

Health & Safety Policy for Newquay Tretherras (part of Newquay Education Trust)

On 30 June 2015 the NET Board of Directors adopted the following statement and procedures for the provision of health, safety and welfare of pupils, visitors, employees and contractors involved with the activities of the academy

Signed:

Health and Safety Director:

Headteacher:

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Statement of Safety Policy

It is the intention of Newquay Tretherras to provide a high standard of health, safety & welfare for its staff, pupils & visitors beyond the legal minimum; and wherever practicable, to implement good industry practice; and

1. Newquay Tretherras recognises its legal and moral responsibilities to persons who may be adversely affected by academy activities.
2. The academy is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, visitors, employees and contractors involved with the activities of the academy. The academy will seek to ensure that its legal duties and policy objectives are complied with at all times.
3. All foreseeable risks associated with the academy's activities will be identified and removed or controlled through a process of risk assessment and management with the aim of preventing accidents and cases of work related ill health
4. The academy will ensure all employees are competent to do their tasks and to this end, they will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.
5. The academy will seek to inform pupils' parents or guardians of any health and safety issues relevant to their child or children.
6. The arrangements for specific health, safety and welfare matters are detailed in this document.
7. The academy will ensure, that this policy and its' supporting documents is kept up-to-date. **A formal review and re-adoption of this policy will be carried out by no later than 1st February 2016, and reviewed annually by the Health and Safety Committee.**
8. The academy will consult with our employees on matters affecting their health and safety.

Responsibilities

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

Directors

The Directors are responsible for ensuring that mechanisms and procedures are in place for health, safety and welfare. The Directors will receive regular reports to enable them, in collaboration with the Headteacher, to prioritise resources for health, safety and welfare issues.

The Directors have appointed a Safety Director to act as Chair to the Health and Safety sub-Committee, receive information, monitor the implementation policies, procedures and decisions and feedback to the Board of Directors on health, safety and welfare issues.

It is the Directors responsibility to organise, plan and implement health and safety in the academy. The Board of Directors will also measure and review health and safety performance.

The Safety Director is identified in Appendix 1.

Headteacher

The Headteacher has responsibility for the following but will delegate this responsibility to the Director of Finance & Estate on a day to day basis :-

- Day-to-day management of all health and safety matters in the academy to deliver the aims and objectives of the health and safety policy;
- Ensuring regular audits are carried out; (an audit is an inspection against standards – ours, HSE or whoever we specify/scope)
- The person/s who will carry out the inspection each term is named in Appendix 1.
- Submitting audit reports to Board of Directors;
- Ensuring action is taken on health, safety and welfare issues;
- Passing on information received on health and safety matters to appropriate people;
- Carrying out accident investigations and acting on the findings/actions;
- Identifying and facilitating staff training needs;
- Liaising with Directors on policy issues and any problems in implementing the health and safety policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;

- Providing necessary facilities for all employees to be consulted on health and safety matters;
- Where contracts are negotiated directly between the academy and the contractor, the Headteacher is also expected to monitor purchasing and contracting procedures, to ensure that their employer's health and safety policy is complied with.
- Ensure the medical needs/asthma audit is updated annually or when an in-year child is admitted and that all medical information is passed on to the following teacher.

Senior Leadership and other Management Staff

SLT and other Management staff have responsibility for:-

- Day-to-day management of health and safety in accordance with the health and safety policy;
- Drawing up and reviewing departmental procedures regularly;
- Carrying out regular audits and making reports to the Headteacher;
- Ensuring action is taken on health, safety and welfare issues;
- Arranging for staff training and information;
- Passing on health and safety information received to appropriate people;
- Acting on reports from staff, the Headteacher or Directors.
- Ensuring that all necessary risk assessments are being carried out by all relevant staff (e.g. through standing item on staff meeting agenda)

All Employees

All employees have a general responsibility to:

- co-operate with supervisors and managers on health and safety matters
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

In particular, employees have a responsibility for:-

- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures and working methods are followed (e.g. not standing on chairs to reach high displays);
- Ensuring that they undertake all relevant risk assessments involving their children support staff, themselves, and where relevant members of the public.
- Ensuring protective equipment is used, when needed;
- Participating in inspections and the health and safety committee, if appropriate;

- Bringing problems to the relevant manager's attention
- In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety.

Volunteers

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the academy's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified teacher or other relevant paid member of staff.

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

Contractors

The Site Manager under the supervision of the Director of Finance & Estate is responsible for liaising with contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled.

The Director of Finance & Estate is appointed with the authority of the Headteacher to request action from the Contractor where conditions are considered to be unsafe.

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

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

Consultation with employees

Employees will be consulted, including any union-appointed safety representatives.

Employee representative(s) are:

| | | |
|--|---|-----------------|
| The following staff are part of the Health & Safety committee: | | |
| Sebastian Parker | - | Director (NET) |
| Steve Dunn | - | Newquay Junior |
| Andy Keast | - | SLT |
| Richard Higginson | - | SLT |
| Grahame Jones | - | Unions |
| Martin Burnell | - | First Aid |
| Jon Purshouse | - | Science |
| Andy Saundry | - | Science |
| Ray Cilia | - | DT |
| Lee Curtis | - | DT |
| Bel Hawson | - | DT |
| Craig Richards | - | NT Sport |
| Ian Tippett | - | Site |
| Brad Bailey | - | Site & Vehicles |
| Mark Braham | - | ITMS |
| Marco Danieli | - | ITMS |
| Jenny Elliott | - | Admin |

Consultation with employees is provided by:

| |
|-------------------------------|
| Health & Safety Sub-Committee |
| Headteacher |
| Director of Finance & Estate |
| Senior Leadership Team |

Risk Register

A detailed Risk Register will be completed and maintained by the Director of Finance & Estate. This will be reviewed annually or sooner should risk levels change.

Risk Assessments

- | | |
|--|---|
| 1. Risk assessments will be undertaken by: | All staff as appropriate to their areas of responsibility |
| 2. The findings of the risk assessments will be reported to: | Andy Keast and line managers as appropriate |
| 3. Action required to remove/control risks will be approved by: | Andy Keast |
| 4. The person responsible for ensuring the action required is implemented is: | Andy Keast and other approved staff as appropriate |
| 5. The person responsible for checking that the implemented actions have removed/reduced the risk/s to an acceptable level. | Andy Keast |
| 6. Assessments will be reviewed every: or when the work activity changes, whichever is the soonest. | Annually |
| 7. Documented Risk assessments will be held by: | Andy Keast |

Risk Assessments

Staff will carry out risk assessments for all activities. The European Education Consultants Risk Assessment Software is available for use by staff where other generic risk assessment paperwork isn't available.

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

The Site Manager is responsible for assessing risks associated with the grounds and building.

The Education Visits Coordinator (EVC) is responsible for over-seeing and co-signing the safety of Educational Visits out of schools, individual teachers in charge will clear their risk assessments with the EVC.

The EVC will have his risk assessments checked and signed by the Richard Higginson.

The Director of Finance & Estate is responsible for producing relevant reports for the Headteacher and the Directors.

Copies of risk assessments are available in files held by the Site Team and Director of Finance & Estate, Heads of Departments and in each classroom.

Safe Working Procedures

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

Competency for tasks and training

All employees will be given health and safety induction training when they start work, which should cover basics such as first aid and fire safety. There will also be appropriate job specific health and safety training. In addition training will be provided if risks change, and refresher training when skills are not frequently used.

- 1. Induction training will be organised by:**

Dawn Penberthy (CPD Co-ordinator)

- 2. 'On the job'/job specific training to be provided by:**

All line managers as appropriate

- 3. Specific jobs requiring special training are:**

Identified as part of the staff appointment process and/or annual staff review process. All staff are required to continually review their personal CPD and that of their team and bring all training and development requests to their own line manager for consideration prior to submission to the CPD Co-ordinator.

- 4. Training records are kept by:**

Dawn Penberthy supported by Betty Wheeler

NT Learning files

- 5. Training will be identified, arranged and monitored by:**

Dawn Penberthy and all line managers as appropriate

- 6. The 'master' induction training pack is kept & updated by:**

Dawn Penberthy and supported by Betty Wheeler

Information, instruction & supervision

1. **The Health & Safety Law poster is displayed in:**

Staffroom

2. **Health & safety advice is available at/from:**

Health & Safety Sub-Committee
Cornwall Council – Health Safety & Wellbeing Team
Director of Finance & Estate

3. **Supervision of young/new workers & trainees will be arranged & monitored by:**

Dawn Penberthy and line managers as appropriate

4. **The person responsible for ensuring Employees working at other work Places are given relevant Health & Safety information, is:**

Andy Keast
Richard Higginson
Trip and visit co-ordinators as part of the risk assessment process.

Accidents, first aid and work-related ill health

1. **First aid boxes are kept at:**

Room B2, Outdoor PE Stores, Canteens, Site Office, Groundsman's Office and Dance Studio

2. **Appointed first aiders are:**

Martin Burnell
Cheryl Danby
Julie Selkirk
Anita Higginson

Richard Higginson
Chris Lucas
Chris Gard

In addition the academy has 6 staff with
Emergency First Aid qualifications

3. **All accidents & cases of work related ill-health must be recorded in the accident book. The book is kept by/at:**

Martin Burnell – Room B2

4. **The person responsible for reporting accident to the Enforcing authority is:**

Martin Burnell

5. **Our internal arrangements for reporting accidents are:**

Martin Burnell to input data on to SIMS.
Andy Keast to be notified if any further action is required.

6. **Health surveillance is required for employees doing the following jobs:**

All staff in the Academy and their specific tasks related to their daily duties

7. **Health surveillance will be arranged & recorded by:**

Andy Keast & Sam Fairbairn

First Aid arrangements

The academy has assessed the need for first aid provision and has identified that **7** fully qualified first aiders holding the First Aid at Work Certificate or Appointed Persons Certificate or attended First Aid for Children Course. There is also a range of other staff with Emergency First Aid at Work qualification to ensure cover for off-site and holiday activities.

Coordinator

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

- That first aid equipment is available at strategic points in the academy
 - Room B2 Outdoor PE Stores, Canteens, Site Office, Groundsman's Office and Dance Studio
- that the correct level of first aid equipment is maintained in each first aid box
- that science tech rooms should have eye rinses
- that a sufficient number of personnel are trained in first aid procedures
- that first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years)
- undertake the annual medical needs/asthma audit

This person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

First Aiders

The first aiders listed above will provide first aid treatment for anyone injured on site during the academy day. They will also provide, as appropriate, first aid cover for

- trips & visits
- extra-curricular activities organised by the academy (e.g. sports events, after academy clubs, parents evenings, academy-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 (see Reporting of Accidents section)

Allergies

All staff and children who suffer from allergies will be recorded in the medical conditions annual audit with treatments specified. Emergency actions for severe cases will be posted on the notice board in the staffroom, all relevant training taken by staff, and all staff expected

to be familiar with procedures. Parent/carers of children new into the academy will have to disclose all relevant medical needs of their child.

Treatment of Injuries

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

In emergency situations, the first aider will call (or will instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.

Where there is any doubt about the appropriate course of action, the first aider will be expected to consult with the Health Service helpline:-

NHS Choices 111 (or other appropriate helpline service available)

and, in the case of pupil injuries, with the parents or legal guardians.

Suspected Head, Neck & Spinal Injuries to Pupils

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

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

In any case where there is any doubt about the pupil's wellbeing, the first aider is expected to contact NHS Choices for advice or 'phone for an ambulance as appropriate.

Other Significant Injuries

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

In addition to the procedures above, the Academy will notify parents/legal guardians of any other significant injury by way of either:

- a telephone call;
- a letter;
- or a sticker in planner.

Escorting Pupils to Hospital

When it is necessary for a pupil to be taken to hospital, they will be accompanied by a member of staff – unless the pupil's parent or guardian is in attendance.

The member of staff will stay with the pupil until a parent or guardian arrives and responsibility is "handed over".

Medicines

This academy will store medication which has been prescribed by a medical practitioner with written instructions for its use if a member of staff is happy to do so.

This academy will provide non-prescription medication to pupils only if it is supplied by a parent or guardian with written instructions for its use and a member of staff is happy to carry the task out.

In exceptional circumstances this academy will provide non-prescription medication to pupils when consent has been received verbally from a parent or guardian.

We reserve the right not to dispense medicines if we feel it inappropriate or unsafe.

Storing of Medicine

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

The academy First Aider is responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and storing medication.

All medication will be kept in the lockable cupboard in the first aid room (B2).

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

Medical Log

Consent forms will be kept in the Medical Log and will be kept for the duration of the pupil's attendance at the academy.

The Medical Log will also contain a log of medications dispensed which will include:-

- name of pupil
- name of medication
- "use-by" date
- dose
- time
- date
- signature of dispenser
- comments/reactions

Medical Procedures

The academy has provided a suitable place for the storage & provision of medicines. Where necessary, arrangements have been made for pupils with particular conditions and these are detailed in individual care-plans.

Off-Site Activities

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

Accidents

Reporting Officer

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

All accidents must be recorded in the accident book. The reporting officer will review the book monthly to assess incidents and any possible patterns emerging.

The relevant member of staff attending the incident will record all accidents in the academy's Incident Log, including:-

- Specified Dangerous Occurrences (refer to <http://www.legislation.gov.uk/ukxi/1995/3163/schedule/2/made> for list)
- Specified diseases (refer to www.legislation.gov.uk/ukxi/1995/3163/schedule/3/made for list)
- All accidents on site to children or adults
- All accidents to members of the public/visitors
- Accidents to pupils which result in a major injury or death
- Accidents to pupils which result in the injured person being taken from the scene of the accident directly to hospital
- Accidents to pupils which may have resulted from a premises/equipment defect
- Accidents to pupils during structured activities
- Accidents to pupils where first aid treatment has been provided.

Accident Investigation

All accident reports will be seen by the Headteacher who will decide if an investigation is necessary. Major incidents will be reported to the Board of Directors.

Accidents Reportable to the Health and Safety Executive

Reports of fatalities, major accidents and over-three-day incidents will be forwarded to the Health and Safety Executive (HSE) as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) www.hse.gov.uk/riddor/.

Monitoring

The Director of Finance & Estate will lead the monitoring of health and safety. A variety of methods will be used including doing spot check visits, or reactively, e.g. investigating any accidents or ill health.

1. To check our working conditions, and ensure our safe working practices are being followed, we will:

Utilise Cornwall Council's Health Safety and Wellbeing Team to provide independent audit of all policies and procedures.

Risk assessments undertaken by all staff, including classrooms, offices and DSEs etc

2. The persons responsible for:

- **investigating accidents,**
- **investigating work-related causes of sickness absences.**
- **acting on investigation findings to prevent a recurrence.**

Headteacher supported by all Senior Leadership staff

Andy Keast

3. Auditing and/or third party checks of health & safety compliance will be undertaken by (also specify intervals):

Cornwall Council (Health Safety and Wellbeing Team) - half-termly

Emergency procedures, fire and evacuation

1. **The person responsible for ensuring the fire risk assessment is undertaken and implemented is:**

Andy Keast with Ian Tippett

2. **Escape routes are checked by/every:**

Site Team on a continual process as part of their daily routines

3. **Fire extinguishers are maintained and checked by/every:**

Site Team as a visual inspection and annual maintenance inspection with approved contractor under the property compliance arrangements

4. **Alarms are tested by/every:**

Site Team as a weekly inspection and annual maintenance inspection with approved contractor under the property compliance arrangements

5. **Emergency evacuation will be tested every:**

Termly as a minimum and at the start of the Autumn Term specifically to provide training for all staff and students

Fire procedures

Fire Officer

The Director of Finance & Estate is responsible for organising the academy's fire precautions.

The fire officer is responsible for:

- Arranging fire evacuation drills
- Recording the significant results of the fire evacuation drills
- Through the Site Manager ensuring that the Fire Log is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)

All Staff

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

Fire evacuation procedure

Each year there will be a series of three "fire" drills at the start of the Autumn Term designed to teach all those new to the school, and to remind the rest, what must happen when the site needs to be evacuated quickly!

Drill 1 - All staff and students are to be aware of this and be prepared to move out. Details of the procedure are:

- Form Tutors have explained the procedures to their forms.
- Staff teaching students at the prescribed period remind students of the procedures.
- In each classroom there should be a fire notice outlining the action to be taken. If there is not one in a room Form Tutor should let Ian Tippett know via "Report on Damage" slip which can be found in a box in the staffroom near the telephone. The completed slip should be put in Alan Brown's tray.
- The assembly areas are prepared with indicators for each form group showing where they should line up.

Drill 2 - Will take place and ONLY THE STAFF will know when it will be.

Drill 3 - Will take place unannounced to anyone except SLT

The Spring and Summer Terms will also have a single separate fire drill test.

PROCEDURE FOR EVACUATION OF THE BUILDING

The alarm will be raised by the continuous ringing of the lesson change bell.

When this happens ALL staff and students must leave the building as quickly as possible, making for the nearest exit indicated by the direction arrows on the corridor walls.

On leaving a room the windows and door(s) should be closed in order to retard the progress of any potential fire as much as possible.

Movement must be quick and purposeful but not a run. During this time there should be SILENCE, as the emergency services may need to give directions or instruction to people inside the building.

Telephone calls will be made to Sports Centre, Bowling Centre and/or WaterWorld as appropriate by Reception to notify off-site groups of an evacuation.

ALL Year 7 and 8 students and their Year Team Staff must go to the Lower School tennis courts and line up in Form Groups as indicated. All students must be silent during this time.

ALL Year 9, 10, 11, 12 and 13 students and their Year Team Staff must go to the main tennis courts next to the 6th Form Centre, and assemble in their Form Groups as indicated. All students must be silent during this time.

Form Tutors must check the register quickly and inform their Head of Year if anyone is missing. This must then be relayed to the member of the Leadership Team in charge of the assembly area. Senior Registers and late books will be provided by Jenny Elliott in the Senior School assembly area and Junior Registers held in Reception will be provided by Juliet Lawrence in the Junior School assembly area. Visitors books and the staff signing out diary held in Reception will be provided by Gillian Cooper in the Senior School assembly area.

Heads of Year must check to see that all their year staff are present and must let the member of the Leadership Team in charge of the assembly area know if anyone is missing. Cheryl Danby will check any Supply Staff in the main tennis court assembly area. If anyone is missing this must be relayed to the member of the Leadership Team in charge of the assembly area.

ALL visitors based in any part of the site and the Support Staff based in the senior half of site must report to Jenny Elliott in the main tennis court assembly area. Canteen Staff working in the Senior Canteen will assemble on the main tennis courts and will be checked by Elaine McCreadie. The Canteen Staff in the Lower School Canteen will assemble in the play area behind the canteen and will be checked by a designated member of the canteen staff. IT and DT Support Staff will assemble at the lower school junior tennis courts and report to Mark Braham / Kate Summers. Teaching Assistants must report to Fiona Morris in the junior tennis courts.

In ALL cases if anyone is missing this must be relayed via the above process to the member of the Leadership Team in charge of the appropriate assembly area immediately.

PROCEDURE FOR RETURNING TO THE BUILDING

No-one is to re-enter any part of the Newquay Tretherras buildings until the cause of the alarm has been identified and resolved. The decision to re-admit people into the building will be given by a member of SLT to the Leadership Team member at each assembly area.

Once the "ALL CLEAR" has been given by the member of the Leadership Team in charge of the assembly area, the Heads of Year will take over the dismissal of students.

AFTER EACH PRACTICE

These practices are designed to iron out any problems with the evacuation and if staff notice something that needs to be rectified please contact/email Andy Keast.

RECORDS

A Fire Drill Record is maintained by Andy Keast which details each event and any actions required following an evacuation. Copies will be retained in the Finance Office and the Fire Records file at Reception.

Emergency closure

Emergency Closure Procedure Whilst School is in Session

The Headteacher will decide to close the school whilst it is in session following a risk assessment and consultation with the Chair of NET Board and SLT. ARK will contact bus companies to ensure that the buses can pick the students up from school. In the event of an emergency closure, please follow this procedure:-

1. A general text will go out to all parents from the school office warning them of the school closure.
2. A bell will ring to notify staff that the Emergency Closure Procedure is being actioned (the bells will pulse, like the lesson change bell, but last approximately 15 seconds).
3. Staff teaching/TAs supporting Year 7 and 8 classes escort students to the Junior Hall.
4. Staff teaching/TAs supporting Year 9 classes escort students to the Senior Hall.
5. Staff teaching/TAs supporting Year 10 and 11 classes escort students to the Sports Hall.
6. Tutors/TAs report to the Hall in which their Tutor group is located (after escorting their class to the appropriate Hall) and remain with the students until they are dismissed by a member of the Leadership Team.
7. In each location a senior member of staff, Head of Year/Deputy Head of Year will sign students out to catch their bus or to leave the premises; if their parent has given written consent or on receipt of a text or telephone call from home giving permission for students to be released.
8. Leadership Team will be linked as follows:-
 - TMW To supervise buses at Junior end, then go to Year 7 and 8
 - DP Year 7 and 8
 - JMG Year 7 and 8
 - SG To supervise buses at Senior end, then go to Year 9
 - JAH Year 9
 - SUM Year 10 and 11
 - RJH Year 10 and 11
 - SAF Year 10 and 11
 - NDW Year 10 and 11
 - SJS Year 12 and 13
 - ARK Office/Communications
9. All of the support staff must consult their line manager for permission to leave.

Safe handling and use of substances

The Academy will assess the risks from all substances hazardous to health. These are known as COSHH assessments and the arrangements for completing these are detailed below.

The person responsible for the following is/are:

1. identifying all substances which need a COSHH assessment;
2. undertaking COSHH assessments;
3. ensuring that all actions identified in the assessments are implemented;
4. ensuring that all relevant employees are informed about the COSHH assessments;
5. check that new substances can be used safely before they are purchased;

1. Jon Purshouse (Science)
2. Ian Tippett (Site)
3. Cormac Cleaning Supervisor (Cleaning)
4. Lee Curtis (DT – Resistant Materials)
5. Bel Hawson (DT – Food & Textiles)
6. Angela Green (Art)
7. Catering Managers

Assessments will be reviewed every

Annually

or when the work activity changes, or when accidents or incidents occur, whichever is soonest.

Documented COSHH assessments will be held at:

Office areas related to each of the listed functions

The Control of Hazardous Substances procedure

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

COSHH Coordinators

The Site Manager and Technical Staff (Appendix 1) are responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained. These may be obtained from the Health and Safety Team at Cornwall Council.

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

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

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

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

All Staff

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

Safe plant and equipment

Budget holders will be responsible for overseeing the purchase of work equipment.

All work equipment must be purchased from a reputable supplier for the type of equipment that is required.

Before purchase consideration must be given to

- the installation requirements,
- the suitability for purpose,
- the positioning and or the storage of the equipment,
- maintenance requirements (contracts & repairs);
- training and use of the equipment
- second-hand plant and equipment meets health and safety standards before purchase

Staff must not use new items of work equipment unless appropriate training has been given.

Persons responsible for following this are:

1. identifying all equipment/plant needing maintenance;
2. ensuring effective maintenance procedures are drawn up;
3. ensuring that all identified maintenance is implemented;
4. check that new plant and equipment meets health and safety standards before it is purchased

1. Heads of Departments & budget holders
2. Technical assistants
3. Andy Keast
4. Ian Tippett

Any problems found with plant/equipment should be reported to:

Report to:

1. Ian Tippett
2. Andy Keast

How:

Dangerous faults must be reported immediately by telephone and all equipment removed immediately from active use.

Other equipment may be reported via email and if considered not fit for purpose removed from active use. Checks should always be undertaken prior to use.

Personal Protective Equipment (PPE)

Specialist Technical Staff, Site Manager or the Director of Finance & Estate as appropriate will be responsible for the purchase of PPE ensuring that it is of the correct type, is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer. (Where specialist PPE is required staff may wish to refer to Health and Safety Team at Cornwall Council and/or the Health and Safety Executive for advice)

In addition the specialist Technical Staff, Site Manager or the Director of Finance & Estate as appropriate will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE. (Replacement PPE must be readily available at all times)

Portable electrical appliances

The academy will undertake to inspect and test all portable electrical appliances by a competent person at least once per year.

The academy has arranged for these tests to be carried out by trained staff as identified in Appendix 1.

All test certificates will be kept in the Academy office for the duration of the life of the appliance.

Coordinator

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

The Manager is also responsible for liaising with contractors to arrange for a whole academy fixed wiring inspection (every 5 years).

Personal Items of Equipment

Personal items of electrical equipment **should not** be brought into academy for use by staff or pupils.

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

Where possible rechargeable battery type pieces of electrical equipment should be used.

All Staff

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

Defective equipment will not be used and will be reported to equipment safety coordinator for repair/replacement.

Working Alone

Ideally staff should not work alone at school as there are risks involved, such as assault, accident or sudden illness. However, it is recognised for operational effectiveness, staff will want to work outside of normal hours or in the case of other staff e.g. members of the site team, may be required to work within pre-defined shift arrangements and other ad-hoc cover arrangements for activities such as evening and weekend lettings, or maintenance duties etc.

Any member of staff (with the exception of Site Staff) wishing to work outside of normal hours or during school holidays, must ensure that at least one other colleague is also on site – ideally within ‘hailing distance’, or with both parties having mobile phones programmed with each other’s numbers, or close and easy access to an internal telephone handset that can dial internal and external numbers, or two-way radio.

However, if you choose to work alone (or are working during a holiday period) on site, or you are part of the team where your shift pattern and contract of employment necessitates lone working, you must take the following precautions:-

- Notify the site team of your presence on site, or, if part of the site team, ensure you have the authority of the Site Supervisor, Director of Business and Finance, or Headteacher.
- Complete the visitors’ log (both on arrival and leaving) in case of fire or other emergency to provide a reference for other staff/emergency services to trace and verify staff safety.
- Carry a mobile phone with you. A school mobile is available for you to borrow if you do not have your own, and this is kept in Reception

Contacting the Site Team

The site staff can be contacted via walky-talky radio and mobile telephone number 07860 572956.

Limitations on work to be carried out when working alone

- Do not work at heights on a ladder or steps
- Do not go into lofts or any other space in which you might become trapped
- Do not do any tasks involving hazardous tools or materials
- Assess your own physical ability to undertake the task
- Avoid working outside of the site complex
- Lock the doors and close the windows to prevent intruder
- Know the location of your nearest fire exit and how to open it in an emergency
- Know the location of the nearest first aid kit
- If working after dark, always carry a torch when accessing un-lit areas
- When leaving, limit the amount you are carrying to have one hand free
- Ensure someone knows where you are, your estimated time of arrival home and can verify safe arrival at this time

- If you arrive at school or during the period of attendance, and find any sign of intruders, do not enter the building and avoid potentially dangerous confrontation. Instead, call the Police in the first instance followed by the on-site Caretaker, Site Supervisor, Director of Business and Finance or Headteacher
- Do not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious
- When working alone, do not attempt any tasks which have been identified as medium or high risk (including a change in the environmental conditions that may affect the level of risk), or which common sense and/or a dynamic risk assessment tells you are potentially hazardous given your own level of expertise and the nature of the task

Risk Assessment

Regular or routine instances (such as members of the site team working within pre-defined shift patterns) of lone working must be risk assessed using EEC risk assessment procedures.

For occasional or un-planned periods of lone working staff must carry out a dynamic assessment of the risks (i.e. consider the factors relating to the situation at the time), use common sense and follow the requirements of this policy.

Summary

It is established that staff may want on occasions or be required for operational/contractual reasons to work on-site at times outside of the normal hours or in holiday periods. Ideally staff should not find themselves in a lone working situation, however where this is unavoidable, all staff must use practical common sense and undertake a dynamic risk assessment, using the guidance above (although this should not be considered exhaustive), to ensure that the risks are adequately controlled.

Violence

The Academy will adopt Cornwall Council's policy and guidance on Violence at Work.

The Headteacher will be responsible for ensuring

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

Team Teach

Team teach is a training package for staff utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation. Within this academy the relevant staff are trained in team teach techniques. A specific policy, aimed at the control of pupils, has been adopted and is available to staff.

Arrangements for supervision of students

Newquay Tretherras is open from 8.00am to 4.30pm on weekdays during term times.

- **Locations between Academy opening and lesson start time**
Teaching staff are available and on duty through directed time in form rooms and corridors.
- **Locations at break and lunchtimes**
Corridors, Senior hall, Junior hall, back field, Tennis courts, Senior car park, Art block and Year 9 social area. There are four senior staff at lunchtimes and up to 18 staff at break times patrolling the site.
- **Locations between end of lessons and Academy closing time**
Duty staff are allocated to the Main Car Park, main entrance, Junior bus bay, Senior bus bay, back field, link corridor and main corridor between 3.00pm and 3.15pm to supervise students leaving the site. After 3.15 students may use the Library and selected ICT rooms for homework and private study, otherwise students are only permitted on the campus if they are participating in clubs or planned activities.
- **Areas to be used by pupils outside lesson times**
Students are permitted in form rooms outside of lesson times apart from some DT and science rooms, they may also use the corridors, canteen, library and outside spaces which are supervised by duty staff.

Parents have been advised that students may be dropped off and collected in the Junior bus bay and Newquay Sports Centre. Duty Staff supervise students getting on the buses and being collected by parents. Students are allowed to wait in reception pending the arrival of parents.

Appendix 1 – Named individuals with responsibilities

| Responsibility | Named Individual |
|---|--|
| Safety Director | Sebastian Parker |
| The person /s who will carry out the inspection each term | Cornwall Council Health Safety and Wellbeing Team |
| The person responsible for liaising with contractors undertaking major works in order to ensure that the risk due to having contractors on site is monitored and controlled | Ian Tippet & Andy Keast |
| The person appointed with the authority of the Headteacher to request action from the Contractor where conditions are considered to be unsafe | Ian Tippet & Andy Keast |
| First aid coordinator | Martin Burnell |
| Reporting Officer (Accidents) | Andy Keast supported by Martin Burnell |
| Deputy Reporting Officer (Accidents) | Richard Higginson |
| Portable Appliance Testing | In house – ITMS, Science, DT, Site |
| Equipment Safety Coordinator | Ian Tippet / Andy Keast |
| Site Manager | Ian Tippet |
| COSHH Coordinators | Ian Tippet (Site) Jon Purshouse (Science) Lee Curis / Bel Hawson (DT) Cormac Cleaning Supervisor (Cleaning) Angela Green (Art) Catering Managers (Canteens) |
| Nominated first aiders | Martin Burnell Cheryl Danby Julie Selkirk Anita Higginson In addition there are 9 staff with Emergency First Aid or higher qualifications |