

Doubletrees School



Health and Safety Operational Processes

March 2023

To be reviewed: Sept 24

Organisation and Arrangements for Health Safety and Welfare.

The following pages contain the specific arrangements and organisational details for ensuring that the Special Partnership Trust Health and Safety Policy is fulfilled.

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Statement of Health and Safety Policy

Doubletrees School:-

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by the school's activities.
2. Is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its students, visitors, employees and contractors involved with its activities.
3. Will seek to ensure that its legal duties and policy objectives are complied with at all times.
4. Will ensure that all foreseeable risks associated with the school's activities are identified and removed or controlled through a process of risk assessment and management.
5. Will ensure that all employees are given such information, instruction and training as may be necessary to enable the safe performance of their duties.
6. Will seek to inform students' parents or guardian of any health, safety or welfare issues relevant to their child or children.
7. Have detailed the arrangements for health safety and welfare in the Organisation and Arrangements associated with this policy statement.
8. Will ensure, as far as is reasonably practical, that this policy statement and supporting documents are kept up-to-date. A formal review and re-adoption of this policy will be carried out by no later than Sept 23.

Approved and adopted by:



Chair of Governors

Head Teacher/Principal

On: May 23

Responsibilities

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

The employer

The employer in this school is the Special Partnership Academy Trust. The employer has the ultimate responsibility and must ensure that there are arrangements in place for the health safety and welfare of students, staff, visitors and contractors.

Trustees

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

The Trustees have appointed a Safety Governor to receive information, monitor the implementation of policies, procedure and decisions and feed back to the Trustee Board on health safety and welfare issues.

The Trust Health and Safety lead is: John Rail

The local Governing Body lead is: Helen Campbell

Head Teacher

The Head Teacher has responsibility for:-

- Day-to-day management of all health safety and welfare matters in the school in accordance with the Statement of Safety Policy;
- Ensuring that regular health safety and welfare inspections are carried out;
- Submitting regular health safety and welfare reports to the Governors and the employer;
- Ensuring that action is taken on health safety and welfare issues;
- Passing on information received on health safety and welfare matters to appropriate people;
- Carrying out accident investigations;
- Chairing the school Health and Safety group
- Identifying and facilitating employee training needs;
- Liaising with Trustees, governors, the employer and/or the Local Authority on policy issues and any problems in implementing the Safety Policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Providing necessary facilities for all employees to be consulted on health safety and welfare matters;
- Ensuring that any contractor appointed to deliver services or carry out work is competent to do so;
- Monitoring contractors to ensure that the Health and Safety Policy is complied with;

- Take action where any contractor is found to be working in a manner which is considered to be unsafe.

Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff. In this the following functions have been delegated to:-

Function	Delegated to
Day to day health safety and welfare management	Premises Supervisor
Regular inspections	Premises Supervisor and Caretakers
Accident Investigation	Headteacher, Deputy Headteacher, Assistant Headteacher and Premises Supervisor.
Chairing Health and Safety Group	Headteacher
Employee training needs	Headteacher/Deputy Headteacher Headteacher/Assistant Headteacher
Contractor management	Premises Supervisor

Competent Health and Safety Advice

Doubletrees School has access to competent health and safety advice. The school's competent advisors are

The Health, Safety and Wellbeing Services Team, Cornwall Council

Senior Management, Middle leaders and leads with responsibilities

These role have responsibilities for:-

- Day-to-day management of health safety and welfare in accordance with the Health and Safety Policy;
- Drawing up and reviewing departmental/curricular area procedures regularly;
- Ensuring that suitable risk assessments have been carried out for all activities where there is a significant risk;
- Carrying out regular inspections and making reports to the Headteacher
- Ensuring action is taken on health safety and welfare issues;
- Arranging for employee training, information and instruction;
- Passing on health safety and welfare information received to appropriate people;
- Acting on reports from employees, the Head Teacher; the Governors and the Local Education Authority.

All Employees

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

- Checking that classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring protective equipment is used when needed;
- Participating in inspections and the Health and Safety Committee/group if appropriate;
- Bringing problems to the relevant manager's attention.

In addition all employees have a responsibility to co-operate with the employer on matters of health and safety.

Volunteers

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the [school/academy]'s policies and procedures for health safety and welfare 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 employee.

1. Arrangements for the Supervision of Students

Opening Times

The School will be open from:-

Students arrive from 9:15 and the school days starts at 9:30am.

And will close to students at:-

3:30pm where students are safely transferred to awaiting transport.

We are open weekdays during term time.

Between these times supervision will be provided. Students will not be allowed on site outside of these times.

Supervision arrangements

Supervision is in classrooms at the start of the day. Staffing is based in class and learner needs. Minimum ratios are two adults per room but most are much higher than this often ratios ranging from 2:1 to 1:5. Where 1:1 working is required a risk assessment must be put in place.

All classes have additional midday supervision to ensure ratios remain high during lunchtime periods.

High and appropriate levels of supervision are always expected and in locations around the school site.

Learners are collected and handed over to parents/ carers and transport providers at the front of the school at the beginning and end of each day. No learner is unsupervised at these times.

Where learners who are not collected at the end of the day we would make contact with the parent/carer to find out what has happened. We will supervise until alternative safe arrangements can be made. If we are not able to make contact or if arrangements for collection cannot be made within 30 mins of the school day then we would follow of safeguarding protocols and we would contact social care for advice.

After School Lettings

Unless specifically agreed in the Letting Agreement the School does not provide supervision for any groups using its facilities as part of a letting/hiring arrangement.

2. First Aid

Assessment of Needs

An assessment of first aid needs has been carried out and has identified that the following numbers of trained staff is required:-

First Aid at Work Qualified 8 (however we currently have 13)

Emergency Aid Qualified 8 (however we currently have the majority of staff)

Paediatric First Aid Qualified 2 (however we currently have 13)

All of our staff class-based staff undergo basic aid awareness training (Emergency Aid Qualified).

First Aid Coordinator

The first aid Co-ordinator's responsible for overseeing the arrangements for first aid with the School.

These duties include ensuring that:-

- First aid equipment is available at strategic points in the School (these are appropriately stocked and in date)
 - Posters around the school clearly show the locations where these can be found.

They also include ensuring that:-

- A sufficient number of personnel are trained in first aid procedures
 - Lists of trained first aiders are on the school posters, dates of training and level of qualifications are retained and monitored
- First Aid qualifications are, and remain, current.

The health and safety working group will also regularly check first aid logs for indications of recurrent or frequently reported types of injury. This is reported to our local governing body via the Headteacher's Report.

First Aiders

The first aiders listed on the posters will provide first aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first aid cover for:-

- Trips and visits
- Extra-curricular activities organised by the School (e.g. sports events, after School clubs, parents' evenings, School organised fund raising events etc.)

First aid cover is not specifically provided for:-

- Contractors
- Events organised by third parties (fetes, evening clubs, etc.

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

School nurse

We also have a school nurse on our school site. Their role is to work with children and young people who have varying levels of learning disabilities and complex health needs. They support us with training and practical advice and support to ensure we are supporting and meeting the complex medical needs of our learners. They oversee the controlled medication procedures on site.

The school nurse works as a member of our school team and works with social care and other health professionals to ensure that the health needs of children and young people are met.

Treatment of Injuries

The School will rely on the knowledge and experience of its trained first aiders, with support when available from our school nurse, in order to administer appropriate treatment to injured persons.

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

Where there is any doubt about the appropriate course of action the first aider will be expected to consult with the Health Service Helpline 111

And, in the case of student injuries, with the parents or legal guardian.

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 School, in addition to the normal first aid procedures, that the student's parent/guardian is contacted and informed of the injury.

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

In any case where there is any doubt about the student's wellbeing, the first aider is expected to contact the Health Service Helpline for advice or phone for an ambulance as appropriate.

Other Significant Injuries

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

In addition to the procedures above the school will notify parents/guardians of any other significant injury by way of:-

- A telephone call and or a duplicate first aid slip
- Records of notification by telephone to parent/guardians will be recorded in the first aid log book. Copies of written notification are held in the first aid room.

Escorting Pupils to Hospital

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

The member of staff will stay with the student until a parent/guardian arrives and responsibility is transferred.

3. Pupils with Medical Needs

The school recognises that it has a responsibility to support pupils with medical needs. The School follows the Department for Education's guidance on managing medicines in schools and early years settings:-

(https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf)

Please also read the Trust's policy 'Supporting Pupils With Medical Conditions in Schools'.

Responsible Person

The Assistant Headteacher supported by the school nurse are responsible for ensuring that the arrangements below are effectively implemented and maintained.

Medicine in School

Medicines will only be administered at school when it would be detrimental to a student's health not to do so. The school will store and dispense medication to students as long as:-

- It is prescription medication which has been prescribed by a medical practitioner with written instructions for its use; or
- It is non-prescription medication which has been supplied by the parent/guardian with written instructions for its use; and
- Written parental consent has been given and must be in the original packaging.
- The school does not keep or dispense any other medication other than salbutamol for use with the emergency asthma kit (see below).

Medication brought into school must be clearly labelled with the student's name, dosage, method of administration and be in-date.

Medication will be available to identified students at all times of the school day.

There is a log of all medication that has been administered.

Self-Management of Medication

In certain circumstances the school will allow students to manage their own medication. In each case this will be discussed with the parent/guardian and appropriate health professionals - and an assessment of risk will be completed and this will be signed for by parent/carers.

The assessment of risk will include an evaluation of the risk to the student and others through inappropriate use of the medication, loss of the medication or failure to take the medication]

Emergency Asthma Kits

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

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/350640/guidance_on_use_of_emergency_inhalers_in_schools_September_2014_3_.pdf

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

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

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

In addition signed parental consent must be obtained for use of the emergency inhaler.

The school keeps a register of students who have been diagnosed with asthma or prescribed a reliever inhaler.

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

Storage of Medicine

Medicines will be securely stored in medicines cabinets in classroom, controlled medications are securely stored in the school nurse's room.

All medicines must be signed in in the Medicines Log.

Any medicine given out or administered must be recorded in the Medicines Log.

All medication handed to the school is signed for at the point of transfer.

Medicines can only be given out by staff who have received medication training.

Facilities for Medical Procedures

A room has been provided for medications and medical treatments to be administered which is in the school nurse's room.

Training

The responsible person will ensure that sufficient staff are suitably trained in the administration of medication and support of students with medical needs.

The responsible person will keep a record of all medical needs training.

Sharing of Information

The school nurse and the responsible person will ensure that relevant staff are made aware of any student's medical condition. This information will include, where appropriate:-

- Medical condition
- Side effects of medication
- Signs and symptoms
- Modifications and allowances
- Emergency actions

The responsible person will also ensure that relevant information is shared with cover staff etc.

Individual Healthcare Plans

The responsible person will work with (or identify an appropriate member of staff to work with) healthcare professionals and parent/carers to establish an effective healthcare plans where appropriate.

Healthcare plans will be reviewed if there is reason to suspect that the plan is no longer appropriate and at least annually. A healthcare plan review can be initiated by the school, healthcare professional or the parents/carers.

Risk Assessment

In addition to the healthcare plan the school will carry out individual risk assessments for any student where the student's medical needs introduce new risks to an activity or increase existing risks that are not covered in their health care plans. This will include (but may not be limited to) individual risk assessments for off-site activities, sporting activities and practical lessons.

Risk assessment for off-site activities, in particular, will include consideration of:-

- Access to medication
- Appropriate storage of medication
- Staff training in administration of medication
- Emergency procedures

Unacceptable practice

To prevent unacceptable practice the responsible person will ensure that:-

- Students have access to their medication at all times during the school day or during educational activities off-site.
- Healthcare plans reflect the needs of the student and take into account the views of parents/carers and advice of healthcare professionals
- Every effort is made to ensure that students with medical needs are able to stay in school for normal school activities (including lunch) unless there is a specific reason detailed in their healthcare plan not to do so.
- If the student becomes ill; ensure that he/she is accompanied to the school office/medical room by an appropriate person.
- Students with medical needs are not penalised in their attendance record if their absences are related to their medical condition, hospital appointments, etc.
- Toilet, food and drink breaks are provided where necessary in order to manage a student's medical condition.
- Arrangements for administering medication do not include the need for parent/carers to attend school.
- Every effort is made to ensure that students with medical needs are able to take part in every aspect of school life including off-site activities, sporting events and practical lessons.

Complaints

Parents/carers are encouraged to contact the school nurse or the child's class teacher if they are concerned or dissatisfied in any way with the support provided by the school for a student with medical needs.

If concerns cannot be resolved in this manner; parents/carers can escalate to the Headteacher, and they can also follow the school's complaint procedure.

4. Accidents/Incidents

Reporting Officers

Admin staff and SLT have access and authority to report accidents and incidents.

Staff are required to report all accidents/incidents to a reporting officer within a reasonable timescale.

Students are required to report all accidents/incidents to a member of staff.

The Reporting Officer will record incidents using the systems below.

Accident/Incident Reporting Systems

This School records all significant accidents and incidents using the Cornwall Council Online Accident Reporting System. (AssessNet) A significant accident is:-

Any incident resulting in an injury to a member of staff; it must include all incidents where external medical advice is sought eg GP or hospital or where a staff is absent from school due to the injury.

Any incident resulting in an injury to a visiting member of the public

Any incident resulting in an injury to a contractor on the school site

Any incident resulting in an injury to a student which was (or might be) due to

- The condition or layout of the premises or facilities
- The condition of any equipment in use
- The level (or lack) of supervision.
- The level or quality instruction or training provided.

Any “Dangerous Occurrence” as listed in the schedule to the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)

Any “Occupational Disease” as listed in RIDDOR.

Further guidance on what should be reported is available through the Online System or the School Messenger website.

Where the description of the accident/incident meets the criteria set out in RIDDOR a report will be sent to the Health and Safety Executive. The local authority Health and Safety Duty Safety Officer carries out this function on behalf of the school.

Any minor accident/incident which does not meet the above criteria will be recorded on a simple “in school log book” which will be kept in the school.

Pupil first aid log is located in the nurse’s room

Staff accident book is in the front reception.

Near Misses

Where an incident occurs which could have resulted in injury – but didn't – a record will be kept in a Near Miss Log.

The Near Miss Log is record on CPOMS. AssessNet can also be used to record near misses.

All Near Miss Logs are reviewed by the Headteacher and will be reviewed termly by the local governing body. In order to identify any areas of concern which may require attention.

Reporting Timescales

	Reporting timescale
Students will report accidents/incidents to a member of staff	Straight away if possible and in any case on the same day as the incident
Staff will report accidents/incidents to a reporting officer	Straight away if possible and in any case on the same day as the incident
Reporting Officers will complete the online report	As soon as possible; usually within 48 hours.

Accident/Incident Investigation

All incident reports will be reviewed by our Premises Supervisor and/or our Behaviour lead who will decide if an internal investigation is necessary. Investigation reports will be entered onto the Online Accident Reporting System. Significant incidents as determined by the above two staff will be reported to the Head Teacher; the Health and Safety Local Governor and the Trust Health and Safety Leads.

All reports submitted via the Online Accident Reporting System are reviewed by the Health Safety and Wellbeing Services Team of Cornwall Council.

Health Safety and Wellbeing Services will recommend an independent investigation of the accident/incident if the review indicates a need. The Trust Director will decide if this investigation takes place

5. Training

Identification of Training Needs

The School will carry out an evaluation of the health and safety training needs of staff. The Cornwall Council Training Matrix for Schools and Other Educational Establishments will be used as the starting point of this evaluation.

A prioritised plan for delivery of training will be put in place to where the evaluation identifies a need.

Our CPD lead is responsible for carrying out the evaluation of training needs and presenting recommendations to the Headteacher and the Governing Body.

Staff Responsibilities

Staff must attend health and safety training provided by the school.

6. Risk Assessment

Risk Assessment

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

Risk Assessment Process

The school will carry out risk assessments using AssessNet

The Headteacher is responsible for managing the risk assessment process for education and the premises manager is responsible for all site and premises risks assessments – both will produce relevant reports for the Governors.

Copies of risk assessments are available from our Office Manager in the school office.

Staff Responsibilities

All staff are required to support the risk assessment process.

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

Class teachers/ Subject/ area leads/ educational visit leads are responsible for ensuring that risk assessments have been completed for all activities where there is a significant risk.

Safe Working Procedures

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

7. Fire

Fire Officer

The person responsible for organising the school's fire precautions is our Premises Supervisor.

The Caretaker will deputise when the Fire Officer is not present.

The Fire Officer is responsible for:-

- Arranging a fire evacuation drill at the beginning of the academic year and at least once every term (once per half-term where practical)
- Recording the significant results of the fire evacuation drills
- Feeding back the school's performance during evacuation drills to management and other relevant persons.
- Ensuring that the Fire Log is kept up-to-date (arranging from alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)
- Ensuring that a fire risk assessment is carried out and periodically reviewed.
- Reporting to the Headteacher on issues of significance.

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.

Staff are also responsible for ensuring that they:-

- Do not store combustible materials in escape routes or against sources of combustion
- Do not leave fire-doors wedged open (when the room is unoccupied)
- Do not misuse any equipment provided for fire safety
- Report any defect in equipment provided for fire safety
- Report any fire hazard.

Fire Wardens

The school has identified Fire Wardens for areas of the school.

Fire Wardens have received training in fire prevention, the principles of fire safety, safe use of firefighting equipment and effective evacuation procedures.

Periodically Fire Wardens will carry out inspections of their area of the school to identify fire hazards and any other fire safety related issues. These inspections will be reported to the Fire Officer or senior member of staff for action.

In the event of a fire, Fire Wardens will assist in the evacuation of the premises by:-

- Checking that their assigned areas have been evacuated(if it is safe to do so)
- Supervising and directing students and staff to areas of safety.

Fire Fighting Equipment

Firefighting equipment has been positioned at appropriate positions around the site.

In accordance with the Regulatory Reform (Fire Safety) Order a number of staff have been given training in the use of firefighting equipment:-

Same list as above

Evacuation and Registration Procedures

In appendix 2 please find attached the school's evacuation plan which includes:

- Alarm system details (including methods for raising the alarm)
- Exit routes
- Assembly points
- Signage
- Contingency arrangements if a quick return to the building is prohibited
- Arrangements for taking registers
- Arrangements for other people on site (e.g. contractors, visitors, etc.)
- Emergency contacts & mobile phone
- Arrangements for contacting the emergency services
- Arrangements for liaising with the emergency services once they arrive on site.
- Arrangements for evacuating disabled people (each person will require a personal emergency evacuation plan (PEEP))
- Arrangements for evacuation to a location off-site
- Arrangement for other emergency evacuation such as flood, bomb threat, etc.]

8 Electricity

School Owned Portable Appliances

The school will undertake to inspect and test all its portable electrical appliances by a competent person on the following basis:-

Annual updates

Tests will be carried out by our in house team

All test Certificates will be kept in caretaker's office for the duration of the life of the appliance.

Personal and Privately Owned Portable Appliances

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

Premises Supervisor

The premises supervisor is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

This role is also responsible for ensuring that a fixed wiring inspection is carried out for the premises.

9. The Control of Hazardous Substances

Hazard Assessment

All substances which may be considered hazardous to health under the Control of Substances Hazardous to Health (COSHH) Regulations have been assessed using Cornwall Council's COSHH Assessment Process.

The exception to this is for substances and preparations used in Science – these substances and preparations are used in accordance with the Hazcards provided by the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS).

A central copy of COSHH assessments is kept by Site Supervisor.

Staff Responsibilities

Staff shall not use any hazardous substance without first having read the COSHH Assessment (or Hazcard in Science).

Staff shall inform the COSHH Coordinator (Premises supervisor) of any new hazardous substance purchased in order that an assessment can be made prior to use.

COSHH Coordinator (premises supervisor)

The premises supervisor is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from Cornwall Council.

This role is responsible for ensuring that COSHH assessments are seen and understood by those staff who are exposed to the substance/preparation.

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

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

In addition, any hazardous substances or preparations being used by visiting artists, crafters, etc. must have appropriate COSHH assessments before being used in the school.

10. Display Screen Equipment

Workstation Assessment

Premises Supervisor is responsible for overseeing the assessment of all display screen equipment (DSE) used by people at work (i.e. excluding student workstations) to ensure that it is suitable for the task and complies with legislation and the relevant British Standards.

Equipment

Appropriate DSE equipment will be provided as identified by workstation assessments.

Eye Tests for Display Screen Equipment Users

All school employees who are defined as display screen equipment (DSE) users are entitled to a free eye test and special glasses for use with DSE.

DSE users are defined as:-

- Employees who use display screen equipment as a significant part of their normal work; and
- Use DSE for continuous or near continuous spells of an hour or more at a time; and
- Use it in this way more or less daily; and
- Have to transfer information quickly to or from the display screen equipment; and
- A requirement to apply high levels of attention and concentration; or are highly dependent on DSE or have little or no alternative means of completing the work/task.

(Agency staff and other people at work in the school should contact their own employer for details of arrangements that apply to them).

If staff request an eye test they need to make contact with Office Manager who will contact the Trust for further details.

11. Work Equipment

The premises supervisor is responsible for overseeing the purchase of all work equipment with admin ordering support from the admin team.

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)
- Training and use of the equipment

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

12. Management of Contractors

The premises supervisor is responsible for overseeing the management of all contractors on site.

Selection of Contractors

The school will only select contractors to carry out work who have demonstrated:-

- Competence to carry out the work required (by way of training, knowledge and experience)
- Assessment of the risks associated with the work
- A safe scheme of work
- Appropriate management of the work
- Appropriate vetting procedures for their employees where appropriate
- Appropriate employers and public insurance

Management of Contractors

Supervision of contractors will, to an extent, depend on the type of work being carried out:-

- New contractors or contractors visiting the site on a one-off basis will be directly supervised by a member of school staff.
- Term contractors or regular contractors to the site will only be allowed unsupervised access following appropriate checks and assurances from the employer.
- Permit to work will be issued where necessary.

All contractors will be required to carry visible identification.

Direct supervision will not be necessary where the area of work is physically separate from the school (for example: where there is construction on site).

Construction Works

For all construction works (other than minor maintenance works) the area under construction will be physically separated from the rest of the school and will be out-of-bounds to all non-construction workers except for the purposes of contract management.

13 Personal Protective Equipment

Responsibilities

Personal protective equipment (PPE) will be supplied to control hazards only as a last resort – i.e. where the hazard cannot be removed or reduced to an acceptable level of risk by other means.

Where provided the school has a duty to ensure that PPE is used effectively. Managers will be expected to monitor the use of PPE and enforce its use where necessary.

Assessment of Need

The need for PPE will be determined during the Risk or COSHH Assessment process.

Where identified as necessary PPE will be provided without cost to staff or students.

Purchase and Storage of PPE

The admin team are responsible for the purchase of PPE ensuring that it is of the correct type, is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer and takes account of any health or medical conditions.

In addition the premises supervisor will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE.

Staff and Student Responsibilities

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

Staff must take all reasonable precautions to ensure that PPE is stored and maintained properly.

14 Working Alone

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

In such circumstances the school will assess the risk to these individuals and will introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be kept in the school office.

Any staff wishing to work outside normal school hours must have prior agreement/permission from the Premises Supervisor or a member of the school's senior leadership team.

Please also see our remote learning policy which includes online safety guidance.

School Security

The caretakers are the appointed persons who are responsible for the security of the site at the end of the day by ensuring that doors, windows, skylight etc. are secured. This is also covered by the 2nd Caretaker and the premises supervisor.

The premises supervisor and caretakers are responsible for carrying out checks of the premises during holiday periods.

School Staff/Governors Responding to Call-Outs

Staff nominated as out-of-hours key holders are sometimes required to attend site following the activation of the alarm. When they are called out they will not know what situation they will find and consequently systems need to be established which reduce the potential for them to be harmed.

The premises supervisor and main school caretaker are the school's nominated representatives who will respond in an out-of-hours call out. We also use Kestral Services for emergency monitoring out of hours.

The school assesses the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised. The following advice must be followed:

Call Out Arrangements

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

The following are viewed as acceptable call out arrangements:

Police attendance

In any call out situation it is preferable to meet the police at the site entrance or at the police station before travelling to the site. This ensures that there will be at least two people present on site with a direct link to support should it be required.

Security Firm Personnel Attendance

Having a contract with a security firm who will respond to alarm activations without recourse to a school key holder or who will arrange for someone to meet and staff with the key holder whilst they check the site.

Kestral Security

Or

Two Persons Attend

The school can implement a procedure whereby there are sufficient key holders to ensure that at least two persons will attend site together. The key holders could be staff members or governors.

Or

Lone Person Attends – This is the least favoured option.

Where this happens procedures must be in place so that the individual on site keeps in contact with someone or someone will take steps to contact the police should the individual not return at a given time.

The first attendee should normally contact 2nd attendee on arrival at site, at regular intervals whilst on site, when leaving the site and when arriving safely home.

A member of staff should not enter a building alone unless there is an urgent and important need to do so before assistance arrives.

No member of staff is expected to enter a building where it is believed that there is a significant risk.

A copy of the procedures introduced to control these risks will be kept in reception. See Lone Working Policy

15 Violence

Zero Tolerance

Violence is not tolerated in this school. Action and the appropriate sanctions will be taken against the perpetrator of any violence towards staff, students or visitors to this school.

Violence towards Staff

Violence towards staff from other members of staff, visitors or members of the public will be reported to the police.

Violence towards staff from students will be dealt with using the school's internal disciplinary procedures (which may include police involvement where appropriate).

Violence towards Visitors

Violence towards visitors will be reported to the police.

Violence towards Students

Violence between students will normally be dealt with using the school's internal disciplinary procedures (which may include police involvement where appropriate).

Violence towards students from staff, visitors or members of the public will be reported to the police.

Responsible Person

The Headteacher is responsible for ensuring that all:-

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

Physical restraint

Team Teach and Price training provide training packages for staff utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation. Within this school we have staff that are trained in Physical restraint techniques:-

Please see the posters around the school to see who these staff are.

A specific policy and procedures aimed at the control of students have been adopted See behaviour policy.

Appendix 1 – Roles responsibilities – roles and names of staff

Trust Director

- Guy Chappell

Trust Health and Safety Lead

- John Rail

Headteacher

- Heidi Hoskin

Deputy Headteacher

- Lou Doyle

Premises Supervisor

- Mark Hollis

Assistant headteacher (medication and behaviour and oversee's incident investigations)

- Jo Hobbs

Chair of local governors / Health and Safety local governor

- Helen Campbell

Admin staff members of staff have access and authority to report accidents and incidents:

- Lorna Rabey
- Laura Wallis
- Gemma Williams

Caretaker

- Felix Zyczynski
- Vacancy

First Aid Coordinator

- Jo Hobbs
- Amy Applegath

School nurse

- Lara Moore and Sue Putko

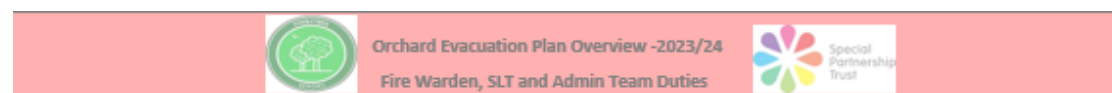
Moving and Handling lead

- Louise Povey

Fire Wardens

- Mark Hollis, Heidi Hoskin, Gemma Williams, Lorna Rabey, Laura Wallis, Lucy Hall, Michelle Smith, Louise Doyle, Jo Hobbs, Felix Zyczynski, Andrew Trudgeon

Appendix 2- School evacuation plan



Fire Evacuation Procedures

Your trained Fire Wardens are:

Mark Hollis, Felix Zyczynski, Gemma Williams, Lucy Hall, Michelle Smith, Lorna Rabey, and Laura Wallis

If the fire alarm is activated the monitoring company will immediately call the school main number to report it. The nearest fire warden will attend the alarm panel and ascertain where the alarm has been triggered. The cause of the fire alarm will be established, and this will determine whether a complete school evacuation is needed, an area evacuation, or whether it is a false alarm, and a reset and return can take place.

Upon hearing the alarm:

- Ensure you have a radio with your team on channel 1.
- Contact Reception and report alarm activation
- Take the nearest exit route and proceed to your Initial evacuation area (see below for location). Do Not stop to collect personal belongings. Do NOT use the Lift.
- Close doors & windows behind you (if safe to do so)
- Await a call from the fire warden to instruct whether this is a localised event or whether a full evacuation of the Orchard site is needed.
- If there is no signal that this is a false alarm after 1 minute, please head to the Main evacuation point and begin registration of staff and learners. Do Not Hesitate to Evacuate.
- If instructed by the fire warden that it is a false alarm, or localised incident, you may be instructed area/class at a time that it is safe to return to your area. Do not proceed back into the building unless you have been told to do so.



Initial Evacuation Areas for Orchard:

All Staff, Pupils, Visitors and non-class-based staff – outside front door to main playground area.
All Pupils who require the stair ramp to evacuate by the rear doors and proceed to the rear playground area.

Out of normal School hours, reduced fire warden cover is available therefore a separate risk assessment will be required for each activity.

Main Evacuation Areas for full Orchard evacuation:

All Staff, Pupils, Non-class-based staff and visitors, proceed outside reception & Little Orchard through the green gate leading to the yard & wait for Roll call.
Separate 'Personal emergency evacuation plans (PEEPs)' are in place for pupils, staff and known visitors with additional needs as well as 'General emergency evacuation plans (GEEPs)' for members of public who may visit the building. Both these will be implemented as appropriate (i.e., depending on whether any person subject to a plan is present on site)

Who	Responsibility for:	If absent
Mark Hollis	Attend fire alarm panel with caretakers. Bring own mobile and determine whether false alarm or what zone the fire is in. – Inform the staff over radio whether a false alarm or a Main Evacuation is declared. De-activate alarm (if false alarm) Inform HH and LW of the situation so they can act. Collect fire logbook & take to evacuation point & meet up with HH & LW Notify Emergency services of locations of: Asbestos. Oxygen Cylinder store. Boiler rooms. Gas & shut off points.	F2
Heidi Hoskin	Oversee the management of evacuation: Meet Premises team at Fire Alarm control panel to determine whether evacuation or false alarm.	1 st LD 2 nd JH
Laura Wallis / Gemma Williams	Manage assembly points: Laura takes iPad which indicates signed in all staff and visitors, printed off class lists from SIMS for all learners and the bus signing out book. Roll call – staff and pupils, visitors, and external agencies at Fire Assembly Point outside main school reception. Feedback & confirm all safely present with HH. Reception staff to collect registers and visitors log – take to assembly point pass staff & pupil registers to co-ordinate roll call.	1 st LR
Felix	Main corridor Upstairs office area of Orchard Evacuation, where possible and not putting oneself at risk – visually check upper corridor area as leaving. DO NOT USE LIFT Where possible and not putting oneself at risk – final visual sweep of school.	1 st F2 2 nd Felix staff
Michelle Smith/Andrew T	Main corridor and classroom areas downstairs in Orchard – Check/evacuate where possible without putting oneself at risk – visual checks as leaving of Staffrooms, Classrooms/corridors, toilets as leaving Hall. Exit building and close doors. Radio LW once clear. Remain on duty outside to prevent staff / students returning to the building. Support roll call as necessary	Mark H
Felix (FW) & Chef	Check Kitchen & cupboards, disabled toilet, Boiler room & power distribution room if in use that day	
Teachers & TA's	Ensure no pupils exit building without adult supervision Evacuation and checks where possible and not putting oneself at risk – check all visitors accounted for at fire assembly point. usual checks of Classrooms & toilet areas, corridors & behind curtains; resources rooms, toilets & kitchen areas. Where possible and not putting oneself at risk – visual checks as leaving that all staff and students have cleared the building	

**Fire Evacuation Procedures**

Your trained Fire Wardens are:

Mark Hollis, Felix Zyczynski, Gemma Williams, Lucy Hall and Laura Wallis, Lorna Rabey, Michelle Smith

The nearest fire warden will attend the alarm panel and ascertain where the alarm has been triggered. The cause of the fire alarm will be established, and this will determine whether a complete school evacuation is needed, an area evacuation, or whether it is a false alarm and a reset and return can take place.

Upon hearing the alarm:

- Ensure you have a radio with your team on channel 1.
- Take the nearest exit route and proceed to your **Initial evacuation area** (see below for location). Do not stop to collect personal belongings, Do NOT use the lift.
- Close doors and windows behind you (if time)
- Always assume a full evacuation is required and proceed accordingly – if this is a localised event a part evacuation may be announced.
- If there is no signal that this is a false alarm after 1 minute, please head to the **main evacuation point** and begin registration of staff and learners – **Do not hesitate to evacuate.**
- If instructed by the fire warden that it is a false alarm, or localised incident, you may be instructed one class at a time that it is safe to return to your area. Do not proceed back into the building unless you have been told to do so.

Initial Evacuation Areas: Oak/Little acorns – Out through front doors by reception Cedar/ Holly – KS1/2 playground Maple – KS3- exit via The Den into playground Rowan – Outdoor space immediately outside their room Little Orchard – Check no staff currently in the main school. Willow – Playground outside of class Redwood – Playground outside of class Cherry – Outside bottom entrance by hall (gated area) Apple – Outside space beyond Willow Elm – Outdoor space by site office Visitors and non-class-based staff – outside front door/reception.		Main Evacuation Areas for full school evacuation: ALL TO ADVENTURE PLAYGROUND Oak/Little acorns, Cedar, Maple, Rowan, Elm, Willow, Redwood, Cherry, Apple, and Non-class-based staff and visitors, proceed to the Orchard Building play area assembly zones. (Adventure playground) Little Orchard staff member to confirm at the Evacuation area all staff & learners accounted for. ----- Separate Personal emergency evacuation plans (PEEPs) are in place for pupils, staff and known visitors with additional needs as well as 'General' emergency evacuation plans (GEEP) for members of public who may visit the building. Both these will be implemented as appropriate (i.e., depending on whether any person subject to a plan is present on site) ----- Out of normal School hours, reduced fire warden cover is available therefore a separate risk assessment will be required for each activity.	
Heidi Huskin/ (FCO)	Oversee the management of evacuation and fire alarm with Site Supervisor. Bring own mobile - Meet Premises team at Fire Alarms Control Panel determine whether false alarm or what zone the fire is in – Inform the staff over the radio and radios which zones or inform that a false alarm has occurred or whether the whole school needs to evacuate. Where possible and not putting oneself at risk – visual checks as leaving that all staff and students have cleared the building	1 st LD 2 nd JH	
Lorna Rabey	Phone emergency service – bring own mobile – remain near front entrance to contact FCO. Report straight to front office Reception staff to collect, Fire folder, registers, and visitors log - take to assembly point. Pass staff & pupil registers to co-ordinate roll call.	1 st GS	
Laura Wallis	Manage assembly points. Laura sound alarm to Orchard building, log sheet & iPad which indicates signed in all staff and visitors, printed off class lists from Arbor for all learners and the bus signing out book. Two packs for staff and learners for the two different evacuation points Unlock the playground gate LW - check all visitors accounted for at fire assembly point. Roll call – staff and pupils at Fire Assembly Point Roll call – visitors and external agencies. Feedback & confirm all safely present with HH.	1 st GS 2 nd LR	
Gemma Stockley	Ensure no pupils exit building without adult supervision.	1 st JH	
Gemma Williams	Roll call for all PEEP's where alternative evacuation point is identified. Feedback and confirm all safely present with HH	1 st LR	
Mark Hollis (FW)	Front entrance (exit point) Urgently meet with HH at Fire Alarm control panel and determine whether false alarm or what zone the fire is in. – Inform the staff over the radio and radios which zones or inform that a whole school evacuation needs to begin, using 'Evacuate Zone xxx/ Full Evacuation/ False Alarm'. Turn off power & gas if safe to do so, liaise with Fire Brigade when they arrive. De-activate alarm (if false alarm)	1 st FZ 2 nd Caretaker	
Felix Zyczynski	Search from Fire panel to Top Ramp fire exit. evacuate if needed where possible and not putting oneself at risk - visual checks on area as leaving of the corridor including library, classrooms, wheelchair store toilets, medical room, pool area to top of ramp fire exit then join Gemma in the upper playground and stay on duty. Notify Emergency services of locations of: Asbestos. Oxygen Cylinders. Boiler rooms. Gas & shut off points. As leaving, where possible and not putting oneself at risk – final visual sweep of school.		
Lucy H / Jo Hobbs	Main corridor from SLT to hall -Checking/evacuating where possible and not putting oneself at risk – visual checks as leaving of Classrooms/corridors visual checks as leaving of, hall, SI room, Sensory room, toilets, Food Tech room. Exit building and close doors. Radio HH once clear. Remain on duty outside (minibus parking area) to prevent staff / students returning to the building. Support roll call as necessary	1 st LR	
Teachers	Ensure no pupils exit building without adult supervision. Evacuation and checks where possible and not putting oneself at risk – visual checks of Classrooms & toilet areas, corridors & behind curtains; resources rooms, toilets & kitchen areas.	HLTA's	
Medical team	Main corridors manage evacuation from classrooms inc. supporting Apple & Rowan classes, check toilets. Ensure no pupils exit building without adult supervision. Ensure that pupils are safely escorted to assembly point.	1 st LD	
Elm/Cherry Staff	Downstairs rooms - manage evacuation from classrooms inc. check toilets & lift and Flat. Ensure no pupils exit building without adult supervision. Ensure that pupils are safely escorted to assembly point.	Fixed staff	
Teachers	Manage evacuation from classrooms. Ensure no pupil exits the building without adult supervision. Ensure that pupils are safely escorted to the assembly point.	Fixed staff	
Little Orchard	Little orchard – do not need to evacuate class if fire over in the main building but must confirm all learners and staff are accounted for.	AT	

