible for procuring, controlling or carrying out construction or maintenance work. The Trust and its academies, PFI providers will have in place:-

- Asbestos surveys that identify and assess sources of risk from asbestos.
- An Asbestos Register that is accessible to all internal staff and external contractors who may be brought into contact with asbestos as part of their work activities
- A Management Plan that puts in place control measures that take account of the risk assessment and prevents or minimises the risk from exposure to asbestos.
- Safe Working Practices in compliance with the Policy
- Monitoring and recording procedures to ensure that the measures put in place are adequate and effective

- Regular training of all relevant personnel to ensure they have a level of knowledge and competence commensurate with their involvement in the control procedures
- A system for the review of risk assessments annually and earlier if any significant changes occur
- A system for reviewing the Policy annually and earlier if any legislation has been introduced or amended

Statutory Requirements

- The Management of Health and Safety at Work Regulations 1999 require employers and self-employed people to make an assessment of the risk to the health and safety of themselves, employees and people not in their employment arising out of or in connection with the conduct of their business – and to make appropriate arrangements for protecting these people's health and safety.
- The Workplace (Health, Safety and Welfare) Regulations 1992 sets out duties to maintain workplace buildings/premises to protect occupants and workers.
- The Construction (Design and Management) Regulations 2015 requires the client to ensure that any information about the state or condition of premises (including the presence of hazardous materials such as asbestos) is passed on to other duty holders such as the Principle Contractor, before any work begins and that the health and safety file is available for inspection by any person who needs the information.
- The Control of Asbestos Regulations 2012 (CAR) requires employers to prevent the exposure of their employees to asbestos, or where this is not practicable, to reduce the exposure to the lowest possible level. CAR includes a regulation placing a duty on those who have repair and maintenance responsibilities for non-domestic premises to manage the risk from asbestos in those premises. Where there is no contract or tenancy the person controlling access will be the duty holder. There is also a duty of cooperation on other parties. The regulations define 'licensable work' and the specific disapplication relating to non-licensable work. The ACOP supporting the regulations, is 'Managing and Working with Asbestos' (see HSE web site).

Other regulations relevant to construction work include the Control of Substances Hazardous to Health Regulations 2002, as well as working at height and confined spaces.

Roles and Responsibilities:

***Academies that are subject to a PFI facilities management contract will ensure that the contract provider is fulfilling its statutory duty to manage ACM's within the facilities under its management and maintenance control. Responsibility for the safe management and control of PFI maintained facilities falls with the PFI facilities management provider.**

The Trust

Within the scope of this policy, the Trust has overall responsibility for ensuring:-

- This policy is implemented and asbestos across the Trust and its Academies is managed and controlled effectively in accordance with current legislation.
- The provision of appropriate guidance and standards to enable the requirements of this policy to be adequately implemented.
- Allocating sufficient resources to ensure that the Trust and its Academies meet all legislative requirements for the control of asbestos.

- Reviewing the policy, procedures and management plan annually and /or when there are changes in statutory legislation, working practices, and / or when an incident occurs that requires improvement.
- The provision of and access to competent Health and Safety advice.
- That all asbestos incidents are fully investigated and reported in line with current regulatory requirements.
- The provision of suitable asbestos awareness and risk assessment training and instruction for all relevant staff.
- The provision and access to occupational health surveillance monitoring services monitoring if appropriate.
- The provision of a safe and healthy workplace for employees, students and visitors to the premises whatever their role.

The Academy

Within the scope of this policy, the Academy is responsible for ensuring:-

- That this policy, procedures and management plan are implemented and if present asbestos in the Academy premises is managed and controlled effectively.
- Adequate resources are provided to ensure compliance with legislative requirements.
- The policy, procedures and management plan are regularly monitored and any deficiencies are highlighted and reported to the Trust via the Academy Trust's Health and Safety Management Group.
- Safe working procedures are used and reviewed regularly to minimise risk and maintain effectiveness.
- Any work commissioned on the Academy building fabric and services is approved by the Trust and the PFI facilities management and subject to the appropriate controls in accordance with this policy.
- All asbestos incidents are fully investigated and reported in line with current regulatory requirements.
- Disciplinary procedures are applied to any member of staff who persistently fails to follow the agreed procedures
- Providing suitable asbestos awareness and risk assessment training for all relevant staff.
- Access to occupational health surveillance monitoring if required.
- The provision of a safe and healthy workplace for employees and visitors to the premises whatever their role.

Facilities/Site Management

Within the scope of this policy, The academy or PFI Contract Provider will be responsible for the facilities management and any construction type work on the buildings. Any construction type work carried out on academy premises will be in accordance with the

Construction, Design and Management (CDM) Regulations 2015. The Academy and PFI Contract Provider, if relevant will ensure:-

- The implementation of policy, procedures and management plan to ensure if present in the Academy premises, asbestos is controlled and managed effectively.
- That staff under their control comply with the policy, procedures and management plan.
- Implementing safe working procedures for relevant staff and ensuring that these are adhered to.
- Where known or assumed, ACMs are present and accessible in areas used by staff and students, relevant persons are notified.
- This policy and its associated procedures are regularly monitored to ensure they remain effective.
- Identified deficiencies are reported to the Head Teacher, Academy Trust and /or the Academy Trust Health and Safety Management Group.
- The asbestos register is reviewed at least annually and kept up to date.
- Contractors commissioned to carry out work on the building fabric or services are provided with asbestos information relevant to the premises prior to commencing with the works.
- That work commissioned on the building fabric and services where asbestos is present must be approved by the Trust or PFI Facilities management, if applicable, prior to work commencing.
- No intrusive works are undertaken on Academy premises without a suitable refurbishment/demolition survey in place.
- That remedial and removal works are commissioned as required following asbestos risk assessments.
- Contractors used for asbestos removal and remedial works are competent.
- If suspected asbestos material is discovered during the course of any works, work is halted and advice is sought from the Academy Head Teacher, PFI Facilities Management, if applicable and Trust Health and Safety Advisor.
- Reporting immediately to the Academy Head Teacher, PFI Facilities Management, if applicable any materials suspected to contain asbestos where the materials have been disturbed or damaged, or where works are likely to be undertaken that may affect such materials.
- Implementing the emergency procedures if it is suspected that asbestos containing materials have been damaged and fibres released.
- Ensuring that relevant staff receive suitable asbestos awareness and risk assessment training.

Contractors

Within the scope of this policy, once the contractor has accepted the work and received the asbestos register they are responsible for:

- Ensuring that suitable risk assessments and safe working procedures are in place and adhered to when working in areas where there are known or assumed ACMs present.
- When work cannot be completed without disturbing asbestos, notifying the Site/Facilities Manager and ensuring that the appropriate measures are taken and the Academies asbestos management plan is adhered to.
- If suspected asbestos material is discovered during the course of works, halting work and notifying the appropriate Site/Facilities Manager.
- Reporting immediately to the Site/Facilities Manager any materials suspected to contain asbestos where the materials have been disturbed or damaged, or where works are likely to be undertaken that may affect such materials.
- Ensuring that employees under their control are trained in asbestos awareness and familiar with emergency procedures for asbestos related incidents.

D. COSHH Management

The Trust is committed to protecting the health, safety, welfare and well-being, of the staff employed in its offices and Academies, for the students attending the Academies and for visitors and contractors, who may be affected by the Trust's undertakings. It is essential therefore that everyone who works for or undertakes work on behalf of the Trust and its Academies adheres to the requirements of this policy to ensure that all health and safety issues relating to the Control of Substances Hazardous to Health (COSHH) are adequately managed and controlled. The Academy's Control of Substances Hazardous to Health (COSHH) policy content will ensure that:

- The use of hazardous substances is avoided as far as is reasonably practicable.
- The risks to health arising from work activities involving hazardous substance are assessed.
- The exposure to hazardous substances is prevented or reduced by implementing adequate control measures.
- COSHH assessment and controls are monitored and adequately reviewed.
- Employees are provided with appropriate information, instruction and training.
- All relevant statutory requirements and, where reasonably practicable, best practice guidance is adhered to.

A Hazardous substance is defined as a substance with the potential to cause harm if inhaled, ingested, injected or absorbed through the skin or released into the environment. Common substances such as cleaning materials, chemicals used in a process, construction dust, and products that are identified on labelling and packaging with warning are examples. The Trust will ensure the provision of and access to competent Health and Safety advice is available to Academy's. The Academy Head Teacher has overall responsibility for managing and controlling substances Hazardous to Health by:

- Ensuring that the COSHH Policy is implemented across the Academy.
- Ensuring the policy and its procedures are regularly monitored and any deficiencies are highlighted and reported to the Academy Trust Health and Safety Management Group.

- Supporting and encouraging Academy staff to manage hazardous substances safely.
- Providing adequate resources to ensure compliance with legislative requirements.
- Ensuring that safe working practices are used and reviewed to minimise risk.
- Implementing new or changed practices where appropriate.
- Providing suitable COSHH awareness and risk assessment training for all relevant staff.
- Ensuring correct disposal of hazardous substances.
- Ensuring that staff have access to health monitoring services.
- Encouraging staff to be proactive in protecting students and visitors to the school from the effects of hazardous substances.
- Applying disciplinary procedures for any member of the Academy who persistently fails to follow the agreed procedure

The Academy Head Teacher must identify whether a hazardous substance is being used/generated as part of the process/or produced as waste. The Material Safety Data Sheet (MSDS) will inform whether it is a hazardous substance. Before work commences, the person with overall control for the activity must first avoid use of hazardous substances, where this is not reasonable or practicable they must ensure a suitable and sufficient COSHH risk assessment is completed. A MSDS must be obtained for every hazardous substance that the Trust and its Academies use, the MSDS provides information on the potential hazards and health effects of the substance and general precautions needed when handling or using it. A MSDS is not a replacement for the COSHH risk assessment, which must be carried out for all hazardous substances. The COSHH risk assessment combines the assessor's own knowledge and methods of use of the substance in their area, including hazardous products, by-products or waste. All control measures put in place to manage potential hazards must perform as intended and continue to prevent or control the exposure to substances hazardous to health. If controls are found to be inadequate, and therefore could result in reduced efficiency, effectiveness or levels of protection for staff, pupil/student and visitor, they must be improved. When identifying control measures you must follow the hierarchy of control as stated below:

- Elimination – eliminate the use of a harmful substance if possible.
- Substitution – use of a safer form of the product, e.g. paste rather than powder.
- Reduction – reduce the amount used or the time spent using the substance.
- Local Exhaust Ventilation (LEV)/General Ventilation i.e. doors/windows.
- Safe systems of work.
- Information, instruction and training.
- Supervision.
- Personal Protective Equipment (PPE).

Control measures must take into account the action required in the event of an emergency.

COSHH risk assessments must be made available and brought to the attention of all relevant employees. Copies of the assessment must be accessible so that in the event of an incident, the correct emergency action or first aid measures can be taken.

Staff, pupils/students and visitors must be informed about the hazards/risks associated with the use of hazardous substances. In addition to this they must be made aware of the control measures that have been identified via the COSHH risk assessment and that they must be complied with. Staff, pupils/students and visitors must be given the necessary instruction and training to enable them to follow/implement the required controls.

The Trust will ensure Academy's have access to competent Health and Safety Advice. Academy's are required to have in place arrangements for monitoring and reviewing the implementation of Health and Safety Policy at regular intervals to ensure that it remains effective. Any identified deficiencies shall be reported to the Academy Health and Safety Management Group, who will make recommendations to the Trust.

***Academies that are subject to a PFI facilities management contract will ensure that the contract provider is fulfilling its statutory duty to manage COSHH within the facilities under its management and maintenance control. Responsibility for the safe management and control of PFI maintained facilities staff, products and materials falls with the PFI facilities management provider.**

E. Design and Technology Equipment

The Truro and Penwith Academy Trust and the Academy's within it recognises their duty to ensure the health and safety of employees, pupils, students and others on the site who may be exposed to higher risk environments and activities. The Truro and Penwith Academy Trust will ensure all schools within the Academy Trust follow the model policy arrangements and procedures set out in CLEAPS Guide DL260 within their Design and Technology Departments.

<http://www.cleapss.org.uk/secondary/secondary-dandt/secondary-dandt-customisable-documents>

The CLEAPSS Design and Technology Department Health & Safety Policy should be read in conjunction with the respective Academy Health & Safety Policy and the detailed arrangements for implementing that policy must be implemented and enforced by the Head Teacher and competent staff members.

Roles and Responsibilities

The Truro and Penwith Academy Trust will ensure Academy schools Design and Technology departments promote safe systems of work when undertaking practical work. Academy schools are responsible for ensuring work equipment is fit for purpose as required by the Provision and Use of Workplace Equipment Regulations and it is the duty of all members of the academy D&T staff, teachers, technicians, teaching assistants and other support staff who work in the department:

- To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions during work.
- To be familiar with the CLEAPSS D&T and Academy Health & Safety policy by periodic reference to it.
- To keep up to date with any revisions to D&T guidance and update the academy management team as and when required.
- To cooperate with other members of staff and the Academy Trust in promoting health and safety.

The Academy will nominate competent members of staff to oversee Design and Technology areas and run activities within them. Tasks with tools and machinery will be

supervised at all times by competent staff who will ensure access to machinery, powered equipment and hand tools is strictly controlled.

Monitoring and Maintenance Checks

The Academy is responsible for their respective D&T departments and are required to monitor the implementation of this policy and the CLEAPSS Code of Practice for Design and Technology. Records of health or environmental monitoring are kept by the Head of Department D&T Coordinator.

Checklists on equipment and machines for use by technicians are customised from those suggested in CLEAPSS Guide L254 Health and Safety Maintenance of D&T Workshop Equipment. The frequency for such checks is followed as best practice and records are kept for any inspection and audit.

Equipment Training

The Academy or nominated competent D&T Coordinators within the academy are responsible for ensuring those using the Equipment, Tools and Machinery are able to do so with relevant instruction and supervision attributed to competence and ability.

Generally D&T Departments in schools follow guidance in BS 4163:2014 Health and safety for design and technology in schools and similar establishments – Code of practice in respect of the training needs of staff. Staff may not use any item of equipment or machine if they have not received formal training to do so. Nothing less than documented evidence of training, such as a certificate of attendance at a training course will be accepted as evidence of training. Staff should update their competences every five years.

Trainee teachers who are following a recognised teacher training course should be supervised by a qualified teacher at all times when they are engaged in practical work. This also applies to people following a Graduate or Registered Teacher programme. Such trainees may use machines and may show pupils how to use machines as part of the lessons that they are teaching provided that appropriate supervision is maintained. This supervision may be progressively reduced, depending on the competence of the individual trainee teacher. In such instances a specific risk assessment of the situation should be carried out, and the degree of supervision needed discussed with the head of D&T.

Risk Assessments

Risk Assessments should be in place (held on EEC Live) to identify the use of Design and Technology equipment and for specific tasks. These risk assessments must be documented and consider:-

- Identify the Hazards
- Decide who might be at risk of harm and how
- Evaluate the risk and put suitable and sufficient controls in place to manage the risk to an acceptable level of risk
- Record and document the findings of the assessment
- Review the risk assessment regularly or when changes occur such as new staff, equipment task, process etc.

Equipment Safety

All staff selecting equipment for purchase will check that it is safe and suitable for the intended purpose (to comply with the Provision and Use of Work Equipment Regulations). Equipment listed by specialist educational equipment suppliers is taken to meet these

Regulations. Advice on safety and suitability is sought from CLEAPSS and the Academy Trust Health and Safety Advisor. Equipment restricted to those users who have received special training and instruction. Any user who discovers a hazardous defect in an item of equipment must report it immediately.

Use of Guards

All staff in the department must use all guards and other safety devices on machines and other equipment at all times. Under no circumstances should any guard or other safety device be removed or not used to enable a task to be done. Any operation which cannot be done with guards and other safety devices in place must not be done.

Personal protective equipment (PPE)

The Academy accepts the duty to provide eye protection, gloves, overalls/aprons and footwear for employees where the risk assessment requires them (Personal Protective Equipment at Work Regulations). Overall coats and aprons for students will be supplied by and laundered by the school. Clothing should be fitted correctly to ensure there is no risk of being drawn in to any rotating or moving machinery or equipment parts.

The Academy is responsible for ensuring PPE is available for pupils/students] and visitors. Safety spectacles will be provided for general use, with a set of goggles or face shields used whenever the risk assessment requires them. Goggles or face shields to relevant impact or chemical-splash standards are worn whenever there is a risk to the eyes. Staff are responsible for monitoring and enforcing the use of PPE at all times in D&T workshop environments.

F. Display Screen Equipment

The Truro and Penwith Academy Trust will ensure Academy schools promote safe systems of work with regard to the use of Display Screen Equipment. The following policy guidance on working safely with display screen equipment (DSE) outlines the requirements defined under the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. The main objective of the Regulations is to protect employees who habitually use DSE as a significant part of their normal work. This policy document sets out the arrangements by which Truro and Penwith Academy Trust intends to comply with these Regulations and aims to achieve best practice.

Workstation Assessments:

It is the responsibility for each of the Academy's within the trust to identify staff who are deemed DSE users and undertake an assessment of their workstation. Each Academy will carry out suitable and sufficient assessment and, where necessary, bring up to acceptable standards, all workstations where the individual is identified by the academy management as a DSE User. A DSE User is classed as an employee who habitually uses display screen equipment as a significant part of their normal work. Workstation self-assessment shall be carried out by all employees who use DSE, using the electronic form issued by the Trust. The results of this assessment will then be reviewed where necessary by the Head Teacher, who will provide assistance to resolve any outstanding problems. A more formal one-to-one assessment may be carried out by the assessor if required e.g. if the assessor has specific concerns about the individual or workstation. A referral to Occupational Health will be made by the DSE Assessor if issues are of a health nature and cannot be resolved by the DSE Assessor alone. All referrals should in the first instance be forwarded to the staff members Head Teacher. The assessment shall be repeated/reviewed if major changes

are made to equipment or furniture, if workstations are relocated, if the nature of the work changes or if the health of the user changes. Review of the assessment on a regular basis may help to remind users of the importance of good practice in DSE work.

Minimum Requirements for Workstations:

- The Display screen should have well defined characters of adequate size, stable image, easily adjustable brightness and contrast. The screen should be easily tilting and swivelling with no reflective glare.
- The keyboard should be tiltable and separate from the screen, have sufficient space in front of the keyboard, a matt surface, easy to use, adequate and contrasting symbols on keys.
- The mouse (or other non-keyboard device) should be suitable for the task.
- The work surface should be sufficiently large and low reflecting, and allow a flexible arrangement of equipment and adequate space.
- The work chair should be stable allowing the User easy movement and comfortable position. It should have adjustable height (seat), adjustable height and tilt (seat back). Footrests should be available on request.
- There should be space necessary to allow the User to change positions.
- The lighting should be satisfactory with appropriate contrast between screen and background, and prevention of glare through positioning of artificial lighting.
- Positioning must prevent sources of light, such as windows, from causing distracting reflections on the screen.
- Noise must not cause distraction of attention or disturbance of speech.
- Heat must not be excessive such to cause discomfort, and an adequate level of humidity should be established and maintained.
- The software systems must be suitable for the task, easy to use, and adaptable to the level of the User's knowledge. No quantitative or qualitative checking facility may be used without the User's knowledge.

Laptop Computers & Portable Devices:

Laptops must comply with the full regulations when they are used for continuous periods of more than one hour per day, on most days. Ideally the keyboard and screen should be separate, and there are several options to achieve this:

- Use with a docking station (preferred)
- Connect to a desktop computer
- Use with a separate monitor
- Use with a separate keyboard and mouse

All laptops and their accessories should be as light as possible. It is highly recommended that a rucksack type carrier is considered, if a laptop is to be carried frequently. Avoid branded laptop cases for security.

Eye Examination & Testing:

The Academy Trust will provide the means for all employees who are identified as "Users", to have an eye examination and test when requested. Retesting is usually every two years, exceptions would be on the opticians advice. The trust will provide identified staff with a voucher which entitles the User to a full eye test and examination, as well as a pair of standard, intermediate, corrective glasses. These glasses will be solely and specifically for DSE use, and cannot be combined with lenses for other uses (such as driving etc). Further information on eyecare and Display Screen Equipment (DSE), can be found on the HSE website.

Rest Breaks:

Breaking up long spells of DSE work helps to prevent fatigue, eyestrain, upper limb disorders and backache. Most employees within the Academy will have some control over their own working arrangements, and will be able to organise their work to take this into account. The best way to break up work is to alternate sedentary work with more active tasks, such as filing, photocopying etc. Where this is not possible, more formal breaks may be necessary. Frequent mini breaks every 15-30 minutes are preferable to longer breaks, taken every couple of hours.

Home Working:

Where Academy employees are contracted to work from home, the full requirements of the DSE Regulations in terms of provision of equipment and suitable set up must be implemented in line with the Trust and Academy Policy. A DSE self-assessment must be carried out in the home setting, and exceptionally by a DSE Assessor during a home visit if required. In most cases, staff are not required to work from home but may choose to take work home at the discretion of line managers etc. In these cases, although not coming under the DSE Regulations, the employee should ensure that their work area is set up in accordance with good DSE working practices.

Specialist Considerations:

Pregnant Workers – Although scientific studies have not discovered any link amongst new and expectant Mothers and DSE use, the layout and working arrangements should be routinely assessed over the pregnancy period. This can be carried out at the same time as the Academy Pregnancy Risk Assessment process. Special consideration should be given to achieving a comfortable seating position and an increase in the frequency and duration of rest breaks.

Where the University provides a computer or workstation for a Post Graduate Student, whether employed by the University or not, there is a "Duty of Care" to ensure this is suitable for the task.

Monitoring and Review:

Academy Schools should ensure that there are effective DSE arrangements in place, and Academy heads and managers should ensure that DSE assessments have been

completed in their areas of responsibility. Existing DSE assessments should have a review of their validity on a regular basis, in this case a period not exceeding 3 years is recommended. If there are significant changes to a workstation, it must be re-assessed and actions implemented to meet the requirements of the Regulations. Examples of significant changes are:

- If the workstation is relocated
- A major change in workstation furniture
- A substantial increase in the amount of time required to be spent using DSE
- A major change to software being used
- A major change to the hardware being used
- A substantial change in other task requirements (e.g. more speed or accuracy)
- If any environmental conditions such as lighting are significantly modified
- As part of an Expectant Mothers (Pregnancy) Risk Assessment
- Following recovery from an injury or illness, where the User has been absent from the workstation for a substantial period of time
- When a User requests a new assessment due to a DSE issue

Training and Information for Users:

All Users should have training on the possible risks of DSE work, how to work safely, how to carry out a self-assessment, and on the measures the University has put in place to comply with the regulations. To achieve this, all Users are responsible for completing the on-line training programme, issued by the DSE Assessors.

G. Educational Trips and Visits

Truro and Penwith Academy Trust and its Academy schools recognises their duty to ensure the safeguarding and promotion of the welfare, health and safety of pupils on activities outside the school and to promote good behaviour on these activities. The Academy school Head Teacher will advise on anything related to any residential or day trips undertaken as part of the education learning and has more detailed information available for party leaders on planning, required procedures and paperwork required. The leader in charge is "in loco parentis" and has a duty of care to all members of the party. The Academy school Head Teacher and the Governors have a responsibility for ensuring appropriate leadership, proper planning and organisation is in place for each trip and visit.

The Academy School Head Teacher and appointed Trip and Visit Leader has overall responsibility for the supervision and conduct of the trip, should have regard to the health and safety of the party and in accordance to the school's regulations, guidelines and policies. The trip and visit leader will ensure suitable and sufficient first aid arrangements are in place and that First Aid kits appropriate to the visit must be carried at all times, including on the journey. Risk assessment should be undertaken for every school trip and school leaders should also arrange meeting to confirm Health and Safety arrangements before the trip departs. The Risk Assessment should be completed, as appropriate well before the trip and record the formal assessments of the foreseeable risks that might be met on a trip and the actions to be put in place to prevent or reduce the risk. Pupils must not be placed in situations which expose them to an unreasonable level of risk. Safety must always be the prime consideration.

Where adults other than Academy school staff are accompanying the trip, a DBS check must be made for all such adults, as well as any parents accompanying the party, otherwise they must never be left in sole charge of pupils, for their own and the pupil's protection. Mixed parties should be accompanied by at least one male and one female teacher whenever possible. Parents must be fully informed (in writing) about the proposed trip before they are asked for their consent. Remind parents that pupils cannot be taken on a trip if their written permission is not received by the school beforehand.

Pupils/Students should be briefed to ensure they clearly understand what is expected of them and what the trip will entail. In addition, pupils should clearly understand what standards of behaviour are expected from them and why rules must be followed. In addition, details about relevant foreign culture/customs, issues about ringing home (how to avoid causing concern or confusion at home), emergency procedures and rendezvous procedures and discussions about banned items not being brought on the trip and from being purchased during the trip may also be included. If there is to be any remote supervision, pupils must be made aware of ground rules and the size of groups to go around in. The trip and visit leader should ensure at least one emergency contact number for the academy school is in place as well as at least one for each of the pupils and member of staff on the trip. The trip and visit leader should make every effort to include disabled pupils and pupils with special educational or medical needs on educational visits, whilst maintaining the safety of everyone in the group. Special needs of any kind will be taken into consideration in the risk assessments and planning undertaken in advance of the visit and appropriate measures will be implemented.

Where actual injury is sustained the normal reporting procedure must be undertaken immediately on return to school. In grave situations a preliminary verbal report should have already been given to the academy school. Useful lessons can be learnt from Accidents, Incidents and Near Misses which may help the safety of future parties. Party leaders are encouraged to report such occurrences to the Head Teacher and Academy Trust.

Electrical Equipment

Truro and Penwith Academy Trust recognises its duty to maintain electrical equipment within its workplaces as required under the Provision and Use of Workplace Equipment Regulations. This Policy specifies the duty holders requirements for inspecting and testing portable electrical appliances, to reduce the risk of injury or fire, and to meet our legal and insurance obligations. A portable electrical appliance is any item of equipment with a lead and a plug and which is normally moved around or can be moved and is connected to the mains supply by a standard 3 pin plugs. Examples include power tools, vacuum cleaners, kitchen appliances, heaters, photocopiers, computers, etc. however this list is not exhaustive. If there is any doubt on what should be included, contact the PFI facilities managers or Trust Health and Safety Advisor.

Academy owned appliances:

Each Academy will undertake to inspect and test all its portable electrical appliances by a competent person. For PFI schools Tests will be carried out by the facilities management contractor. All test Certificates will be kept by Academy or the facilities management contractor for the duration of the life of the appliance.

Personal and Privately Owned Portable Appliances:

Personal items of electrical equipment may only be bought into the school/academy by prior agreement. Equipment must be presented to Headteacher for testing prior to use. All personal items of electrical equipment must only be used in conjunction with a residual current electrical system or device.

All users are responsible for ensuring that there is no visible damage to the electrical equipment, leads and plugs, which they use. They should report any fault or damage to their supervisor, manager (including residential), or laboratory or workshop technician, as appropriate. Faulty or damaged electrical equipment should be labelled as such and should be immediately taken out of use by physical removal, removal of the plug, or equivalent means of ensuring that it cannot be used.

H. Facilities Management

The Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Construction (Design and Management Regulations 2015 all impose specific duties to safeguard the health and safety of those who are and who are not in the employment of the Truro and Penwith Academy Trust with regard to building and facilities management. These duties equally apply to a contractor or subcontractor on Trust premises, in respect of safeguarding Academy employees, pupils/students and visitors from their activities. Truro and Penwith Academy Trust and its academy's is committed to fulfilling the

requirements ensuring that a Planned Preventative Maintenance system is in place to minimise the risks from any workplace hazards. The concept of providing and maintaining safe buildings and services carries a high statutory priority and applies across all Academy's within the trust. The Truro and Penwith Academy Trust has overall accountability for all the activities of the organisation, which includes the management and maintenance of the Trusts Academy buildings and facilities. The Trust Board delegates the responsibility for the management and maintenance of the individual Academy's to the local Governance and Academy Head Teachers and where applicable a PFI Facilities Contract provider.

Academy's:

The Academy School Head Teachers and Local Governance have a responsibility to ensure that Premises and buildings within the trust and not managed under a PFI Initiative are well maintained at all times. The Academy must ensure their maintenance and site management staff and those that they employ to undertake work are suitably their staff are instructed, trained, informed and supervised and are suitably competent to carry out their roles in a safe, effective and efficient manner. In house maintenance teams will be competent in undertaking facilities maintenance tasks and where sufficient competence cannot be demonstrated works should be contracted out to suitably competent building and maintenance Professionals.

PFI Contract Academy Schools:

PFI Facilities and Estates Operational Managers have a responsibility to ensure that premises and buildings are managed and maintained within the scope of the PFI Contract. The PFI Contract provider must ensure their staff and those that they employ to undertake work are suitably instructed, trained, informed and supervised and are suitably competent to carry out their roles in a safe, effective and efficient manner. The PFI Estates Operational Managers/Officers are the designated officers for estates maintenance services. This position fulfils the role of Responsible/ Authorised Person (AP) for specialist engineering and building services (these appointments are site specific). Operational management of estates services includes building, engineering, equipment, specialist maintenance and grounds and gardens with appropriate maintenance programmes and regular review of maintenance activities.

Employees:

All Trust employees (including agency staff and contract staff) have a duty of care to each other as set out within the Health and Safety at Work Act and to cooperate with their employer and not to tamper with safety devices and to reports defects and failures in accordance with Trust procedures. They should also comply with reporting systems with regard to building and plant faults. Further information on the role of contractors can be found in the 'NUH Control of Contractors.

Planned preventive maintenance is regular, scheduled work carried out to keep equipment in good working order and to optimize its efficiency, cost effectiveness

and availability. This activity involves regular, routine cleaning, lubricating, testing, calibrating and adjusting, checking for wear and tear and eventually replacing components to avoid breakdown. Health and Safety legislative Compliance and Plant Equipment maintenance of a complex or specialist nature is usually covered by a service contract.

Health and Safety Compliance Records:

Records must be kept by the Academy or PFI Facilities Management to include details of the existing condition of a building together with details of, services and past maintenance history. The Academy or Facilities Management will make available to the trust all operational and maintenance records and documentation as required including "as built" drawings to provide a description and details of construction relevant to the design and fittings provided within a scheme, and its ongoing maintenance requirements.

Any maintenance and construction type work undertaken through Trust employees or the PFI facilities contract provider will meet the requirements required and set out within the Construction Design and Management Regulations 2015.

Business Continuity Plans:

Business Continuity Plans (BCP) will be maintained through training and exercise and regular audit and review, to ensure the continuity of all estate requirements and reactive maintenance. Procedures will be put in place by Academy's to ensure that all facilities and estate requirements support and integrate with other partner arrangements and the overarching Truro and Penwith Academy Trust BCP. The Trust and Academy Business Continuity Management (EBCM) arrangements will be made available to all members of the Estates Team and other Trust departments.

I. Fire Safety

The Trust and its academy's acknowledges its responsibility under the Regulatory Reform (Fire Safety) Order 2005 (RRFSO) and will ensure that suitable fire risk assessments are carried out on all Academy premises, to determine the 'general fire precautions' and 'preventative and protective measures' needed to comply with the requirements imposed under the Order. Where directly responsible for the fire arrangements, the Trust will appoint a 'competent person' to assist with implementing the requirements of the Regulatory Reform (Fire Safety) Order 2005 (FSO) including fire risk assessments. At an Academy level it will be the responsibility of the Local Governing Body and Head Teacher of each Academy to ensure that a suitable fire risk assessment of its premises is undertaken and a competent person is appointed. The Local Governing Body and the Head Teacher of each Academy will make and give effect where responsible to such appropriate organisational arrangements for the effective planning, organisation, control, monitoring and review of its preventive and protective measures.

Within the scope of this policy, the Trust has overall responsibility for:

- Ensuring that the Academy complies with all legislative requirements for Fire Safety.
- Ensuring Academy's, in conjunction with the Local Governing Body and PFI Facilities Management, where applicable, allocate sufficient resources to ensure that this policy and its procedures are implemented and Fire Safety is effectively managed within the Academy.
- Ensuring the policy and its procedures are regularly monitored and any deficiencies are highlighted and reported back to the Trust via the Academy Health and safety Management Group.
- Ensuring that a suitable and sufficient Fire Risk Assessment of the premises is carried out and any significant findings are properly addressed and suitable control measures implemented.
- The provision of adequate fire safety training and instruction for all staff, students and visitors.
- Ensuring sufficient numbers of persons are appointed as Fire Wardens/Marshall.
- Ensuring that Fire Evacuation Drills are carried out once a term as a minimum.
- Ensuring that suitable fire evacuation procedures are produced, implemented and tested on a regular basis.
- Applying disciplinary procedures for any member of the Academy who persistently fails to follow the requirements of this Policy.

Academy Facilities /Site Management

Within the scope of this policy, the Academy or PFI Facilities Manager is responsible for ensuring:

- The policy and its procedures are effectively implemented and adhered to by all staff within their area of responsibility (incl. internal cleaning teams).
- Significant findings of the fire risk assessment relating to the building fabric and structure are properly addressed, and suitable control measures implemented in accordance with the requirements of the RRFSO.
- All premises features (e.g. structural components, fire doors, partitions etc.) and equipment provided in connection with assuring fire safety is maintained, by a competent person, in a fit and efficient state, in good working order and repair.
- Undertaking weekly testing of the fire alarm system.
- Fires and unwanted fire signals (UWFS) are investigated, reports are prepared and records of all incidents are maintained.
- Arranging adequate provision and testing of fire extinguishers for the Academy.
- All activities and processes falling under their control are assessed for fire safety and suitable control measures implemented in accordance with the requirements of the RRFSO.
- Liaising with internal staff and departments, local building control and the fire authority in the specification of fire precautions in new and existing buildings.

- Liaising and co-operating with other responsible persons, e.g. contractors / hirers, to ensure that they are aware of the Trusts Fire Safety Policy and Procedures, and to identify any risks arising from their activities which could impact upon the staff, students and visitors to the Academy.
- Prior to commencing works, contractors provide the necessary documentation and fire safety information including method statements and risk assessments.
- Supervising contractors in relation to their fire risks and fire control measures, and if the works require it, controlling a hot work permit system.
- Liaising with Heads of Department to provide advice to help them fulfil their responsibilities under the Trust Fire Safety Policy and Procedures.
- Adequate provision and maintenance of all fire-fighting equipment, fire safety signs and notices as well as other fire engineering provisions.
- Liaising with Academy staff with regard to arrangements for the inspection, testing and maintenance of specialist equipment, and suitable storage of dangerous substances.
- Copies of relevant documentation such as inspection, testing and maintenance records, COSHH assessments and registers from individual departments (DT, Science, Catering etc.) are stored and made readily available.
- Maintaining an up to date central COSHH Register.
- Fixed and portable electrical equipment including tools are subject to a regular inspection testing regime and records maintained.
- Liaising with the internal/external cleaners to ensure that an effective housekeeping regime is implemented.
- Reporting on any fire safety issues or deficiencies within the premises to relevant persons.
- Fire drills and evacuations, as directed by the Head Teacher.
- All staff falling under their control are given adequate training and instruction in fire safety matters commensurate with their activities and responsibilities.
- Fire Safety Log books are maintained and up to date with all relevant fire safety documentation.
- Applying disciplinary procedures for any member of staff under their control who persistently fails to follow the requirements of this Policy.

***Academies that are subject to a PFI facilities management contract will ensure that the contract provider is fulfilling its statutory duty to manage Fire Safety Management within the facilities under its management and maintenance control. Responsibility for the premises fabric and safe management and control of PFI maintained facilities, fire safety systems and portable firefighting ancillary equipment falls with the PFI facilities management provider.**

Academy Fire Safety Arrangements/Guidance

Fire Safety Log

- Academies will have Fire Safety Log to assist in co-ordinating and maintaining a fire safety record keeping system.

- Academies shall ensure that all relevant information regarding fire safety, prevention and emergency evacuation is recorded in the Fire Safety Log.
- This log will be kept up to date and readily available for inspection, by authorised persons from the Trust and local Fire and Rescue Services.
- The Fire Safety Log shall be kept at the Academies reception in a clearly marked, secure and fire resistant container.

Fire Risk Assessment

- In accordance with the RRFSo a suitable and sufficient Fire Risk Assessment will be undertaken for all premises belonging to the Trust and its Academies.
- The Fire Risk Assessment will follow the requirements of the Regulatory Reform (Fire Safety) Order 2005 and will be carried out by persons responsible for the Fire Safety Arrangements of the building or a competent person appointed by them.
- As required, an action plan will be developed from the Fire Risk Assessment.
- Individual Academies will ensure a copy of the completed Fire Risk Assessment is made available to all relevant staff.
- The Fire Risk Assessment will be reviewed every 2 years as a minimum requirement although as best practice this should be done annually and/or when there are significant changes i.e. structural, equipment, activities and occupancy.
- Persons carrying out Fire Risk Assessments on behalf of the Trust will be competent.

Fire Drills/Evacuation

- In accordance with legislation and as outlined in the Fire Safety Log provided by the Trust, Fire Drills/Evacuation shall be carried out on Academy premises once a term as a minimum.
- These will be organised by the Principal/Head Teacher or their nominated person.
- A suitable and sufficient evaluation of each fire drill will be undertaken to monitor performance and identify areas requiring actions for improvement.
- Records of fire Drills and evaluation reports will be kept in the Fire Safety Log held on the premises.

Fire Evacuation Procedures

- Each Academy will have its own written Fire Evacuation Procedure. The Fire Evacuation Procedure will be specific to each individual Academy, although on the whole, it will follow the same principal that all persons must evacuate the building by the nearest available exit on activation of the alarm.
- The Head Teacher will be responsible for ensuring that suitable Fire Evacuation Procedures are produced, implemented and tested on a regular basis.
- The procedure will incorporate the actions required of staff, students, visitors and contractors.
- The Fire Evacuation Procedure will be clearly displayed throughout the premises.

Fire Alarm System

- All premises shall be fitted with a suitable and sufficient Fire Alarm System.
- The system shall be inspected, tested and maintained under BS5839, and as part of the planned preventative maintenance (PPM) schedule.
- These checks must be logged in the Fire Safety Log Book.
- The Fire Alarm System in the building will provide automatic detection and sounders that will provide a continuous alarm indicating full evacuation.

Sprinkler Systems/Suppression systems

- Sprinkler or fire suppression systems installed on Trust and Academy premises shall be subject to inspection, testing and maintenance in accordance with legislation.
- These checks must be carried out by competent persons and logged in the Fire Safety Log Book provided by the Trust.

Fire Doors

- Each premise shall be fitted with suitable and sufficient fire doors.
- Fire doors will be identified by appropriate signage and will be constructed to BS476 as identified in the Fire Risk Assessment.
- All fire doors (including final exit doors) will be checked in accordance with legislation.
- Fire doors must be kept closed at all times unless fitted with a proprietary device (an electromagnetic hold door opener) that conforms to BS EN 1155:1997/BS 7273-4:2007 and will close on the activation of the alarm.
- Electromagnetic hold door opening devices shall be subject to regular inspection, testing and maintenance as recommended by the supplier.
- These checks must be carried out and logged in the Fire Safety Log Book.

Emergency Lighting

- Each premise shall be fitted with suitable and sufficient emergency lighting conforming to BS5266.
- The lighting will be inspected, tested and maintained in accordance with legislation. These checks must be carried out and recorded in the Fire Safety Log Book.

Firefighting Equipment

- Each premise shall be fitted with suitable and sufficient Fire Fighting Equipment conforming to BS 5306, BSEN 671-3 and BSEN1869.
- All firefighting equipment will be inspected, tested and maintained in accordance with legislation. These checks must be carried out and recorded in the Fire Safety Log Book.

Means of Escape

- Each premise shall have suitable and sufficient Means of Escape in the event of an emergency, such as fire.
- The means of escape will be clearly identifiable with the use of suitable signage.
- All means of escape shall be regularly inspected in accordance with legislation ensure:

- They are free from obstructions and accessible at all times.
- Combustible materials, particularly in protected staircases are kept to a minimum.
- Adequately lit.
- Inspections shall be carried out and recorded in the Fire Safety Log Book.

Disabled Staff and Students

- In accordance with the Equality Act, where staff members or students have a disability (i.e. physical or mental impairment), additional control measures shall be implemented to reduce the risks to them in a fire situation.
- An assessment of disabled staff and students individual needs shall be undertaken and a Personal Emergency Evacuation Plan (PEEP) put in place if required.
- Those individuals who require a PEEP have a responsibility to cooperate with the Trust and their Academy for their own evacuation to ensure that it can be correctly implemented.
- A copy of individuals PEEPS must be retained and relevant staff members notified of the controls in place to manage any risks identified.
- All PEEPS will be regularly reviewed and or when there are changes in the individual's needs.
- Where provided emergency evacuation equipment such as Evacuation Chairs shall be operated by trained persons, suitably located, subject to regular inspection, testing and maintenance.
- Where provided refuge points shall be suitably located, clearly identifiable and have an effective means of communication in place.
- Refuge points with communication systems installed shall be subject to regular inspection, testing and maintenance in accordance with the manufacturer's recommendations.
- These checks must be carried out and recorded in the Fire Safety Log Book.
- In the event of a fire evacuation the emergency services attending shall be made aware of any persons located in designated refuge points.
- It is the responsibility of the Academy to ensure that occupants with disabilities are safely evacuated from the building

Fire Assembly Points

- All buildings will have at least one Fire Assembly Point. It will be at a safe location, far enough from the building, so as not to present a significant fire risk to persons mustered there, but also close enough and accessible enough so staff, students and visitors can reach it without difficulty.
- Where a Fire Assembly Point is located in a car park, consideration should be given to the risk of vehicles, especially fire vehicles attending in the vicinity.
- Fire Assembly Points will be suitably signposted (if not in a public place) and clearly indicated in the fire evacuation procedures and fire plans.

Security

- Suitable and sufficient security measures shall be in place for all premises to ensure that:
 - Only authorised persons are permitted on site.
 - The premises are secure after hours.
 - Intruder Alarms must be subject to regular inspection, testing and maintenance by a competent person and records maintained.

Waste Arrangements

- Measures shall be in place to ensure that all waste material, particularly combustible materials are removed from the premises on a regular basis and disposed of appropriately.
- External waste containers, bins and skips must be suitable for the type of waste material. Containers and skips should be fitted with a lockable lid and must be sited away from the building and preferably in a secure compound. Wall mounted waste bins will not to be located directly adjacent to or below any window, combustible cladding, door or other openings of a building and must be emptied on a regular basis.

Building Design and Alterations

- All new infrastructures, buildings and alterations to existing buildings shall be designed and built in accordance with Building Regulations, Health and Safety Legislation and relevant British Standards in respect of fire safety.
- When any building or refurbishment/alteration works are planned for a premises, due consideration will be given in relation to any compromise of the Fire Control Measures, such as:
 - Fire Compartmentalisation and Fire Doors
 - Fire Alarm System
 - Fire Fighting Equipment
 - Means of Escape
 - Ventilation
 - Signage

Hot Works Risk Assessments and Permit to Work

- In accordance with legislation and the Academy Permit to Work Policy a specific risk assessment shall be conducted prior to any hot works taking place on Academy premises and if required a permit to work system will be implemented.
- Hot Work is any process undertaken outside dedicated areas specifically designed for that process that:
 - Generates flames, sparks or heat
 - Use flame cutting apparatus
 - Uses flame or electric welding/soldering apparatus
 - Uses grinding equipment
 - Uses equipment producing flame, intense heat or sparks

- Work with bitumen boilers
- Power Sawing where heat is generated
- The Academy Head Teacher or Facility Manager must ensure that all external contractors comply with the Academy Permit to Work Policy prior to commencement of work.
- All “Hot Work” must be completed at least 1 hour prior to the premises being secured at the end of the working day, to enable staff and contractors to conduct a final check for heat or smouldering fires.

Electricity

- All fixed and temporary electrical appliances and supplies will comply with the relevant IEE Wiring Regulations and British Standards.
- All electrical equipment must be used and maintained in accordance with the manufacturers instruction manual, which must be available to operators at all times.
- Academies are responsible for inspecting, testing and maintaining specialist electrical equipment e.g. Design and Technology (DT).
- All portable electrical equipment on Trust and Academy premises shall be subjected to a PAT testing regime in accordance with the HSE recommended guidelines.
- Any faulty equipment shall be immediately taken out of service.
- Where appropriate electrical equipment shall be switched off when not in use and at the end of each day.

Smoking

- All smoking is prohibited within public buildings including all premises (buildings and land) under the control of the Trust and its Academies.
- Appropriate ‘No Smoking’ signage shall be clearly displayed on all premises.

Compressed Gases

- The Trust and it’s Academies shall comply with relevant legislation and ensure the necessary precautions are taken with regard to the appropriate storage, transportation and use of the following compressed gases on their premises:
 - Acetylene
 - Hydrogen
 - Oxygen
 - Liquified Petroleum Gas
 - Bulk Liquified Petroleum Gas
 - Propane
 - Butane
- In areas where compressed gases are stored and used signage will be displayed.
- These items shall be recorded on the premises central COSHH register with the appropriate risk assessment and material safety data sheet (MSDS).

Flammable Liquids

- Flammable liquids shall be stored appropriately on Trust and Academy premises e.g. securely in approved fire resistant containers, away from ignition and heat sources.
- In areas where flammable liquids are stored and used the respective Academy will ensure appropriate signage is displayed.
- These items will be recorded on the premises central COSHH register with the appropriate risk assessment and material safety data sheet (MSDS).

Combustible Materials

- Combustible materials such as packing materials, glues, solvents, flammable liquids or gases shall be stored on premises appropriately e.g. securely, in well ventilated areas and away from ignition/heat sources.
- Storage of such materials on site shall be kept to a minimum.

Contractors

- Any contractor engaged by the Trust or its Academies will provide necessary Risk assessments and method statements, regarding fire safety as is requested.
- All contractors shall operate in line with the Trusts Fire Safety Policy and supporting procedures.
- Portable electrical equipment/tools belonging to Contractors will not be permitted on the premises unless items are PAT tested and suitable evidence is provided to substantiate this.
- All portable electrical equipment/tools belonging to Contractors must be in good condition and well maintained.
- All Contractors shall be made aware of the local fire evacuation procedures as part of the induction process.

Hiring/Letting Facilities

- As part of the induction process, external persons/groups hiring Trust and Academy premises shall be made aware of and adhere to Policy, and the site specific Fire Evacuation Procedures.
- Electrical equipment belonging to hirers must be PAT tested and well maintained

Training and Information

- In accordance with The Regulatory Reform (Fire Safety) Order 2005 the Trust and its Academies will ensure that all staff, students and visitors receive adequate fire safety training and information.
- Each Academy shall ensure there is sufficient numbers of appointed Fire Marshall/Warden trained personnel on the premises.
- Fire Marshals/Wardens shall be easily identifiable and wear a high visibility vest.
- A record of the nominated Fire Marshals/Wardens and their training certificates will be kept by the academy.
- All staff shall undertake fire safety awareness training.

- All visitors shall be made aware of the premises fire evacuation procedures as part of the induction/SIGNING IN process.

***Academies that are subject to a PFI facilities management contract will ensure that the contract provider is fulfilling its statutory duty to manage Fire Safety Management within the facilities under its management and maintenance control. Responsibility for the premises fabric and safe management and control of PFI maintained facilities, fire safety systems and portable firefighting ancillary equipment falls with the PFI facilities management provider.**

J. First Aid

The Truro and Penwith Academy Trust and its Academy's recognised its duty under The Health and Safety (First-Aid) Regulations 1981 which require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. The Regulations do not place a legal duty on employers to make first-aid provision for 'non-employees' such as the public or children in schools. However, the Trust requires that pupils and students are included in an assessment of first-aid needs and that provision is made for them as a duty of care. An assessment of first aid needs will be carried out by each academy and will identify the numbers of First Aid trained staff are required. This involves consideration of workplace hazards and risks, the size of the organisation and other relevant factors, to determine what first-aid equipment, facilities and personnel should be provided. Each academy will:-

- complete a first-aid needs assessment
- ensure that there is either an appointed person to take charge of first-aid arrangements or, if necessary, there are appropriate numbers of suitably trained first-aiders
- ensured their are adequate facilities and a suitable stocked first-aid box
- provided you with information about the first-aid arrangements.

The Academy school Headteacher is responsible for ensuring first aid is managed within the academy school and will appoint a First Aid Coordinator for overseeing the arrangements for first aid with the school. The Head Teacher and First Aid Coordinator's duties should include ensuring that:-

- First Aid equipment is available at strategic points in the school.
- A sufficient number of personnel are trained in first aid procedures and hold the appropriate qualification based on the assessment for individual needs of the academy school. First Aid Qualifications required would be:-
 - First Aid at work
 - Paediatric First Aid
 - Emergency First Aid
- First Aid qualifications are, and remain, current.
- Check first aid logs for indications of recurrent or frequently reported types of injury.

First Aiders 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 and run by the school (e.g. sports events, after school clubs, parents' evenings, organised fund raising events etc.)

First aid cover is not provided for:-

- Contractors
- 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 through any Academy or Trust accident or incident investigation.

K. Legionella Management

It is the policy of Truro and Penwith Academy Trust and its Academy's to ensure that appropriate precautions for the control of Legionella bacteria are identified through a 'Legionella' risk assessment process, and appropriate control measures implemented to ensure, so far as is reasonably practicable, the health, safety and welfare of employees and others. The minimum standards to be met include:-

- Carrying out Suitable and Sufficient Legionella Risk Assessments
- Preparation of an Action Plan or written scheme for preventing or controlling the risk, where appropriate
- Implementation, management, monitoring and recording of precautions to include regular inspection, microbiological monitoring, temperature checks and flushing, where appropriate
- Seeking suitable advice and assistance from competent persons, Corporate Health and Safety Team, or Specialist Consultant
- Appointment of a person or persons to be managerially responsible for water system at each premise, i.e. the Responsible Person & Competent Person
- To otherwise meet the requirements of the HSE Approved Code of Practice - Legionnaire's disease: The Control of Legionella (L8)

The Academy and Local Governance will ensure suitable and sufficient resources are in place for Head Teachers in order for them to carry out their duties and responsibilities in accordance with this Procedure as well as monitor and review arrangements in place. Each academy will ensure:-

- A legionella risk assessment completed, which will give details of the buildings water system.

- Where necessary, as specified by the risk assessment, the Academy needs to identify, appoint, instruct and train a member of staff to carry out regular visual inspections and temperature checks in accordance with the log book, where appropriate. An appropriate thermometer should also be provided and maintained for this purpose e.g. digital probe thermometer.
- The Academy should ensure legislative standards are met where a specialist legionella services contractor is not used.
- Notify relevant persons of any alterations to the water systems and ensure legionella risk assessment is reviewed and updated.
- Where the premises has a complicated hot and cold water distribution system, and/ or complex equipment, e.g. evaporative condenser, and there is not expertise on site, then specialist legionella services should be bought in.
- Ensure any bought in contract services by legionella specialists are regularly monitored and reviewed.
- Monitor the controls to ensure they remain effective, e.g. inspect log book to ensure maintenance and inspections are actually done and recorded. Keep records to provide evidence you are complying with the above standards where needed (as identified by risk assessment).
- Notify the Academy Trust of any planned or unplanned visits by any enforcement authority (i.e. South West Water, HSE).
- To notify any health incidents related to the water system and any Legionella precautions undertaken as a result immediately to the trust and its Health and Safety Advisor if appropriate.
- Monitor the works of any contractors carrying out work on any water systems in the academy school premises.

Academies that are managed under the PFI contract maintenance should:-

- Liaise with the PFI facilities management to ensure Legionella is well controlled within Academy Buildings.
- Ensure the specialist legionella surveying and risk assessment service is undertaken and a corporate maintenance contract is followed.
- In partnership with Facilities contract managers monitor the works of any contractors carrying out work on any water systems in the premises for which you are responsible.

Further advice, information and guidance to support this procedure can be obtained from the Specialist contract Provider, PFI Facilities Manager or Trust Health and Safety Officer.

L. Lone Working

Truro and Penwith Academy Trust recognises that, from time to time, it may be necessary for its staff to work in situations or locations which are remote from other

members of staff. This will include staff working in the evenings, weekends or during the academic holidays on their own. The Trust will ensure there is the appointed person who is responsible for the security and safe working practice on each of the Academy sites which will, unless named otherwise, be the Head Teacher. Managers of staff will assess the risk to those individuals who may undertake lone working operations and tasks, and will introduce suitable controls to ensure that all risks are minimised. Any staff wishing to work outside normal school hours must have prior agreement/permission from their Line Manager, Headteacher and Interserve for PFI maintained schools.

The Academy trust school is responsible for managing its lone working procedures and ensuring that at the end of the day doors, windows, skylight etc. are secured.

In PFI maintained academy schools Interserve is responsible for carrying out checks of the premises during out of hours use and holiday periods.

School Staff/Governors Responding to Call-Outs:

Staff nominated as out-of-hours key holders are sometimes required to attend site following the activation of the alarm. When they are called out they will not know what situation they will find and consequently systems need to be established which reduce the potential for them to be harmed. It is considered that it is foreseeable that when attending a call out there is a potential for injury due to assault (which is rare) or as the consequence of an accident. In PFI maintained academy schools, Interserve are the school's nominated representatives who will respond in an out-of-hours call out. The Academy school will assess the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised.

Call Out Arrangements:

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

Security Firm Personnel Attendance:

Any attendance of a security firm will be provided through written contract based on an assessment of risk by the academy school or PFI provider. Any contract requesting the security contractor to respond to alarm activations will be without recourse to the academy school and trust. The type of contract in place will determine if the security contractor will be a nominated key holder solely responding on behalf of the academy or PFI Contract provider, or have arrangements in place to meet an academy staff whilst they check the site. If Academy staff are responding with security contractor assistance, they must follow procedure and wait until the security contractor arrives before entering a potential risk area.

M. Manual Handling

The Truro and Penwith Academy Trust recognises its duty to comply with the Manual Handling Operations Regulations 1992 (as amended), which place a requirement on the employer and employee to reduce the hazards and risk to health associated with manual handling operations.

Accordingly, the Academy will so far as is reasonably practicable:

- Avoid manual handling operations where a significant risk of injury could occur.
- Design and provide safe and ergonomically suitable workplace environments.
- Assess the risks associated with manual handling activities/tasks and eliminate or reduce these to a suitable and sufficient level of risk.
- Introduce appropriate control measures to reduce the risk of injury.
- Provide equipment to enable manual handling activities to be undertaken safely.
- Provide suitable and sufficient supervision, training (including periodic refresher training) and information to all staff involved in manual handling operations.

Manual Handling is one of the most common causes of absence through injury at the workplace. This policy guidance is therefore intended to help reduce the risk of manual handling injuries and promote good practice in all lifting, handling and carrying operations.

Manual Handling Definition: The transporting or supporting of a load, including lifting, lowering, pushing, pulling, carrying, and moving by hand or by bodily force.

Academy responsibilities:

Head Teachers of Academy Schools and Governors have a responsibility to ensure that all manual handling operations that are under their control, that could result in injury are assessed and adequately controlled and must:

- Appoint a suitably competent person to assist in undertaking the above.
- Identify manual handling operations that may require a risk assessment.
- Undertake risk assessments and implement any risk reduction measures identified as necessary.
- Provide mechanical lifting aids where applicable to mitigate risk of manual handling operations.
- Identify all staff who are required to undertake manual handling operations and provide them with appropriate training and information necessary to

carry out the manual handling tasks (Training and information should be regularly updated as necessary).

- Ensure staff are made aware of policy and associated guidance through induction and confirm that they understand and are able to comply with it.
- Act promptly to reduce any manual handling hazards identified by employees.
- Record the results of the risk assessment and retain for five years.
- Review assessments on an annual basis or when the work significantly changes.
- Ensuring all manual handling accidents and injuries are reported to the Trust using the accident and incident reporting system (EEC Live).
- Liaise with the Trust Occupational Health Service.

Employees Responsibilities:

- Informing the Employer if they become aware of any health problems or current injuries that could affect the employee's ability to carry out manual handling activities.
- Follow advice and adhere to safe working practices implemented by the Employer.
- Make full and proper use of any safety equipment or manual handling aids provided.
- Report any defects in systems, practices or equipment.
- Co-operate with the Academy Trust in undertaking the assessments.
- Attend any training provided and put it into practice in the workplace.
- Take reasonable care of their own health and safety and that of others who may be affected by their activities.
- Inform the Line Manager when they believe that there is a risk of injury to health from a manual handling activity.
- Inform the Line Manager when they suspect the risk assessment is no longer valid.

Manual Handling Risk Assessment:

The Regulations require that a suitable and sufficient risk assessment must be carried out when hazardous manual handling is unavoidable. The aim of a manual handling risk assessment is to make a well-informed decision about the measures necessary to prevent, or adequately control high risk manual handling operations and reduce the risk of injury. It can form part of a more general risk assessment for a specific work task and its complexity should reflect the magnitude of the manual handling risk being assessed. The assessment should follow an ergonomic approach, 'TILE', and consider the following:-

- **Task**
- **Individual Capabilities**
- **Load Characteristics**
- **Environment**

Manual handling assessments should be carried out by a competent person, recorded and reviewed regularly. The Trust Health and Safety Officer can provide manual handling training and can assist in the risk assessment process. Mechanical assistance from the use of handling and lifting equipment can help reduce the risk of injury. If the manual handling assessment identifies that a lifting aid is needed, it should be suitable and sufficient for the task and fulfil Provision and Use of Work Equipment Regulations 1998 (PUWER) requirements. Users of aids must be trained and regular checks of the equipment carried out and recorded.

N. Personal and Protective Equipment

The Truro and Penwith Academy Trust recognises its duties concerning the need to meet the requirements of the Personal Protective Equipment (PPE) at Work Regulations 1992. PPE is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment (RPE).

Trust and Academy Responsibilities:

The trust and academy trust schools will ensure Personal protective equipment (PPE) will be supplied to current legislative standards to control hazards only as a last resort – i.e. where the hazard cannot be removed or reduced to an acceptable level of risk by other means. Where PPE is provided the employer has a duty to ensure that PPE is used effectively. Trust and Academy Managers will be expected to monitor the use of PPE and enforce its use where necessary. The Regulations require that PPE is:

- properly assessed before use to make sure it is fit for purpose.
- maintained and stored properly.
- provided with instructions and training on how to use it safely.
- used correctly by employees.

Assessment of Need:

The need for PPE will be determined during the Risk or COSHH Assessment process. Where identified as necessary PPE will be provided without cost to staff or pupils/students.

Purchase and Storage of PPE:

The Academy Headteacher 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 and takes account of any health or medical conditions. All PPE will be 'CE' marked and comply with legislative requirements of manufacture and In addition, the Headteacher will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE.

Staff and Student Responsibilities:

When issued with PPE staff and students are required to wear it correctly.

Staff must take all reasonable precautions to ensure that PPE is stored and maintained properly. Staff will report any defects to PPE so it can be repaired or replaced.

O. Risk Assessment

The Trust and Academy Schools will seek to identify all activities and situations where there is a likelihood of significant risk. Significant risks will be assessed and controls will be introduced to remove or reduce those risks.

Risk Assessment Process

The trust and academy's will carry out risk assessments using EEC LIVE Risk Management Software. The Headteacher is responsible for managing the risk assessment process within the Academy Trust School and producing relevant risk assessment documents for relevant activities or equipment as required. Copies of risk assessments will be made readily available in the school for staff to review or that may be required to audit or investigation.

Staff Responsibilities

All staff are required to support the risk assessment process.

Staff identified with responsibility for activities are required to carry out or lead the risk assessment process for those activities.

Safe Working Procedures

Where appropriate risk assessments will be used to develop safe working procedures. These safe working procedures will form the basis of the school's normal operating procedures. Copies of safe working procedures are available from [the school office].

P. Violence at Work

Truro and Penwith Academy Trust and its Academy's operate a Zero Tolerance to Violence. Appropriate sanctions will be taken against the perpetrator of any violence towards staff, pupils/students or visitors to any Academy Trust premises or school. Any reported violence towards staff from other members of staff, visitors or members of the public will be reported to the police. Violence towards staff from students will be dealt with using this policy or the Academy School internal disciplinary procedures (which may include police involvement where appropriate).

The Trust have overall responsibility for enforcing the Zero Tolerance Policy to violence. The Head Teacher is the Responsible Person within the Trust's Academy's and is responsible for ensuring that all:-

- Staff are aware of the policy and procedures for dealing with violent incidents.
- Staff have received instruction in procedures/techniques for avoiding violence at work.
- Staff are aware of the procedures for reporting violent incidents
- Incidents of physical and verbal abuse are recorded using the Online Accident Reporting System and to TPAT.

Team Teach is a training package for staff within education utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation. Staff within the Academy Trust Schools are trained in Team Teach techniques.

Q. Working at Height

Truro and Penwith Academy Trust recognises its duty as an employer to The Work at Height Regulations 2005 and the purpose of this policy is to ensure that the Trust and Academy Schools within it complies with current Health and Legislation. The trust and its Academies will ensure that all Working at Height activities are conducted in a safe manner and do not expose employees, pupils/students, contractors and members of the public to unnecessary risks to their health and safety. Work at height does not specify any height limits and means work undertaken in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. For example, you are working at height if you:

- are working on a ladder or a flat roof
- could fall through a fragile surface
- could fall into an opening in a floor or a hole in the ground

Responsibilities

Head Teachers must make arrangements in areas under their control to ensure:

- All work at height is avoided where possible.
- All work at height is properly planned and organised, ensuring this is proportionate to the risks involved in the work.
- The risks from work at height are assessed and the appropriate access equipment is available and appropriate to the task selected and used.
- Those involved in work at height are suitably trained and competent for undertaking the task.
- The provisions within the Code of Practice are observed.
- Personal fall protection equipment provided for work at height is properly maintained and inspected before first use and then at least every six months or after circumstances that have led to the PPE being subject to a shock loading or placed under stress. This includes checking that none have been in service for more than the manufacturers recommended time period.
- The risks from falling objects are properly controlled.
- Records are maintained and kept of all access equipment under their control, with a system to identify individual items.
- Permits to work are issued where access to roofs is required and there are risks associated to working there (e.g. Unprotected edges, slippery surfaces, falls from the roof or through fragile surfaces, fatigue or exposure to harmful substances discharged around roof level).

Employees must:

- Follow the correct procedures and safe systems of work set out by the employer.
- Check equipment before use (e.g. ladders, safety harnesses etc.)
- Bring to the attention of management any unsafe equipment, situations or procedures.
- Not put themselves or others at risk.

WAH - Risk Assessment

All work at height must be subject to appropriate risk assessment, the complexity of which will depend on the risk of injury that has been identified. The assessment should not just consider the height of a fall (the higher the fall, the more likely it is to cause injury, although injury may be sustained even in falls from lesser height, i.e. less than two metres), it should also take into account:

- Environmental conditions (especially slippery conditions or high winds)
- Materials onto, into, or through which, someone could fall (they may be hard, there may be sharp edges or impalement hazards, or they may be fragile and cannot support a person's weight).

- Risks from falling materials or objects (e.g. of materials stored at height, or dropped tools – barriers and warning signs may be needed to prevent access to danger areas).
- Hazards of using mobile elevated work platforms (MEWP) such as trapping, crushing or being struck and the presence of any overhead cables in the vicinity.
- Stability of the structure that the work equipment will be used close to or against.

The aim is to identify practical precautions that are proportionate to the risk i.e. kick stool, ladder, step ladder, mobile platform, fall protection equipment etc. Where it is not reasonably practicable to prevent falls or mitigate their effects then residual risks should be addressed by suitable instruction, training, and safe systems of work.

Selecting Access Equipment

Ladders

Ladders are only to be used as a means of access for low risk work at relatively low heights where the task is of short duration (i.e. accessing a shelf, maintaining a display wall board, changing a light bulb). There are different types of ladder access equipment and the access equipment used should be suitable for the task being undertaken. Ladders that are damaged, not inspected or not displaying an inspection label must not be used.

Mobile Tower Scaffolds / Scaffolding

It is essential that only trained and competent staff have access to this type of equipment and that suitable supervision is in place. The use of mobile tower scaffolds must follow HSE and PASMA guidance and consideration given to the following topics when planning and assessing their use.

- erecting
- moving
- using
- dismantling
- inspecting
- protecting bystanders

Scaffolding must only be assembled, dismantled, or significantly modified by appropriately trained and competent contractors under competent levels of supervision and must be subject to regular inspection. Where scaffolding is complex, it will be necessary for a competent person to draw up a plan for its assembly, use and dismantling which should be undertaken by an approved contractor.

Mobile Elevating Work Platforms / Cherry Pickers

The use of mobile elevating work platforms (MEWPs) must follow HSE guidance and comply with the following:

- Only trained and certified operators may use MEWPs

- A plan must be in place for the use of all MEWPs and is to include emergency and rescue procedures
- The plan is to be reviewed before the work commences to allow for any changes in circumstances
- A copy of the thorough examination report must be obtained, checked and kept before the equipment is allowed to be used on site

Contractors

Contractors who conduct work at height at trust premises must provide evidence of competence, have their own health and safety policies in place to ensure the risks to their staff, sub-contractors and academy occupants are adequately managed. They must conduct a suitable and sufficient risk assessment and work to approved method statements with adequate control measures to mitigate the risk of injury to themselves or others.

Trust Project Managers, Academy Schools or PFI Facilities Management who employ contractors will be responsible for the contractors and ensure that any work at height carried out during the activities is adequately managed and risks controlled.

R. Waste Management

Due to the diverse nature of activities on Academy Trust premises, a wide variety of wastes are produced and collected, ranging from general wastes and recyclable materials, through to special and hazardous wastes. Truro and Penwith Trust and its Academies recognises the importance of meeting the legal requirements to manage its waste responsibly, reduce the volume of waste sent to landfill and maximise reuse and recycling where possible. The Trust has a duty to ensure that all of these wastes are disposed of responsibly, using approved, registered waste contractors.

The Academy Trust will be responsible for:

- Ensuring Non-hazardous waste and recycling contracts are in place.
- Ensuring that no hazardous waste is disposed of through the general or waste recycling streams.
- Ensuring Hazardous Wastes contracts are in place.
- Nominating a 'responsible person' within their Academy School to coordinate waste disposal for any hazardous or clinical wastes.
- Disposing of waste responsibly, through the appropriate waste stream, in accordance with Trust policy and procedures.
- Reporting any problems with waste collection schemes to the Trust.
- Ensuring Staff and Students are disposing of waste responsibly, through the appropriate waste facilities.
- Electrical and Electronic Equipment is disposed of as required by the waste electrical and electronic equipment (WEEE) Regulations and certification retained.

Contractors and Suppliers are responsible for:

- Disposing of waste responsibly, through the appropriate waste disposal procedures and regulatory requirements. Copies of waste transfer notes must be made available to the Academy School or Trust.

Reviews:

| Reviewed By: | Date: | Comments: |
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