

# Looe Community Academy

## Health, Safety and Wellbeing Policy

(incorporating the support for students with medical conditions)

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The policy has been devised in light of the guidance on supporting students with medical conditions.

From 2 July 2018 the Local Governing Body of Looe Community Academy adopts the following statement and procedures for the provision of health, safety and wellbeing of students, employees, visitors and contractors involved with the activities of the Academy.

Signed:

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Health and Safety Governor: Kathy Iles

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Acting Headteacher: Scott Yalden

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# Statement of Health, Safety and Wellbeing Policy

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1. The Local Governing Committee of Looe Community Academy recognises its legal and moral responsibilities to persons who may be adversely affected by Academy activities.
2. The Academy is committed to ensuring, by all reasonably practical means, the health, safety and wellbeing of its students, visitors, employees and contractors involved with the activities of the Academy. The Academy will seek to ensure that its legal duties and policy objectives are complied with at all times.
3. All foreseeable risks associated with the Academy's activities will be identified and removed or controlled through a process of risk assessment, risk mitigation and risk management.
4. All employees will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.
5. The Academy will seek to inform students, parents or carers of any health and safety issues relevant to their child.
6. The arrangements for health, safety and wellbeing are detailed in the attached "Responsibilities" section.
7. The Academy will ensure, as far as is reasonably practical, that this policy (and its supporting documents) is kept up-to-date. A formal review and re-adoption of this policy will be carried out by no later than 1 September 2019.
8. The Academy expects staff to use common sense to inform their actions alongside agreed and accepted practice as laid down in this document. This is in acknowledgement that unplanned and unpredictable events can occur which go beyond anything that can be reasonably expected or planned for.

# Responsibilities

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

## **Local Governors**

The Local Governing Committee is responsible for ensuring that mechanisms and procedures are in place for health, safety and wellbeing. Local Governors will receive regular reports to enable them, in collaboration with the Headteacher, to prioritise resources for health, safety and wellbeing issues.

Local Governors have appointed a Health, Safety and Wellbeing Local Governor to receive information, monitor the implementation of policies, procedures and decisions and feedback to the Local Governing Committee on health, safety and wellbeing issues.

The Health, Safety and Wellbeing Local Governor is identified in Appendix 1.

## **Headteacher**

The Headteacher has responsibility for:

- Day-to-day management of all health and safety matters in the Academy in accordance with the health, safety and wellbeing policy;
- Nominating a lead person to ensure students with medical conditions are identified and properly supported in the Academy and to support staff who are implementing a student health care plan.
- Ensuring regular inspections are carried out; the person/s that will carry out the inspection each term is named in Appendix 1.
- Submitting inspection reports to governors;
- Ensuring action is taken on health, safety and wellbeing issues;
- Passing on information received on health, safety and wellbeing matters to appropriate people;
- Carrying out accident investigations;
- Chairing the Academy Health, Safety and Wellbeing Committee;
- Identifying and facilitating staff training needs;
- Liaising with governors on policy issues and any problems in implementing the health, safety and wellbeing policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Providing necessary facilities for all employees to be consulted on health and safety matters;

- Where contracts are negotiated directly between the Academy and the contractor, the Headteacher is also expected to monitor purchasing and contracting procedures, to ensure that their employer's health, safety and wellbeing policy is complied with.
- Ensure that the annual medical needs/asthma audit is updated annually or when an in-year child is admitted and that all medical information is passed on to the relevant staff.

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

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

### **Management Staff**

Management staff have responsibility for:

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

### **Employees**

All employees have a general responsibility, as far as reasonably practical, to ensure the health, safety and wellbeing of themselves and others who may be affected by anything they do or fail to do. In particular, employees have a responsibility for:

- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring that they undertake all relevant risk assessments involving their students, support staff, themselves, and where relevant, contractors, visitors or members of the public.
- Ensuring protective equipment is used, when needed;
- Participating in inspections and the Health, Safety and Wellbeing Committee, if appropriate;
- Bringing problems to the relevant manager's attention;
- In addition, all employees have a responsibility to co-operate with the employer on matters of health, safety and wellbeing.

**Volunteers**

Volunteers are considered to be unpaid employees and as such have the same responsibility as other employees, including to act in accordance with the Academy's policies and procedures for health, safety and wellbeing and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified teacher or member of SLT when working with students.

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

# First Aid

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The Academy has assessed the need for first aid provision and has identified that a minimum of 5 fully qualified first aiders holding a Level 3 first aid at work qualification. In order to provide adequate emergency first aid on trips and visits, other staff may undertake Level 2 emergency first aid training.

## **Coordinator**

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

- that first aid equipment is available and fully equipped at strategic points in the Academy including Reception, Student Services, kitchens, vehicles and classrooms.
- that the correct level of first aid equipment is maintained in each first aid box;
- that a sufficient number of personnel are trained in first aid procedures;
- that first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years);
- that the list of first aiders is kept up to date and displayed
- that a record of all treatment provided to students is kept
- that the Academy accident book is kept up to date, and that incidents are reported online to Cornwall HSW when required
- that the annual medical needs/asthma audit is undertaken.

This person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury and report any observations to the Business Manager.

## **First Aiders**

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

- trips and visits;
- extra-curricular activities organised by the Academy (e.g. sports events, after Academy clubs, parents evenings, Academy-organised fund raising events, etc.).

First aid cover is not provided for:

- contractors;
- events organised by third parties (fetes, evening clubs, etc.).

First aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents and near misses (see Reporting of Accidents section).

Lists of first aiders and their contact details will be kept and displayed in Student Services, in the staff room and in Reception.

## **Administration of First Aid in the Academy**

### **Treatment of Injuries**

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

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

Where there is any doubt about the appropriate course of action, the first aider will be expected to consult with the National Health Service helpline, NHS 111 (dial 9-111), and, in the case of student injuries, with the parents/carers.

In the case of a student accident or medical emergency, the following procedures must be followed:

- If the student has been assessed as being fit to walk, the staff member on duty must take him/her to a designated first aid post or the medical room and call for a first aider (anyone with suspected spinal injuries must not be moved - see guidance below)
- If the student is unable to walk the member of staff on duty must call for a first aider to attend the student's location
- The first aider will assess the situation and administer any first aid required
- The first aider must record the incident and any treatment administered in the Academy treatment book. If the student has a suspected head, neck or spinal injury the guidance below will be followed
- If medication is administered this must be recorded and the student's parents/carers notified
- If the first aider has been called because the student has been injured in an accident, full details must be reported to the Academy's nominated Health and Safety competent person via the Academy's online reporting system and in the Academy's accident book. Additionally, if the student requires hospital treatment the incident must be reported to the Academy's Senior Team and Student Services
- The Academy's nominated Health and Safety Competent Person must decide if the incident is reportable under RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013), and if so report the incident in accordance with HSE requirements
- The first aid coordinator is responsible for ensuring that all first aiders are aware of these procedures and for checking that they are complied with

### **Suspected Head, Neck and Spinal Injuries to Students**

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

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

In any case where there is any doubt about the student's wellbeing, the first aider is expected to contact NHS 111 (dial 9-111) for advice or phone 999 for an ambulance as appropriate.

### **Allergies**

All staff and students who suffer from allergies will be recorded in the medical conditions annual audit with treatments specified. Emergency actions for severe cases will be agreed and recorded in the Individual Health Care Plan (IHP), including all relevant training taken by staff, and all staff expected to be familiar with procedures.

### **Other Significant Injuries**

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

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

- a telephone call;
- a letter;
- or a form.

### **Hospital Treatment**

If a student has an accident or becomes ill, and requires immediate hospital treatment, the Academy is responsible for either:

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

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

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

### **Administration of First Aid on Academy Visits**

All trips should be accompanied by a trained first aider carrying a complete first aid kit unless a risk assessment suggests that the need could be met in an alternative way, for example where the venue confirms that first aid cover is provided.

If a student with medical needs requires specialist support, a trained first aider able to deal with the student's condition will accompany the trip and will take with them a copy of the student's Individual Healthcare Plan (IHP) and any medication or equipment that the student might require during the trip.

### **Residential Visits**

If first aid is required at the residential centre/accommodation the resident first aider will administer first aid and complete reports in accordance with relevant legal requirements for the residential centre/accommodation.

If first aid is required away from the residential centre, first aid will be administered by the first aider accompanying the trip.

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

### **Day Visits**

If first aid is required on a day trip, first aid will be administered by the first aider accompanying the trip.

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

### **Academy Insurance Arrangements**

The Academy is covered by public liability insurance policies which will indemnify staff against any claims against them arising from the administration of first aid or medicine in accordance with this policy. A copy of the insurance certificate is on the Academy website.

# Administration of medicines and treatments

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## Medication

The Academy has a designated safe, lockable place to store students' medication and has a nominated person who controls access to this place.

## Prescribed Medicines

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

The way in which medication or treatment will be made available or administered will be agreed in advance with the student's parents/carers.

In the event of a medical condition the administration of medication and treatment will be agreed and recorded in the Individual Health Care Plan (IHP).

Where medication or treatment is not part of a long term medical condition but is only required for a finite period, for example the completion of a course of anti-biotics, the student's parents/carers will be required to sign a Parental Agreement for the Academy to administer medicine.

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

- The medicine will be held by the Academy in the designated place and a member of staff will give it to the student and remain in attendance while the student administers the treatment. This method is suitable for use when a parent/carer is concerned that the student may forget to take the medication. In these situations the Academy will maintain a diary showing which students are due to take medication and when and if necessary will remind the student that medication is due.
- The medicine will be held by the Academy in the designated safe storage container and a trained member of staff will help the student administer the treatment. This method is suitable for use with younger students. In these situations the Academy will maintain a diary showing which students are due to take medication and when and if necessary will remind the student to report for medication.
- The student carries their own medication/treatment with them and administers it themselves as required; in these instances the Academy is responsible for ensuring that the student has a suitable place to take their treatment in private if required and to ensure that staff are made aware that the student may need to leave a lesson or other activity to administer treatment so that they may do so without their actions being questioned or drawn to the attention of other students. Protocols for carrying or storing the medication

and for restricting access by other students will be agreed in the student's Individual Healthcare Plan;

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

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

### **Non-prescribed Medicines**

Non-prescribed medicines must not be taken into the Academy.

### **Staff Medication**

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

### **Storage of Medicines**

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

Student asthma inhalers, provided by the parent/carer, will be held by the Academy for emergency use, as per the Department of Health's protocol.

### **Disposal of Medicines**

It is the responsibility of the parents to collect unused medicines from the Academy and dispose of them accordingly. The Academy's nominated person for the supervision of first aid and medication must check all medical stores at the end of the academic year to ensure that all medicines have been collected. In the event that a student's parents/carers fail to remove the medication after two reminders the nominated person must arrange for the medicines to be taken to a dispensing chemist or pharmacy for safe disposal.

### **Off-Site Activities**

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

# Students with Special Medical Needs – Individual Healthcare Plans

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Some students have medical conditions that, if not properly managed, could limit their access to education. Conditions include, but are not limited to:

- Epilepsy;
- Asthma;
- Severe allergies (some of which may result in anaphylactic shock);
- Diabetes.

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

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

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

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

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

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

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

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

# Accidents

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## Reporting Officer

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

All accidents, near misses and undesirable circumstances or dangerous occurrences must be recorded in the accident book. The reporting officer will review the book monthly to assess incidents and any possible patterns emerging.

The relevant member of staff attending the incident will record all accidents, near misses and undesirable circumstances or dangerous occurrences in the Academy's accident book, including:

- All accidents or incidents on site involving students or adults, members of the public, visitors or contractors;
- Specified Dangerous Occurrences (refer to <http://www.legislation.gov.uk/ukxi/1995/3163/schedule/2/made> for list);
- Specified diseases (refer to [www.legislation.gov.uk/ukxi/1995/3163/schedule/3/made](http://www.legislation.gov.uk/ukxi/1995/3163/schedule/3/made) for list).

## Accident Investigation

All accident reports will be seen by the Headteacher who will decide if an investigation is necessary. Major incidents will be reported to the Health, Safety and Wellbeing Governor.

## Accidents Reportable to the Health and Safety Executive

Reports of fatalities, major accidents and over-seven-day incidents will be forwarded to the Health and Safety Executive (HSE) as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) [www.hse.gov.uk/riddor/](http://www.hse.gov.uk/riddor/). This will be achieved through online reporting to and consultation with the Academy's Competent Persons at Cornwall HSW.

# Fire

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## **Fire Officer**

The Health, Safety and Wellbeing Governor and the Headteacher are responsible for organising the Academy's fire precautions.

The Fire Officer is responsible for:

- Arranging a fire evacuation drill at the beginning of the Academy year and at least once every term (once per half-term where practical)
- Recording the significant results of the fire evacuation drills
- Ensuring that the Fire Log is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, annual fire extinguisher checks, etc.)

## **All Staff**

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

Evacuation and Registration Procedures are detailed at Appendix 2.

Evacuation procedures are displayed in the appropriate areas.

## **Fire Assembly Points**

These are detailed at Appendix 2.

# Electricity

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The Academy will undertake to inspect and test all portable electrical appliances by a competent person at a frequency appropriate to the equipment's use. The Academy has arranged for these tests to be carried out internally as identified in Appendix 1 other than for ICT suites, which are undertaken by the Academy's property compliance contractor. All test certificates will be kept in the school office for the duration of the life of the appliance.

The Academy's fixed wiring will be inspected every 5 years.

## **Coordinator**

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

The Equipment Safety Coordinator is also responsible for liaising with contractors to arrange for a whole Academy fixed wiring inspection every 5 years.

## **Personal Items of Equipment**

Where possible, rechargeable battery pieces of equipment should be used.

Personal items of mains electrical equipment should not be brought into the Academy for use by staff or students - if there is an educational need, then the Academy should resource the requirement.

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

## **All Staff**

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

Defective or suspected defective equipment will not be used, will be disconnected and removed to prevent others from using it, and will be reported to the equipment safety coordinator for repair/replacement (this can be done via the online Helpdesk).

# Work Equipment

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The Estate and Facilities Development Manager, Finance Officer and IT Manager (as relevant), will be responsible for overseeing the purchase of all work equipment.

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

Before purchase, consideration must be given to:

- the installation requirements;
- the suitability for purpose;
- the positioning and or the storage of the equipment;
- maintenance requirements (contracts and repairs);
- PAT testing, where required;
- training and safe use of the equipment.

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

# Display Screen Equipment

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The Health and Safety (Display Screen Equipment) Regulations 1992 explain what is required to protect staff from any risks associated with Display Screen Equipment (DSE) (e.g. computers and laptops). These Regulations only apply to staff that **regularly** use DSE as a **significant** part of their normal work (**daily, for continuous periods of an hour or more**). These staff are known as DSE users and a formal assessment must be undertaken. These Regulations **do not** apply to staff who use DSE infrequently or for short periods of time. However, **controls** may still be **useful** for these staff.

As employer we ensure that:

- workstations are analysed to assess and reduce risks;
- controls are in place;
- information and training is provided;
- eye and eyesight tests are provided on request from DSE users, together with funding towards special spectacles if needed for DSE work beyond the normal prescription;
- assessments are undertaken when the user or DSE changes.

Specific information on DSE, including advice and forms, is contained on the shared area within the HSW folder.

# Working Alone

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It is recognised that, from time to time, it may be necessary for Academy employees to work in situations or locations which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday in the Academy on their own.

In such circumstances, the Academy and individual will assess the risk to employees and will introduce suitable controls to ensure that all risks are minimised.

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

## **Academy Security**

The Estate and Facilities Development Manager is the person who is responsible for the security of the Academy at the end of the day by ensuring that doors, windows, skylights etc are secured and that alarms are set.

The Estate and Facilities Development Manager is also responsible for carrying out checks of the premises during the Academy holidays.

## **Academy Staff Responding to Call Outs**

Staff nominated as out of hours key holders are sometimes required to attend site following the activation of the alarm. In all cases of alarm call out the Security Company (see Appendix 1) and, as necessary, the Police will attend contacting the Headteacher by email if there is no break-in or by phone straight away if an incident has occurred.

## **Call Out Arrangements**

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

### **Security Company Attendance –**

In any call out situation it is preferable to meet the Security Guard off site, before travelling to the site. This ensures that there will be at least two people present on arriving on site. The Security Guards have received the relevant training and will follow their procedures, which may require Academy staff to stay off site until their checks have been made.

### **Police Attendance –**

In any call out situation it is preferable to meet the police off site or at a police station before travelling to site. This ensures that there will be at least two people present on arriving on site.

**An employee should never enter a building alone unless there is an urgent and important need to do so before assistance arrives.**

**No employee is expected to enter a building where it is believed that there is a significant risk.**

# Violence

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The Academy has adopted SMART's policy and guidance on Violence at Work.

The Headteacher is responsible for ensuring:

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

## **Team Teach**

Team teach is a training package for staff utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation. Within this Academy the relevant staff (Appendix 1) are trained in team teach techniques. A specific policy, aimed at the control of students, has been adopted and is available to staff.

# Arrangements for Supervision of Students

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The Academy will be open to students from 0800 to 1630 on normal school days, other than on Bank holidays. Between these times supervision will be provided.

Students will not be allowed on site outside of these times unless it is an organised activity supported by parent/carer consent forms that is published in the Headteacher's Bulletin.

## Risk Assessment

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The staff will carry out risk assessments for all activities using appropriate methodologies.

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

The Estate and Facilities Development Manager is responsible for assessing risks associated with the grounds and buildings.

The EVC is responsible for over-seeing and co-ordinating the safety of Educational Visits out of schools and individual teachers in charge will confirm with the EVC that their RAs are in place.

The Headteacher is responsible for producing relevant reports for the Governors.

Copies of risk assessments are available for activities in files held in each classroom and are available for general site and whole school activities online in the LCA shared area.

### **Safe Working Procedures**

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

# Personal Protective Equipment (PPE)

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Personal protective equipment must be supplied to control the hazard as a last resort, i.e. where the hazard cannot be reduced to an acceptable level of risk by other means.

Where identified by the process of Risk or COSHH assessment, personal protective equipment will be supplied to staff or students.

Examples include eye protection, hearing protection, gloves, high visibility wear, helmets, footwear.

The Estate and Facilities Development Manager will be responsible for the purchase of PPE ensuring that it is of the correct type, is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer. Where specialist PPE is required the Estate and Facilities Development Manager will refer to the Academy's HSW advisors for advice.

In addition, they will ensure that suitable arrangements are in place for storage, cleaning and replacement of PPE. Replacement PPE must be readily available at all times. Activities must cease if PPE is not available.

## **Staff**

When issued with PPE, persons are required to wear it where identified by Risk/COSHH assessments, use it correctly, keep it clean, store it correctly and report any faults so that replacements can be provided.

Activities must cease if PPE is not available.

# The Control of Hazardous Substances

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

## **COSHH Coordinator**

The COSHH Coordinator (Appendix 1) is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained.

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

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

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

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

## **All Staff**

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

# Appendix 1 – Named individuals with responsibilities

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<b>Responsibility</b>	<b>Named Individual</b>
Trust Board Health and Safety Director	Kevin George
SMART Client Manager for Health and Safety	Steve Green
Health, Safety and Wellbeing Local Governor	Kathy Iles
The person/s who will carry out the inspection each term	Kathy Iles Steve Green
The person responsible for liaising with contractors undertaking major works in order to ensure that the risk due to having contractors on site is monitored and controlled	Stan Minnette (Reserve - Steve Green)
The persons appointed with the authority of the Headteacher to request action from the Contractor where conditions are considered to be unsafe	Stan Minnette Steve Green Kate Jackman
First aid coordinator	Michelle Johns
Reporting Officer (Accidents)	Michelle Johns
Deputy Reporting Officer (Accidents)	Steve Green
PAT Testing Coordinator	Eunice O'Connell
Estate and Facilities Development Manager	Stan Minnette
Equipment Safety Coordinator	Stan Minnette
COSSH Coordinator	Stan Minnette
PPE Coordinator	Stan Minnette
Coordinator for Students with Special Medical Needs	Kate Jackman
Educational Visits Coordinator	Steve Green

List trained first aiders	<p>Level 3:  Kaye Chapman (Learning Resource Co-ordinator)  Lucy Curtis (Teacher of PE)  Mark Deacon (Cover Supervisor)  Suzanne Franklin (School Receptionist)  Ed Gilbert (Leader of Learning for Science)  Micky Johns (Attendance Administrator)  Stan Minnette (Estate and Facilities Development Manager)  Eunice O'Connell (Science Technician)</p> <p>Level 2:  Jackie Jones (Pupil Premium Advocate)  Mary-Ella Kyte (Teacher of Technology)  Charlotte Rose (Teaching Assistant)</p>
Staff in each department responsible for ensuring that risk assessments are carried out	Lucy Curtis (PE) Steve Gallihawk (Maths) Ed Gilbert (Science) Steve Green (Whole School activity) Emma Hallworth (MFL) Kate Jackman (Humanities) Michael Langdon (New Technologies) Sam Palmer (English) Kelly Wood (Art, Music, Dance and Drama)
Staff trained in Team Teach	Lea Riley (Teacher of PE)
Security Company	Kestrel Guards (02380 865658)

# Appendix 2 – Fire, Evacuation and Registration Procedures

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## Alarm Operation

Anyone discovering an outbreak of fire or other dangerous incident requiring evacuation must, without hesitation, shout “**Fire, fire, fire!**” and sound the alarm by operating the nearest fire alarm call point, which will be located at the nearest building exit.

## Evacuation

On hearing the fire alarm, the person on Reception will call the Integrated Health Centre to advise of the alarm.

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

1. The person in charge of each class must indicate the exit route to be used and everyone must be directed to the playground behind the Sports Hall. Exit routes are clearly identified in each room.

2. All classroom and fire doors should be **closed** to minimise the spread of fire and smoke.

3. Specific arrangements must be made for anyone with any notified disabilities to ensure that they are assisted during evacuation. These will have their own risk assessment held with SENDCO.

4. To avoid panic **no running** is to be permitted.

5. On staircases everyone must remain in **single file**. Overtaking of individuals must not be permitted.

6. **Lifts must not be used.**

7. Anyone who is not in class when the fire alarm sounds must go **immediately** to the assembly point.

8. Students assemble by tutor group in alphabetical order.

9. **No one must be allowed to re-enter the building** until told to do so by the Fire Service in attendance, or the senior person in charge in the case of a fire evacuation drill or confirmed false alarm or non-hazardous alarm activation.

## Evacuation of Mobility Impaired Persons

Where mobility is impaired, people should be escorted to the designated refuge areas on the first and second floor landings of the lift shaft staircase (lifts must not be used) where they should await instructions, unless the threat of fire or smoke is obvious. This is to avoid the risk of injury through the unnecessary physical removal during any false alarms.

A message should be relayed to Deputy Headteacher (Kate Jackman, deputised by Scott Yalden) giving the names of the persons in the refuge areas to inform the roll call; radios are carried by staff accompanying students using wheelchairs.

When necessary, mobility impaired persons will access escape routes from the first and second floors using specialist Evac Chairs (one on every staircase landing). Only staff trained in their use are permitted to use Evac Chairs; refresher training must be undertaken once per year.

### **Roll Call**

The Deputy Headteacher (Kate Jackman, deputised by Scott Yalden) is nominated to have overall responsibility to ensure that a roll call is conducted in the event of an evacuation. A roll call must be made to ascertain that no one remains in the premises. Any visitors or contractors in the premises at that time must be included. The roll call at the assembly point must be checked with the attendance registers and visitors book to verify that everyone is out of the building. The loud hailer is kept in the Headteacher's outer office and must be brought to the assembly point when the alarm sounds.

Attendance registers of students and staff, student-absence list, signing-out book, visitor book, students' emergency contact details and first-aid kit should be held in reception. They must be brought to the assembly point when the alarm sounds.

Each member of staff must report to the nominated person in charge of the evacuation procedure to verify that everyone in their charge is accounted for or to inform him/her of the number of persons missing.

**Tutors** - Collect temporary register from Attendance Officer Mickey Johns (deputised by Kaye White). Call and mark with pen the paper copy with all students present and pass to the Attendance Officer Mickey Johns (deputised by Kaye White) to inform them of the number of persons missing. Tutors remain with their groups and supervise them, standing at the head of the line to communicate with Leaders of Year.

**Attendance Officer** – Mickey Johns (deputised by Kaye White) - give out temporary registers to tutors and, on completion of the tutor group roll call, check missing students against the absence list and inform the Deputy Headteacher.

**Admin Manager** - Angela Spencer (deputised by Hazel Willars, deputised by Sue Gavin) - check visiting students against registers and report to the Deputy Headteacher.

**Admin Manager** - Angela Spencer (deputised by Hazel Willars, deputised by Sue Gavin) - check teachers present against timetable and signing-in/out book and report to the Deputy Headteacher.

**Receptionist** - Suzanne Franklin, (deputised by Kay White) – check supply staff against cover list/signing-in/out book and check visitors and contractors against visitor book and report to Deputy Headteacher.

**Receptionist** - Suzanne Franklin, (deputised by Kay White) – check non-teaching staff timetable and signing-in/out book and report to Deputy Headteacher.

**\*\*\*\* All will remain at the assembly point to receive further instructions\*\*\*\***

**\*\*\*In the event that there is a long delay in returning to the school, the critical incident policy will be implemented \*\*\***

Following an alarm being sounded, the Business Manager - Steve Green (deputised by Stan Minnette, deputised by Scott Yalden), will locate the zone and identify the cause of the alarm, in order to inform the Deputy Headteacher and/or Fire Service, as necessary.

Steve Green (deputised by Scott Yalden) will make the decision to contact the **Emergency Services by calling 999**.

Eunice O' Connell (deputised by Ed Gilbert) will ensure isolation of gas taps in the labs.

Ian Stevenson and Eunice O' Connell will control pedestrian and vehicle access to the front of the site and the car park.

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#### **Meeting the Fire and Rescue Service**

The Business Manager (deputised by Stan Minnette, deputised by Scott Yalden) will provide the Fire Officer with the Fire Log on arrival and direct them to the Deputy Headteacher in charge of the roll call (Kate Jackman, deputised by Scott Yalden), who must identify themselves to the Fire Service. In doing so, vital information can be relayed to the Fire Officer which will dictate the necessary actions to be carried out by the Fire Service. Typical information will be:

Is everyone accounted for?

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

Where is the fire?

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

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

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#### **Instruction, Training and Recording**

During the first week of term or as soon as practically possible thereafter, all new entrants whether students or staff should be taken around the primary escape routes of the Academy. They should also receive instruction on the school fire evacuation routine and their responsibilities in the event of an emergency.

All members of staff shall each receive a copy of these instructions and be reminded annually.

In the case of newly engaged staff, instruction shall be given as soon as possible after appointment.

A record of the training and instructions given and fire drills held, shall be entered in the log book and will include the following:

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

Steve Green is responsible for organising staff training and co-ordinates the actions of the staff in the event of fire. Stan Minnette is responsible for ensuring appropriate recording.

#### **Frequency of Fire Evacuation Drills**

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



**Fire Assembly Plan**

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