Truro and Penwith Academy Trust

Mousehole School

Health and Safety Policy Document

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1. Health and Safety (Statement of Intent)

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

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

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

Signed:  Date: 1st September 2021
(CEO Trust)

Signed: …… Date: …….
(Headteacher)

Roles and Responsibilities

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

2. Trustees

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

- Monitor the effectiveness of the Trust's health and safety policies and the safe working procedures described within them and shall revise and amend them yearly.
- Identify all employees having direct responsibility for particular safety matters and other employees who are specifically delegated to assist the Trustees and Headteachers in the management of Health and Safety at each of our Academies. Such delegated responsibility must be defined as appropriate
- Carry out an annual health and safety performance review of this policy.
- To ensure the Trust is focusing on ensuring the best possible measures are in place to protect our staff and children from the threat of contracting Covid-19, ensuring the Trust is following the latest government guidance.

3. Chief Executive Officer

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

- Ensure that satisfactory arrangements exist within each Academy for meeting those obligations, working with the Trusts' to ensure that suitable inspection schedules, preventative maintenance programmes and working procedures are established, which enables the Trust to fulfil its Health and Safety and compliance obligations under all current legislation.
- Have arrangements in place to draw the attention of all employees working within the Trust, to the Trust's Health and Safety policies and procedures and of any relevant safety guidelines and information issued by the Head of Health, Safety and Estates.
- To ensure the Trust has the information and means to implement the government's guidance on Covid-19.

4. Head of Health, Safety and Estates

The Head of Health, Safety and Estates is the designated Health and Safety Officer for the Trust. They will co-ordinate with the assistance of the Trusts Safety and Compliance assistant all arrangements for the dissemination of information and for the instruction of employees, pupils, contractors and visitors on safety matters and to make recommendations on the extent to which staff are trained. This will include:

- Making arrangements for informing employees, children and pupils of relevant safety procedures and appropriately inform all other users.
- Ensure all Trust Risk Assessments meet the latest government guidance in respect of Covid-19.
- Ensure that regular safety inspections are undertaken throughout all the Trust Schools.
- Undertake annual reviews of the overall Health and Safety Policy and Risk Assessments, COSHH Assessments.
- Make all arrangements for the implementation of a compliant accident reporting procedure and draw this to the attention of all employees within the Trust as necessary.
- Support the Trustees by working with the Premises teams to ensure that employees with control of resources, both financial and other, give due regard to Health and safety.
- Support the Trustees by working with the schools to ensure that suitable inspection schedules, preventative maintenance programmes and working procedures are established which enable the Trust to fulfil its Health and Safety obligations. Ensuring all approved contractors are duly qualified and competent to carry out the task asked of them.
- Make arrangements for the implementation of a compliant accident reporting procedure and draw this to the attention of all employees within the Trust as necessary. Ensuring all RIDDOR reportable accidents are reported in a timely manner. Where required investigations are carried out, relevant actions are taken.
- Ensure the Head Teacher is carrying out the implementation, monitoring and development of all Health and Safety policies within the school.
- Monitor general advice on safety matters including the latest guidance on Covid-19 issued by relevant bodies and give advice on its application to the Board of Trustees, Management team and schools.
- Drive the implementation of all relevant Health and Safety policies and procedures throughout the Trust. Monitor as required.
- Investigate any specific Health and Safety issues identified within the Trust schools: taking or recommending, as appropriate, remedial action in a timely manner.
- Co-ordinate arrangements for the design and implementation of safe working procedures and practices throughout the Trust
- Carry out regular safety Audits of the schools and their activities and make recommendations on methods of resolving any issues identified within the report.
- Ensure the School has arranged for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe.
- Monitor the activities of third-party contractors present on Trust sites and report any safety concerns to the relevant parties.
- Monitor each school's progress, compliance level within the Safesmart safety portal, reporting any areas of concern.

5. Headteacher

The Headteacher is responsible for:

- Ensuring that all procedures and systems of work are designed to take account of reasonable Health and Safety considerations and are always properly supervised. Ensuring all employees, visitors and contractors abide by the Trust's Health and Safety Policy at all times.
- Ensuring all Trust policies are adopted and disseminated to all staff, volunteers and visitors where appropriate.
- Ensuring all new and updated policies are adopted by the schools Local Governing Body (LGB)
- Ensuring that the school always has the correct resources required to deliver all guidance from the Trust and the Government. To ensure the safety of all staff and children.
- Ensuring that the internal management and implementation of the Trust and individual Academy's Health and Safety Policy and procedures takes place and is adhered to.
- Ensuring safe working practices and procedures throughout the School, including those relating to the provision and use of machinery and other equipment and apparatus.
- Ensuring that the Health and Safety training needs of all staff are identified, and appropriate training provided.
- Ensuring that sufficient and appropriate Risk Assessments are carried out and effective control measures are put in place and implemented by staff, contractors, visitors and volunteers.
- Ensuring that parents are kept informed on any Health and Safety issues and procedures in place to effectively manage Health and Safety within the school.
- Providing an annual Health and Safety Summary Report to the Trust.
- Ensuring the health, safety and welfare of staff, students/pupils, visitors, contractors and any other person using the school premises.
- Ensuring safe working practices and procedures throughout the school, including those relating to the provision and use of machinery and other equipment and apparatus.
- Appointing members to the Health and Safety Management Group and directing that health, safety and security issues are put on the agenda of all appropriate meetings throughout the school. Minutes of these meeting are to be sent to the Trusts Head of Health Safety and Estates for review and or comment.
- Arranging for appropriate supervision of students/pupils by carrying out periodic safety reviews and Audits.
- Making regular progress reports to local governing board on the effectiveness of the implementation of the H&S Policy, and inform them about all relevant changes
- Carrying out a risk assessment of all heavy traffic doors, to ascertain the need for finger guards. Finger-guards only need to be fitted in areas of high risk.
- Ensuring that new members of staff receive health and safety information as part of the induction training, along with any required training to allow them to carry out their contracted work as required.
- Organising appropriate testing and inspection of systems and equipment within their premises and should ensure compliance with legal duties and industry standards.

6. Local Governing Body

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

- Liaise with the Trust's Head of Health, Safety and Estates to ensure that Trust policies are implemented by the School in a timely manner.
- Take reasonable steps to provide safe and healthy conditions for students/pupils, employees and others who may be affected by its activities.
- Ensure suitable and sufficient instruction, supervision and training are in place and to meet compliance with all relevant Health and Safety legislation.
- Monitor school compliance levels on Safe Smart, to challenge the head teacher where appropriate.
- Set out all details of the organisation and arrangements in line with the Trust's Health and Safety Policy for the management of Health and Safety in the school, in writing and communicating to all employees
- Be committed to regular evaluation, monitoring and review of the effectiveness of its Health and Safety Policy
- Ensure there is adequate provision within the School's budget to enable the Health and Safety Policy to be carried out effectively.
- Undertake accident investigations as required and ensure reportable incidents stipulated under **RIDDOR** Regulations are reported to the Trust's Head of Health, Safety and Estates.
- 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 with and support the work of the Trust's Head of Health, Safety and Estates.
- Ensure that the school has the resources to and is implementing any guidance from the Trust or government guidance to ensure the safety of all staff children and visitors.

7. Trust Employees

All employees must ensure they:

- Take reasonable care of their own safety
- Undertake training available on safe smart to give them a guidance on covid-19 in educational settings
- Take reasonable care of the safety of others affected by their actions
- Observe all safety rules and procedures
- Always comply with the Health and Safety Policy, along with all Trust policies and procedures
- Always conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- Dress sensibly and safely for their working environment or occupation
- Conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks
- Always use all safety equipment and/or personal protective equipment / clothing as directed
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others

- Maintain all equipment in good condition and report defects to their supervisor in a timely manor
- Report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- Report all accidents or near misses to their supervisor whether an injury is sustained or not, ensuring all accidents are recorded on the Trust's Safesmart portal in a timely manner in accordance with given timescales.
- Attend as requested any Health and Safety training courses and meetings
- Observe all laid down procedures for processes, materials and substances used
- Observe the fire evacuation procedure and the position of all fire equipment and fire exit routes and muster points.
- Ensure they follow the latest government guidance, along with instructions on how to implement the guidance on covid-19, to include hand washing and social distancing.
- First aiders are to ensure they use the correct supplied PPE, when treating an individual. This additional PPE **MUST** be used during the Covid-19 pandemic.

8. <u>Pupils</u>

All pupils must ensure that they:

- Co-operate with Teachers and school employees on health and safety matters
- Not interfere with anything provided to safeguard their own health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to a member of school staff. Follow instructions on social distancing from friends and teachers Follow new instructions given to them from school staff.
- Inform a member of staff if they feel unwell.

9. <u>Visitors and Volunteers</u>

- All visitors must follow the strict government guidance regarding hand washing and social distancing. In respect to Covid-19.
- All visitors and other users of the school premises are expected, as far as reasonably possible, to observe the Health and Safety Rules of the Trust. It is the responsibility of contractors and their employees to read and comply with the Trust Health and Safety Policy.
- All visitors must always sign in at reception and wear an identification badge. Visitors must hand back their identity badge and sign out when they leave.
- No mobile telephones or cameras are to be used on school property at any time, without the express permission of the Headteacher.
- All visitors must adhere to the school's safeguarding guidelines and policy and undertake the necessary DBS checks as required.

10. Parents

- Parents must always follow government Covid 19 guidelines regarding social distancing, when on school grounds.
- Parents must follow visitors' guidelines when entering the school this includes Covid 19 social distancing and hand washing.
- Parents must inform the school if their child or a member of their household is unwell, showing signs or symptoms of Covid-19, together with the outcome of any Covid 19 test.
- Parents are expected to support the Trust in any health and safety matter reported to them on newsletters and letters sent home.
- Parents must be familiar with and respectful of school policies.

11. Safety Representatives

Trade Union representatives have the right to:

- Investigate potential hazards and to examine the causes of accidents in the workplace.
- Investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work.
- Make representations to the Headteacher and or the Trust, as appropriate, on general matters affecting the health, safety and welfare of employees.
- Participate as an elected union representative in the work of the schools Health and Safety committee.
- Carry out workplace health, safety and welfare inspections, reporting their findings to the Headteacher and or safety committee and the Trust's Head of Health, Safety and Estates.
- 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
- All union representatives have access to Safesmart, this gives access to all Risk Assessments, along with the current Covid-19 Risk Assessments. They will also have available the latest guidance issued from the Trust.

12. Employee Liaison with Contractors

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

Employees must ensure that contractors arriving on site report to Reception so that all Contractors are checked against the School's central record, any contractor not on the School's central record must be accompanied at all times or refused entry to the School and its grounds.

The Asbestos register is to be read and signed at each visit by a contractor and before approval for any work to begin is given.

It is the school's responsibility to ensure that contractors who are asked to carry out specific tasks, are members of the relevant professional trade body which assures appropriately accredited and trained contractors for the trade stated. This must be checked prior to them starting any work on the school premises and must be recorded for the purpose of Safety and Audit checks.

Only contractors on the TPAT Approved Contractors List are to be engaged. If they are not on the list, the Trust must be contacted to have them added to the list prior to engagement.

All contractors working within the school setting, must provide a Covid-19 Risk assessment and Method statement, this will show the measures they have in place to safely carry out contracted works asked of them. This must demonstrate how they intend to meet current government guidelines.

13. Enforcing Authority

The Health and Safety Executive are the Enforcing Authority for the Trust. If any enforcement officer arrives at School, they must inform the Trust's Head of Health, Safety and Estates. If they arrive for a visit, then they must be granted full access to the school and must always be accompanied. This also applies if the local Fire and Rescue Officer or Building Control Officers are to visit school.

14. Information sharing

It is the duty of all employees to co-operate with the Senior Management in fulfilling our legal obligations in relation to The Health and Safety at Work Act 1974.

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

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

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

Employee Consultation

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

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

All employees must be made aware of current government guidelines in respect of COVID 19, they must also be directed to where they can source the information.

15 Risk Assessments

All staff must ensure only the new template for all Risk Assessments are used, they can be found on Safesmart www.safesmart.co.uk/v5login They are also available from the Trust's Health & Safety Team.

Staff must ensure **ALL** Risk Assessments are printed and countersigned by the Headteacher, and are kept in paper form and filed for reference and audit purpose. Any high-risk activity or activity taking place 50 miles or more from the school, or residential trip must be overseen by the school's Educational Visits Coordinator (EVC). The school will need to ensure the Trust's Head of Health, Safety and Estates is informed of who the school's (EVC) lead is and that they have completed all required training. All trips of the type mentioned previously must be entered on the Cornwall Outdoors web portal for approval and evidence retained for audit purposes. It is recommended all information reaches Cornwall Outdoors at least eight weeks prior to the trip taking place. Please refer to the Trust's EVC and Outdoor Learning Policy for information and guidance. If you have risk assessments on the old Trust template, you will need to replace the risk assessment with the new template once the risk assessment requires review. **All risk assessments must be reviewed within a 12-month period, or within the time scale stated on the assessment** or following an accident or near miss. Copies must be kept of the prior risk assessment for review or audit purposes.
Please see below for an example of the Trust's new Risk Assessments. Please ensure you use this form when completing or renewing current Risk assessments. If you require additional training please feel free to contact the Trust's Head of Health, Safety and Estates.

Headteachers/ line managers are required to complete a staff Covid-19 return to work risk assessment, if deemed necessary following the completion of the staff health questionnaires. Assistance is available from the Trust's Head of Health, Safety and Estates, to complete the Risk assessment.

Risk Assessment:

School:	
Activity Description:	
Date of Assessment:	
Date of Review:	
Undertaken by:	
Approved by:	Role:
Date:	

Truro and Penwith Academy Trust

The controls selected must be "*reasonably practicable*": -
"The cost, time and effort required to implement the controls necessary to minimise the risk are justified by the quantum of risk"

Priority: Higher – 48hrs | Medium– 3 mths | Lower – 6 mths

Hazards & Harm What are the specific sources of harm and what are the injuries?	At Risk Employees – E Pupils - P Visitors – V Contractors - C	What are we doing?	What further action is required?	Action Who will act?	Priority (Enter H, M or L)	Target Date	Done?

16 Employee Information

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

The Trust Health and Safety Policy must be displayed on the staff Health and Safety noticeboard.

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

New employees will be given Health and Safety information and training on their induction, this will include any additional training required to allow them to competently carry out their role. A Health and Safety Induction Checklist will be issued to all employees on commencement of work for the Trust or School.

They will have online training in the use of the Safe smart portal, to include all training available to them. This will also be offered on a one to one basis if required by any member of staff. This can also be delivered through staff meetings.

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

The current guidance issued for all schools regarding Covid-19, must be on prominent display on the schools Health and Safety notice board.

17 Information for Pupils, Visitors, Contractors and Volunteers

The school must have on display in reception the current school procedures regarding Covid-19.

The reception and high traffic areas of the school buildings must have readily available hand soap and/ or hand sanitizer.

Where applicable social distancing should be clearly marked for all to follow.

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

Information for parents will be given on the school website, in parent handbooks and through letters and newsletters along with the school's text message service.

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

Information for contractors, will be passed to them via email from the school premises team, some information may also be issued via the Head of Health, Safety and Estates.

18 Training

It is recommended that all employees who are working throughout the Covid –19 pandemic complete the Covid-19 Educational Settings training on the Safe smart portal.

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

It is best practice for each school within the Trust to have a member of their SLT with a minimum of a Level 3 IOSH Managing Safely Qualification. In larger settings it is recommended that a minimum of two staff complete the training.

Health and Safety training - any statutory training required to enable a member of staff to safely carry out their duties, will be identified by the Headteacher, and the Head of Health, Safety and Estates. Staff must complete mandatory Health and Safety training as identified on the Training Matrix issued to all Head teachers.

It is the responsibility of each employee to ensure they keep their training up to current legislation. Failure to do so may result in disciplinary action being taken.

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

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

19 Reviewing and Monitoring

The school must always follow current guidance issued by the Trust and government, regarding safe working practices in educational settings throughout the Covid-19 pandemic. This information can be found on the schools' safe smart portal, along with up to date guidance issued by the Trusts Senior management.

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

All Risk Assessments must be reviewed annually; this is to ensure any changes have been considered since the last Risk Assessment was completed. Any reviewed Risk Assessments are to be signed by the Headteacher and held on file. They must be cascaded to the relevant employees, contractors and visitors along with all volunteers. All new Risk Assessments are to be completed using the new formatted Risk Assessment template, this can be found on the Safesmart portal under the TPAT New Risk assessments. Completed risk assessments must be uploaded to the school's Safesmart portal. **20 Accident Reporting and Investigation**

Current government guidelines set out by the Health and Safety Executive, state that confirmed cases of Covid-19 do not require reporting under the 2002 RIDDOR regulations. This will also apply to the Safesmart accident portal.

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

All significant incidents that are dangerous or near-miss situations are to be reported to the Head of Health, Safety and Estates and the Headteacher. An immediate investigation into the incident should be carried out in order to identify the cause of the incident and measures taken to prevent a reoccurrence. The findings are to be sent to the Head of Health, Safety and Estates for information and reporting to the Board of Trustees.
All accidents must be reported on Safesmart no longer than 72 hours from the time of the accidents, this is to allow the Head of Health, Safety and Estates time to investigate the accident/incident prior to reporting it to the Health and Safety Executive (HSE).

21 Rules Covering Gross Misconduct

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

- A serious or wilful breach of Safety Rules
- Unauthorised removal or interference with any guard or protective device
- Unauthorised operation of any item of plant or equipment
- Unauthorised removal of any item of first aid equipment
- Wilful damage to, misuse of, or interference with any item provided in the interests of Health and Safety or welfare at work
- Unauthorised removal or defacing or any label, sign or warning device
- Horseplay or practical jokes which could cause accidents or incident
- Making false statements or in any way deliberately interfering with evidence following an incident or dangerous occurrence
- Misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment Deliberately disobeying an authorised instruction.
- To make in any register, book, notice or other document required to be kept, served or given by or under, this Order, an entry which he knows to be false.

22 Asbestos

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

practices for these works. Every school must, by law, have an Asbestos Survey, Asbestos Management Plan and, if appropriate, an annual inspection of known Asbestos Containing Materials (ACM) within the school site.

All staff should be made aware of where there are ACM within the school site. Locations of ACM can be found within the school's Asbestos Management Plan.

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

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

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

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

All schools should use a Trust recommended contractor, if schools do not use the recommended contractor, this must be agreed with the Trusts Head of Health Safety and Estates prior to contractor engagement.

23 Contractors

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

The Trust recognise that they have a duty of care to those contractors' employees working on their premises, will retain and maintain a register of the Trusts approved contractors including holding information for each including their Health and Safety policy and procedures, letter of assurance, insurances, Risk Assessments and safe working practices. The Trusts Head of Health, Safety and Estates will monitor by constantly reviewing and sanctions will be applied because of poor Health and Safety performance including written warnings, suspension and removal from the register. The School must ensure all contractors who require being part of a trade body are checked for their registration, this must be documented and kept on the contractors file. If the school wishes to use a contractor who is not currently registered on the Approved Contractors List, the school must supply the Head of Health, Safety and Estates with a completed copy of the Trust's Contractor Registration Form and associated documentation.

This must include a minimum of three professional references. Completion of the Trusts questionnaire may be required to be completed prior to contractor engagement.

All contractors planning to work with in the school setting throughout the Covid-19 pandemic, must supply the school prior to work commencing a Covid-19 risk assessment and or method statement. **24 C.O.S.H.H**

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

To assist the School in achieving its objective the school will give sufficient information and C.O.S.H.H training to all staff to ensure full understanding of the hazards to health posed by substances in the workplace. All staff must undertake COSHH training on Safesmart as identified by the Training Matrix issued to all Head teachers.

Employees must not put themselves in harm's way by using any hazardous substance, without consulting the information provided and ensuring they are trained and component to use the product provided. Staff should also be trained in the use and storage of all Personal Protective Equipment. All staff must sign for all PPE provided to them, ensuring the correct PPE is purchased for the product they are using, this information can be found on the products data sheet. Staff must not share PPE; if specialist PPE is required it is recommended that you contact the supplier for specialist advice.

Only the Sypol self-service portal is to be used for generating COSHH Risk assessments.

The school must ensure that all hand sanitizers, soaps and cleaning products purchased for the control of Covid-19, have a current COSHH Assessment and all staff using the product must read and understand the safe use of any new chemicals.

Please refer to the Trust COSHH Policy for further information.

25 <u>Disabled Persons</u>

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

The school will:

- Treat all disabled employees, pupils and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to all the school's facilities
- Ensure that Risk Assessments are undertaken to insure all needs are meet and carry out reasonable adjustments to the premises and/or employment arrangements were possible
- Report any employees found treating their disabled colleagues with less than the expected standards of respect and dignity
- In an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises, ensure this information is shared with the Employees and Fire Marshalls.
- The disabled or adapted toilet must have a disabled call alarm fitted, this will require weekly testing and recording on the Safesmart system.
- Undertake put in place additional Risk assessments and resultant measures to prevent the transmission of Covid-19.

26 Display Screen Equipment

No equipment will be shared by staff or children throughout the covid-19 pandemic. This will help reduce transmission of Covid-19.

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

Schools must ensure all staff that work on display screen equipment for more than 60 minutes (cumulatively) throughout a working day, undertake the DSE Awareness Training and the ensuing Risk Assessment on Safe smart annually. Schools must ensure that the results of the DSE risk assessments

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

27 Driving or Travelling to a place of work

COVID 19 -To ensure social distancing, unless you live in the same house, you must not car share travelling to work or from setting to work and home. Where possible it is recommended that staff do not use public transport and where possible walk or cycle to work.

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

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

All drivers claiming mileage allowance must hold valid business insurance on the vehicle they are claiming mileage allowance for. The vehicle must have a valid MOT certificate where required.

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

Line Managers' Responsibilities

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

- Support random sampling and checking of driver and vehicle related documentation.
- Challenge unsafe attitudes and behaviours and encourage staff to drive safely, leading by personal example.
- Take account of any health or personal concerns that could impair an employee's ability to drive safely whilst on Academy Trust business.
- Review motoring convictions reported to them by staff and assess the impact this may have on the ability of the employee to fulfil their duties.
- Ensure ALL staff, are aware of the current Covid 19 guidance, along with how to find guidance. This will include the completion of the Covid-19 risk assessments.

Fatigue

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

- Journey timings should be planned to enable a break of at least 15 minutes to be taken every two hours of driving;
- When driving long distances for work employees and/or their Line Managers should risk assess the whole day, considering the amount of time spent working and travel times, traffic and weather conditions; lone working must also be factored in when compiling a risk Assessment.

- The Trust recognises that many employees want to return home at night. Staff and Line Managers, however, must discuss and plan work schedules so that there is not a need to drive when they may be tired.
- If the journey destination likely to take more than three hours to reach, an overnight stay must be considered.
- The law requires that drivers must tell the Licensing Authority without delay about the onset or worsening of any health condition likely to impair their ability to drive safely. Examples are giddiness, fainting, blackouts, epilepsy, diabetes, angina, coronaries, high blood pressure, vision disorders, mental illness, alcoholism, drug taking, and loss of (or loss of use of) a limb. Drivers are reminded not to use mobile phones when driving, unless the driver is using a legal hands-free device.

28 Mini-Bus Driving

Driving at work/ including hiring or driving of minibus and coaches.

Where mini-buses are used, current Government guidance regarding the use of school transport during the Covid-19 pandemic must be adhered to.

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

Arrangements/Responsibilities: -

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

Driver Requirements:

- All drivers must have held a car (category D1) driver's licence;
- All drivers must complete a Trust approved mini-bus driver training programme (MIDAS scheme) and have completed both theory and practical tests (including the use of accessible mini-buses where necessary). Drivers are required to attend refresher training every three years;
- Incidental drivers (those not employed solely to drive mini-buses) must hold a D1 category on their driver's licence when driving mini-buses with up to a maximum of 17 seats including the driver. This entitlement to drive mini-buses would have been automatically granted to drivers who took their test before 1997 and would be shown as categories A or B on old style licences or as category B and D1 on a new style licence. As this entitlement can be removed by the DVLA when issuing a replacement licence, staff would need to check they have retained this entitlement.
- Incidental drivers without a D1 entitlement (i.e., who took their driving test after 1997) must hold a PCV licence to drive mini-buses weighing over 3.5t (in most cases this will apply to minibuses with 17 seats);
- Where drivers hold the PCV category on their licence (not the D1 entitlement) the MIDAS training must be completed three years after passing their PCV.
- A PCV licence is required when driving mini-buses in other European countries.

Authorisation Requirements:

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

Mini bus Drivers responsibilities

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

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

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

Before driving, drivers' must:

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

General requirements:

- Employees must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit
- Employees must not carry unauthorised passengers or unauthorised loads

- Employees must not use vehicles for unauthorised purposes Employees must not load vehicles above the stated capacity
- All drivers who are on medication must inform the responsible person/ Headteacher. Failure to do this may result in suspension of driving duties.

Other conditions to be observed:

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

Vehicle Pre-checks

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

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

Passenger Responsibilities

- Passengers should wear seat belts and always remain in their seats until instructed otherwise
  Passengers should never distract the driver by shouting, etc.

- Passengers must make sure that escape routes are not blocked by bags, etc.
- Pupils are Ambassadors of the School and must never bring its name into disrepute by gesturing, etc.
- Passengers found to have vandalised the mini-buses may face a ban from using it again and be required to pay for damages.

Accident Procedures

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

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

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

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

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

Breakdown and Recovery

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

First Aid

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

Monthly Checks

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

Incorrect Use of the Minibuses

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

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

Refuelling

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

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

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

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

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

29 Administration of Medication

Covid 19 - Staff who administer medication, MUST use full PPE when administering medication, they must not wash syringes or spoons. They should be placed into a small bag and tied and sent home with the child at the end of the day.

The Truro and Penwith Academy Trust and its schools recognise that some students will require medication during the school day or for trips and visits. The schools within Truro and Penwith Academy Trust will adopt and follow the Department for Education's guidance on managing medicines in schools and early year's (link attached).
http://www.gov.uk/government/publications/managing-medicines-in-schools-and-early-years-settings
The School does not keep or dispense any medication other than salbutamol, for use with emergency asthma kit. The School will dispense medication for pupils who have been prescribed medication by a medical practitioner and it is accompanied by a consent form, signed and dated by the parent or guardian. All medicine must have the Child's name and class clearly indicated. If a parent/guardian wishes their child to have access to non-prescription medication whilst in School they will need to complete, sign and date a Consent Form and provide the medication with the child's name and class clearly identified. The School will not hold any medication other than that supplied by the Parent/Guardian accompanied by the appropriate consent. This may differ with students over the age of 11 years, this will again require a signed consent form from the parent or guardian, this will only cover paracetamol and ibuprofen parents or guardians will need to be informed of the dose and time the medicines where issued.

Roles and Responsibilities:
The School will ensure that:

- Administering of Medicines policy is in place and monitored by the Headteacher and class Teacher
- The process is reviewed regularly or where necessary if guidelines or statutory requirements change, this may require the Board of Trustees approval.
- They identify and nominate a responsible person to receive and dispense prescription medicines provided by parents/carers and ensure the correct permission forms are filled out with the correct information and consent, the forms must be kept on record for information and Audit purposes. Medicines must not be dispensed unless there are two members of staff present and must be recorded and signed at the time of the medicine being dispensed.
- Checks are in place to ensure that all medicines carry the prescriber's **Name** instructions, dosages and check expiry dates.

- Medicines are stored in a secure location, or in the case of medicines which need to be accessed quickly, (e.g. asthma inhaler, Epipens), to ensure that other staff and the pupil concerned knows the location of the medicines. **Medicine must not be left unattended at any time**.
- 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.
- Parents/carers are notified of any concerns regarding their child e.g. increased inhaler use.
- All near-misses relating to administration of medication will be reported on the school's Safesmart portal.

Parents/Carers will:

- Notify the school of any medical needs that their child might have, whether short term or long term, this needs to be in writing or by email. A copy must be held on the child's school records.
- Keep children at home if they are actively unwell or a GP has advised them to do so.
- 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.
- Ensure that prescribed medicines are brought to schools are in the container in which they were prescribed and with the prescriber's original instructions
- 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.
- Collect medicines from school at the end of each school day. In the case of preventative medicines such as inhalers, to ensure that they are collected from the school when the child leaves, e.g. at the end of Y6 or if they have an expired use by date
- Ensure that in the case of preventative medicines such as asthma inhalers, the school is notified when an inhaler is needed by filling in a consent form.
- Label all inhalers clearly with their child's name and class.
- Give the inhaler to their child's class teacher or inform the class teacher if the child carries their own inhaler.
- Notify the school if a child's medical condition or medication needs change
- Ensure that if they have informed the school a child has a sickness or diarrhoea bug, that the child does not return to school until there is a full 48 hours clear of all symptoms.

30 Occupational Health Services

Occupational health services can be accessed via the effected person's line manager who should contact the HR manager in writing.

Where individual concerns are raised, or a risk assessment identified the need for screening, etc., the HR Manager should be contacted.

31 Drugs and Alcohol

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

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

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

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

COVID 19 - Government guidance must be followed in any preparation or delivery of food. This is to reduce the infection rate of Covid-19. This can be found within the guidance given to all Trust Headteachers from the Trust's central team.

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

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

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

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

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

Therefore, if the EHO/HSE inspector visits:

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

- Action in Case of Alleged Food Complaint or Food Poisoning

DO NOT ADMIT LIABILITY

Log time and date of complaint and further communications

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

Name

Home address

Telephone number

Record the details of the complaint

Manufacturer's name

Supplier's name

All codes, i.e., date, production

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

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

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

Full details of suppliers and delivery dates

Full details of preparation of the foods consumed by the complainant

All available records relating to HACCP controls

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

Information on any staff illness.

BE AS DETAILED AS YOU CAN

Request to keep the food item if available for further investigation

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

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

DO NOT DELAY AS A PROMPT INVESTIGATION WILL BE NECESSARY

Inform the Head of Health, Safety and Estates who will contact the Trusts consultants for advice.

33 Electricity

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

All employees will visually inspect electrical equipment before use for obvious defects and treat all leads and cables with care. Any equipment they see is damaged, defective, worn or abused must be reported to the Premises Team and/or the Headteacher immediately for repair or replacement and not used, or disposed of correctly. All contractors engaged by the school must be NICEIC or equivalent. Schools must follow the Trust's information on engaging contractors within the Contractors Registration Form.

34 Emergencies and Critical Incidents

The Trust is committed to ensuring the health, safety and welfare of all persons on their sites and has a procedure in place for handling all emergency and critical incidents which will need to be completed and uploaded to Safesmart and cascaded down to all staff who require this information. Please ensure all your Senior Leadership Team, is aware of the Trusts business continuity plan. This plan is required to be adopted by all the Trust schools.

All schools must have their own full critical incident-lockdown policy; this policy must be uploaded to Safesmart.

Any confirmed cases of Covid-19 must be reported to the Trust's Head of Health, Safety, and Estates, who will report cases to Public Health England (PHE). If required PHE will issue further advice and contact the affected member of staff, parent/guardian.

35 Fire

COVID 19 - The Headteacher and or senior leader, will need to review the fire evacuation policy, this will need to take in to account pinch point areas of the school, along with muster points. They will need to take in to account social distancing, disabled, SEND children.

COVID 19 - A full evacuation will need to be undertaken and recorded within the first two days of the school opening to additional year groups. To ensure new procedures are understood.

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

The Trust does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so and the staff have had the relevant training and feel competent to do so. Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points. Ensuring all staff and children contractors and volunteers, visitors are accounted for.

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

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

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

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

Schools must use a TPAT approved contractor to undertake a Fire Risk Assessment annually, fire compartmentation and fire door surveys. The reports submitted to the school will require an action plan put in to place detailing how they will be dealing with any issues raised within the reports.

A copy of the report and Risk Assessment is to be sent to the Trust's Head of Health, Safety and Estates for review.

For reference regarding Fire Compliance and to ensure that the school is fully compliant to Regulatory Reform (Fire Safety) Order 2005, please refer to the Trust's Fire Safety Policy 2020. It is recommended that all schools have a minimum of L3 fire detection system.

36 First Aid

COVID 19 - All first aiders are to follow strict guidelines in relation to full PPE, this is to reduce the risk of transmission of Covid-19. A minimum of full-face mask, or goggles and a mask, disposable apron, and gloves. The first aider must follow the school's updated First Aid protocols in relation to Covid-19. The school will need to ensure they have adequate supplies of PPE for staff.

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

All trips and outings from school must include the correct first aid ratio in regard to children to adult ratio, this must also include the individual needs of the children.

Accident forms should be completed as they are treating the injured party, or as soon as they can, following the incident. Other accidents/injuries, as specified by TPAT, must be reported on the Safesmart portal. Any accident requiring a RIDDOR report to be filled will be complete by the Trust Head of Health, Safety & Estates, who will update Safesmart accordingly.

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

Arrangements/Responsibilities

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

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

A designated staff member, the Trust recommends a Senior First Aider is appointed at each school, who would be responsible for ensuring adequate numbers of appropriately stocked first aid boxes are available and appropriate first aid signage and information is displayed within their areas of responsibility.

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

Pupil Hospital Admission

During the Covid-19 pandemic, no staff member should travel to hospital with a child. Parents should be called to travel with their child. If a staff member is happy to travel to hospital as the parent isn't available in time, they must ensure they have wear the correct PPE to reduce the risk of transmission of Covid-19.

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

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

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

First Aid Provision EYFS

COVID 19 - All first aiders are to follow strict guidelines in relation to full PPE, this is to reduce the risk of transmission of Covid-19. A minimum of full-face mask, or goggles and a mask, disposable apron, and gloves. The first aider must follow the schools updated First aid protocols in relation to covid-19. the school will need they have adequate supplies of PPE for all staff. This should be housed within a separate bag and be readily available when needed.

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

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

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

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

First Aid Provision – General (Non EYFS)

COVID 19 - All first aiders are to follow strict guidelines in relation to full PPE, this is to reduce the risk of transmission of Covid-19. A minimum of full-face mask, or goggles and a mask, disposable apron, and gloves. The first aider must follow the school's updated First Aid protocols in relation to Covid-19. The school will need they have adequate supplies of PPE for all staff. This should be housed within a separate bag and be readily available when needed.

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

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

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

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

37 Infectious Disease Control

Government guidelines must always be followed, regarding Covid-19 infection.

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

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

Please inform the Headteacher and Head of Health, Safety and Estates of any of the following Public Health England Reportable illness.

Acute encephalitis *Haemolytic uremic syndrome (HUS)* *Rubella*

Acute infectious hepatitis Infectious bloody diarrhoea Severe Acute Respiratory Syndrome (SARS)

Acute meningitis *Invasive Group A streptococcal disease Scarlet fever*

Acute poliomyelitis *Legionnaires' disease* *Smallpox*

Anthrax Leprosy *Tetanus*

Botulism *Malaria* *Tuberculosis*

Brucellosis *Measles* *Typhus*

Cholera *Meningococcal septicaemia* *viral haemorrhagic fever (VHF)*

Diphtheria *Mumps whooping cough*

Enteric fever (typhoid or paratyphoid fever) *Plague* *Yellow fever*
Food poisoning *Rabies*

Note that the Head of Health, Safety and Estates will, if asked by the school, organise urgent infection control cleans.

Staff Illness and Reporting

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

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

Confidentiality

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

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

38 Body Fluid Spillages

COVID 19 - In the present climate specialist body fluid spill kits should be used to clean up any spillages, the staff member who is cleaning the spillage must always use the correct PPE.

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

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

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

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

Spillage Procedures

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

39 Management Action for Outbreaks of Viral Gastro- enteritis

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

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

Contact & inform the Health and Safety Manager

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

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

If an outbreak is suspected or confirmed, then the Trust Head of Health, Safety & Estates and, along with the Trust CEO must be informed.

40 Medicines

Covid 19- In the current circumstance's children requiring medicines must be assisted prior to being allowed within the school setting. If medicines are required to be issued. Staff must wear the correct PPE, no syringes are to be washed, they are to be bagged up and returned at the end of the school day. The school may need to ask the child's parents to send additional syringes.

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

Prescription medicines must not be administered unless they have been prescribed for a child by a doctor or dentist. Written permission must be obtained from the child's parent or carer. Records

must be kept detailing the child, date and time of medicine administered. Consent forms must be completed and filed in the Childs records.

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

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

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

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

Adrenaline Auto-injectors in Schools – Epipens

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

Schools must arrange specialist anaphylaxis training for staff where a pupil or a member of staff in the school has been diagnosed as being at risk of anaphylaxis. This should include practical instruction in how to use the different AAI devices available.

Emergency Salbutamol Inhalers in Schools

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

41 Staff Welfare

Covid 19 - Staff must follow strict social distancing guidelines during the Covid-19 pandemic, they will be required to stage their breaks and ensure all current government guidelines are followed.

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

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

Sanitary Conveniences

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

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

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

42 School trips and visits

During the Covid-19 pandemic, NO overnight school trips or visits are permitted, in line with current government guidelines.

Schools must ensure they have an Educational Visits Coordinator (EVC) and that they have appropriate, in-date, training.

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

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

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

High risk activities such as canoeing, overnight stays or trips more than 49 miles away from school will require the involvement of Cornwall Outdoors, there website can be found at www.cornwalloutdoors.org . The school will need to ensure there is adequate time allowed for Cornwall Outdoors to review and liaise with the school to ensure there is all the correct mechanism in place, prior to the trip or activity taking place. If you are not sure if your trip will require Cornwall outdoors over viewing of your Risk Assessments, please contact the Trust Head of Health, Safety & Estates who will be able to help you with your request. For guidance and advice please refer to the school's Educational Visits and Outdoor Learning Policy

43 Health and Safety Monitoring and School Audit

Every school will be required to undergo a full health and safety audit on an annual basis.

Arrangements/Responsibilities

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

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

44 Gas Installations and Appliances

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

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

All reports and certification relating to gas safety and equipment inspections must be uploaded to Safe

smart, within 4 weeks of the certificate being issued.

45 Gym & Play Equipment

During the current Covid-19 pandemic, current Government guidance relating to the use of external and internal gym and play equipment must be adhered to.

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

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

All reports and certification retaining to gym and play equipment inspections must be uploaded to Safesmart

46 Housekeeping

During the Covid-19 pandemic, additional cleaning will be required to be carried out, please refer to the current Trust guidance.

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

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

47 Specialist Waste

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

Waste Transfer Notices, issued for controlled waste must be kept for 2 years and uploaded to Safe smart.

48 Legionella

The Trust is committed to preventing the build-up of Legionella organisms in its water systems and to prevent the inhalation of infected water droplets. They will ensure that all water tanks, taps and shower heads are periodically cleaned to current legislation. Water testing is to be carried out by a qualified and competent contractor and chlorination of the tanks undertaken when results indicate this is necessary. The school will be responsible to ensure all monthly results are inspected to ensure

there are no areas on non-compliance, any issues found within the monthly report must be addressed in a timely manner. Information can be found on the Health and Safety Executive web site at www.hse.gov.uk/legionnaires/

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

49 Lone Working

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

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

No staff are to lone work without the ability to raise the alarm, this can be achieved with the use of a mobile telephone. No member of staff is to lone work without informing their line manager or Headteachers permission. For information and guidance please refer to the Trusts Lone Working Policy and ensure all staff are aware.

50 Manual Handling

The Trust is committed to ensuring that employees do not undertake tasks involving pushing, pulling, carrying or moving items which over reach their individual limits. The Trust/school will make every effort to redesign the task to either remove or reduce the associated risks. This will be achieved by new Risk Assessments, along with training for site teams and teaching and support staff. The training it available on the training portal of Safesmart. If a team member has a higher level qualification this will need to be evidenced through uploading to Safe smart.

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

51 New and Expectant Mothers

During the Covid-19 pandemic, please refer to the latest guidance issued by the Government. This can also be found within the guidance issued by the Trust.

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

Should you become pregnant or are returning to work after having a baby, then you are requested to notify your Headteacher and or line manager at the earliest possible opportunity, so a Risk Assessment can be carried out. The Risk Assessment will require updating every four weeks, these will need to be

printed and signed by both parties. A copy is to be issued to the expectant mother and a copy held on her personal file for reference.

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

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

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

52 Off-site visits /Home visits

During the current Covid-19 pandemic, NO home visits must take place, this is due to the high risk of transmission of the disease.

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

- All employees follow Trust procedures and guidance notes when organising off-site visits
- All off-site visits have an educational purpose and pre-determined clear educational objectives
- All participants in activities will be identified as group members associated with the Trust
- All pupils will have full access to each visit that is appropriate to their class year, regardless of their abilities, therefore developing the 'whole child'
- Visits should never be carried out by a single member of staff, they should always be accompanied by a second member of staff
- An appointment should always be made to give the parent / staff member time to arrange to have 2nd person with them should they wish
- Notes should always be made and filed of any visits or meetings.

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

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

53 Radiation Control

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

Any science experiments using Radiation or other chemicals must ensure they follow the guidance on the CLEAPSS Hazcards. This information is also available at www.science.cleapss.org.uk/resourcesearch

The Trust's Radiation Protection Officer, for our secondary schools, is based in St Ives. The school holds the certification via the Health and Safety Executive portal.

54 Security

Due to schools not all being fully open during the Covid-19 pandemic, schools must ensure that all buildings are secure and no means of arson or ease of access are left over night.

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

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

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

All schools should have procedures in place, should a breach in security take place in the school day, a full school lockdown policy will require to be implemented immediately. Staff will require regular training to ensure they are fully aware of their roles and responsibilities. A copy of the school's policy is required to be uploaded to the Trust's Safe smart for review and if deemed necessary changes to the policy.

55 Smoking

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

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

56 Violence at Work

The Trust will take all reasonable precautions to reduce the risk of employees being subjected to violence whilst at work. Any acts of violence towards an employee of the Trust will not be tolerated, this must be reported to the police. An incident form will need to be completed and uploaded to the safe smart portal.

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

57 Working at Heights

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

All work undertaken at height within the Trust must be conducted safely and comply with all current guidance and legislation and strictly follow the Trust's Working at Heights Policy in relation to the task. This will require a Risk Assessment to be carried out for the more dangerous tasks. No member of staff

is to use a step ladder or to work at height if they have not undergone the correct training required. If contractors are working at heights, they must follow the Trust's Permit to Work issued by the school. A copy must be filed and kept on record for auditing purposes. Training is available from the Trust's Head of Health, Safety and Estates on request.

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

All working at heights risk assessments and method statements must meet the following British Standards:

- BS EN 3632008 Personal Fall Protection Equipment
- BS EN 131 (2018) Non - domestic Step Ladders
- BS EN 1004-1:2020 Mobile Access Towers
- BS EN 131 (2020) Non – domestic Access Ladders

58 Work Equipment

During the current Covid-19 pandemic, NO work stations or phones are to be shared. They will require regular cleaning and disinfecting.

The Trust will take all reasonable steps to ensure the safety of all employees working with equipment provided to assist them in their work as well as others who may be affected by the machinery, or electrical equipment. The Trust will ensure that any new equipment is designed, supplied and maintained to work in a safe manner recommended by the manufacture and will inform and train employees to safely and competently use the equipment provided for them. Any equipment found to be damaged or in a poor state of repair or an electrical item failing the PAT testing, must be removed for repair or until replacement is supplied.

59 Working Time Regulations

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

60 Young People/Safeguarding

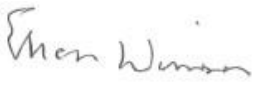
The Trust will develop procedures and good practice throughout the organisation to ensure that each person and all agencies and the Trust's approved contractors can demonstrate that there is an understanding of the duty to safeguard and promote the welfare of children, young people and vulnerable adults.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

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

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

Signed:  Date: 1st September 2020 (Academy Trust Chief Executive)

Print Name: Dr J Blunden OBE

Signed:  Date: 1st September 2020 (Chair of Trustees)

Print Name: Mrs ME Winser MBE

Signed:  Date: 1st September 2020 (Head of Health, Safety and Estates)

Print Name: Mr J Eddy

Signed: Date: _____ (Chair of LGB)

Print Name: _____

Signed: _____ Date _____ (Headteacher)

Print Name: _____

Please send a signed copy to the Head of Health, Safety and Estates by email at johneddy@tpacademytrust.org