



The Learning Academy Trust

Outstanding Together



Organisation and Arrangements for Health, Safety and Welfare.

The following pages contain the specific arrangements and organisational details for ensuring that TLAT's Health and Safety Policy is fulfilled.

Procedure List

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1. Arrangements for the Supervision of Students

Opening Times

The School will be open from:-

08:00 for Kids' Club every day, 08:15 for Cross Country Club on Friday morning and 08:45 for all students

And will close to students at:-

16.30 for after-school clubs, 18:00 for Kids' Club and 15.15 for all other students

On weekdays during term time.

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

Supervision arrangements:

At Constantine School:

Locations of supervisors between academy opening and lesson start time.

- School opens at 08.45 and class teachers are responsible for pupils.
- Supervision ratios 1:45 Maximum in the school playgrounds at break times and lunchtimes;
- The Drop off point for all pupils is the right hand side gate for KS1 And EYFS and the left hand side gate for KS2
- Collection at end of the school day is from the front playground for EYFS and KS1 and front of school for KS2.
- The children are realised from their class to their parents
- Children who have not been collected are walked through the school to the reception and parents or guardian are called by the receptionist. Children wait in Kids' Club until they are collected.

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 3

Emergency Aid Qualified 4

Paediatric First Aid Qualified 8

First Aid Coordinator

Rozelle Micklem is responsible for overseeing the arrangements for First Aid with the School. The First Aid Coordinator's duties include ensuring that:-

- First Aid equipment is available at strategic points in the School
 - Spares stored in the store room
- A sufficient number of personnel are trained in First Aid procedures

Qualification	Person:	Date:
Emergency First Aid At Work	Annabell Moyle Pippa Jones Chris Page Anthea Alexander Penny Weston Carly Kent Jackie Skewes	September 2014 (Valid 3 yrs)
	Rozelle Micklem Level 3	March 2016
Paediatric First Aid	Carly Kent Level 3	July 2016 June 2015 June 2015 June 2016 April 2016 June 2016
Epipen Training	All staff	October 2016

- First Aid qualifications are, and remain, current.

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

First Aiders

The First Aider listed above 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 provided for:

- Contractors
- Events organised by third parties (fetes, evening clubs, etc.)
- Polling Days
- External lettings

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)

Treatment of Injuries

The School 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 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 TLAT, 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 **111** 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 Academy will notify parents/guardians of any other significant injury by way of:-

- A telephone call
- A form

Records of notification by telephone to parent/guardians will be kept by The Academy Receptionist Copies of written notification are held in the Academy's reception.

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/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf)

Responsible Person

The Head of School is 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.

The school does not keep or dispense any other medication

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.

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.

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

Storage of Medicine

Medicines will be securely stored in the Secretary's office

All medicines must be signed in to the Medicines Log.

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

Medicines can only be given out by an authorised staff member

Facilities for Medical Procedures

A room has been provided for medications and medical treatments to be administered in a quiet space ensuring privacy

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 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 Plan 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. 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

Acceptable 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 which will prevent this.
- If the student becomes unwell; 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 Headteacher 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 follow the school's complaint procedure.

4. Accidents/Incidents

Reporting Officers

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

Headteacher

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. A significant accident is:-

Any incident resulting in an injury to a member of staff

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.

Any minor accident/incident which does not meet the above criteria will be recorded on a simple "Day-Log" which will be kept in the school.

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 kept by the receptionist in Academy's reception.

The Near Miss Log will be reviewed periodically by Head of school in order to identify any areas of concern which may require attention.

Reporting Timescales

Person reporting the accident/incident	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	Usually within 48 hours and in any case within 7 days.

Accident/Incident Investigation

All incident reports will be reviewed by the Head Teacher who will decide if an internal investigation is necessary. Investigation reports will be entered onto the Online Accident Reporting System. Significant incidents will be reported to Ian Drake at TLAT and the Health and Safety Governor.

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. Executive Head Teacher 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 where the evaluation identifies a need.

Head of School is responsible for carrying out the evaluation of training needs and presenting recommendations to the Executive Head Teacher and the LAB.

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 EECLIVE Risk Management.

The Assistant Headteacher is responsible for managing the risk assessment process and producing relevant reports for the Headteacher and the LAB.

Copies of risk assessments are available from EEC Live system/ and in the folder in the staff room.

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.

Teachers and Headteacher 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 Academy's receptionist.

7. Fire

Fire Officer

The person responsible for organising the school's fire precautions is the Headteacher and Interserve.

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 kept up-to-date
- Reporting to the Head of School 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
- 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 the following people as Fire Wardens for areas of the school:-

Fire Wardens are Helen Bancroft, Anthea Alexander, Annabell Moyle and Pip Jones.

Fire Wardens have received training in fire prevention, the principals 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:-

- 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:-

Helen Bancroft, Anthea Alexander, Annabell Moyle and Pip Jones.

Evacuation and Registration Procedures

[Attach the school's evacuation plan here – to include:-

- 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:-

In accordance with HSE guidance

Tests will be carried out by a trained member of staff or a competent contractor

All test Certificates will be kept in the online compliance log and a hard copy in the school building 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 The Premises Manager for testing prior to use. All personal items of electrical equipment must only be used in conjunction with a residual current device

Coordinator

The Premises Manager 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 Coordinator 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 Ian Drake Estates Manager

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 of any new hazardous substance purchased in order that an assessment can be made prior to use.

COSHH Coordinator

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

The Coordinator 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

Head of School 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).

Staff who are entitled to eye tests can request an eye test through the SAS app or by using the Eye test request form

11. Work Equipment

The Premises Manager is 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)
- 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

Contractor's policy

PFI / Interserve is responsible for overseeing the management of all contractors on site.

Where schools engage with contractors themselves the responsibility then rests with the Head of School

Selection of Contractors

PFI / Interserve on behalf of 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 their employer.

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

Academy 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 Academy 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 Premises 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 and takes account of any health or medical conditions.

In addition, the Premises Manager 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 Academy's Reception.

Any staff wishing to work outside normal school hours must notify the Interserve Helpdesk 08006344190 when entering and when leaving the building.

School Security

Interserve personnel are the appointed body who are responsible for the security of the site at the end of the day by ensuring that doors, windows, skylight etc. are secured.

They 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.

It is considered that it is foreseeable that when attending a call out there is a potential for injury due to assault (which is rare) or as the consequence of an accident.

Kestrel Security / Interserve , Paula Stocks, Chris Wild and Cags Gilbert are the school's nominated representatives who will respond in an out-of-hours call out.

The school will assess the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised.

Call Out Arrangements

Interserve 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

Security Firm Personnel Attendance

Constantine School have a contract with Interserve who contract 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.

Interserve: 08006344190

Lone Person Attends –

Intruder alarm will never result in a lone attendee response.

A fire alarm would/could result in alone attendee response. At this point the lone attendee would operate within the 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

Head of School 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

Positive Handling

Positive Handling 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 school the following staff are trained in these techniques:

Name:	Date:
Cags Gilbert	November 2017
Chris Wild	November 2017
Joher Anjari	November 2017
Georgia Paine	November 2017
Jodie Bidgood	November 2017
Jude Puxley	November 2017
Charlotte Savage	November 2017
Gail Newton	November 2017
Carly Kent	November 2017
Matt Terry	November 2017
Pip Jones	November 2017
Annabell Moyle	November 2017
Penny George	November 2017

A specific policy and procedures aimed at the control of students has been adopted attach copy

Attach any other health and safety policies and procedures relevant to your school