

Penryn College

Health and Safety Policy

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Statement of Health and Safety Policy

Penryn College:

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by Penryn College'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 Penryn College'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 and reviewed by the trust board annually

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 School 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.

Trustee

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 Head Teacher, to prioritise resources for health safety and welfare issues.

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

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 Trustees 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 subcommittee;
- Identifying and facilitating employee training needs;
- Liaising with Trustees, 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;
- Act 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. The following functions have been delegated to:-

Function	Delegated to
Day to day health safety and welfare management	Operations Manager
Regular inspections	Premises Manager
Accident Investigation	SLT & Governance & Compliance Manager
Chairing Health and Safety Committee	Operations Manager
Employee training needs	HR Manager
Contractor management	Operations Manager

Competent Health and Safety Advice

The school recognises that it must have access to competent health and safety advice. The school's competent advisors are:

The Health, Safety and Wellbeing Services Team, Cornwall Council.

Senior Management and Faculty/Department Heads

Senior management and faculty/department heads 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 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 Head Teacher;
- 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 Trustees 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. 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 the Health and Safety subcommittee 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'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.

Organisation and Arrangements for Health Safety and Welfare.

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

1. Arrangements, for the Supervision of Students

Opening Times

The school will be open from 8.10am and will close to students at 17.00pm 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

- Before school start time at 8.40 students are permitted, inside the building in designated areas. These areas are supervised by the school staff.
- During break and lunchtimes and generally outside lesson times students are directed outside where the weather permits, although specific areas indoors are dedicated for each year group.
- In general, however, a rota of areas to be supervised and by whom is produced by SLT each day.

Students arrive at the school via bus, taxi, bicycle, parent drop off and walking. The drop off and pick up is supervised where possible by a member of staff, but this is to facilitate traffic management rather than student supervision.

After School Hours 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

Please read this section alongside the 'supporting pupils with medical needs' policy.

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	[4]
Emergency Aid Qualified	[16]

First Aid Coordinator

Joanne Binny 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
 - Education Support Team Office x 2
 - PE Office x 2
 - Main Office x 1
- A sufficient number of personnel are trained in first aid procedures



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

First Aiders

The first aiders 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 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)

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 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
- A letter
- A form
- Email



Records of notification by telephone to parent/guardians will be kept by the Education Support Team, as are copies of written notifications.

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 may travel to the hospital in their own vehicle (rather than in the ambulance with the student unless the student is overly distressed/confused). This decision should be made in consultation with the attending paramedics and the parent/guardian if he or she is immediately contactable. The member of staff should ensure that they arrive promptly at the hospital to meet the student as they are admitted to casualty.

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. Its policy for this area is on the schools website and should be read alongside this policy.

Responsible Person

Fiona Williams is responsible for ensuring that the arrangements below are effectively implemented and maintained.

Medicine in School

Medicines will only be administered at the 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

This school does not allow students to carry or manage their own medication.

Storage of Medicine

Medicines will be securely stored in the Pupil Support Office

All medicines must be signed in in the Medicines Log.

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

Medicines can only be given out by a member of staff who is First Aid trained.



Facilities for Medical Procedures

A suitable room has been provided for medications and medical treatments to be administered.

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 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 always have access to their medication during the school day or during educational activities off-site.



- Healthcare plans reflect the needs of the student and consider the views of parents/carers and advice of healthcare professionals
- Every effort is made to ensure that students with medical needs can stay in the school for normal 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 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 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 can take part in every aspect of school life including off-site activities, sporting events and practical lessons.

Complaints

Parents/carers are encouraged to contact Fiona Williams 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/Incident Reporting

Reporting Officers

The following postholders have access and authority to report accidents and incidents to Assessnet:

Lead First Aider
Operations Manager

We are committed to maintaining accurate records of all accidents and incidents that occur on school premises or during school-related activities. This helps us identify trends, prevent future incidents, and meet our statutory obligations.

Accident book: We maintain an accident book (in electronic form) to record all accidents and incidents. Every time an accident happens, we record the:

- Full name, address and occupation of the injured person
- Date and time of the accident
- Place where the accident happened
- Cause and nature of the injury
- Name, address and occupation of the person recording the accident, if other than the injured person

We keep these records for 3 years after the accident (although we may retain them for longer based on our insurance requirements and data protection obligations).

What we record: We keep records of all:

Be Respectful, Be Responsible



- Incidents that require us to report to the Health and Safety Executive (HSE)
- Work-related injuries that result in a staff member not being able to work for more than 3 consecutive days (excluding the day of the accident)

We also record other accidents and injuries as good practice, as this helps us spot trends and reduce the risk of the same types of incidents recurring in the future.

Reporting to the Health and Safety Executive (HSE): Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), we must report certain incidents to the HSE.

Accidents involving staff members: We must report the accident to the HSE if it:

- Results in death
- Results in a 'specified injury' (such as fractures, amputations, serious burns, loss of consciousness)
- Prevents the staff member from doing their normal job for more than 7 days, excluding the day of the accident but including weekends and other rest days

Accidents involving pupils, visitors and other 'non-workers': We must report the accident if it:

- Results in death and was connected to a 'work-related activity'
- Results in an injury that is connected to a 'work-related activity', and the person is taken directly from the scene of the accident to the hospital for treatment

A 'work-related activity' is an accident caused by a failure in the way a work activity was organised (e.g. inadequate supervision of a field trip), the way equipment or substances were used (e.g. lifts, machinery, experiments), or the condition of the premises (e.g. poorly maintained or slippery floors).

Dangerous occurrences: We must report specific 'near-miss' events, such as:

- Collapse or failure of lifts
- Accidental release of any biological agent or substance likely to cause serious injury or severe illness
- Electrical short circuit that causes a fire or explosion

Reportable incidents are assessed and notified to the HSE by Cornwall Council on our behalf).

First aid records: In addition to our accident book, we maintain first aid records which include:

- Date, time and place of the incident
- Name of the person affected
- Details of the injury or illness, and what first aid was given
- What happened after the incident (e.g. whether the pupil went home or returned to class)
- The name and signature of the first aider or person who dealt with the incident.

We retain first aid records of injuries until the pupil turns 21, to help protect the school against personal injury claims made by pupils.

Responsibilities:

- All staff must report accidents and incidents immediately to the Operations Manager and their line manager
- The Operations Manager is responsible for maintaining the accident book and ensuring accidents are recorded accurately
- The Operations Manager & the Governance and Compliance Manager are responsible for reporting RIDDOR incidents to the HSE
- The headteacher/senior leadership team is responsible for reviewing accident records regularly to identify trends and implement preventative measures



Analysis and review: We regularly analyse accident and incident data to:

- Identify patterns or trends
- Assess whether our control measures are effective
- Implement changes to prevent similar incidents occurring
- Review and update risk assessments where necessary

Accident reports are reviewed the Operations Manager & the Governance and Compliance Manager by the Finance, Audit and Risk Committee and findings are reported to the trust board.

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.

The HR manager is responsible for carrying out the evaluation of training needs and presenting recommendations to the Head Teacher and the Trust board.

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 Operations Manager is responsible for managing the risk assessment process and the Governance and Compliance Manager produces relevant reports for the Head Teacher and the Trustees.

Copies of risk assessments are available from the Assessnet system, or paper copies can be requested from the Operations Manager and Heads of Department.

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.

Department/Faculty Heads 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 normal operating procedures. Copies of safe working procedures are available from the Operations Manager or Department Heads.

7. Fire

Fire Officer

The person responsible for organising the school fire precautions is Kent Thomas, Premises Manager.

Members of the Premises Team 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
- 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 the Head Teacher 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 or damage to fire detection/fighting equipment.

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: -

Evacuation and Registration Procedures

The Fire Evacuation Plan is detailed in Appendix A



8 Electricity

School Owned Portable Appliances

The school will undertake to inspect and test all its portable electrical appliances by a competent person either annually or alternate years, as advised by the organisation undertaking the testing.

Tests will be carried out by a suitably competent third-party contractor.

All test certificates will be kept in the electronic Premises filing system for the duration of the life of the appliance.

Personal and Privately-Owned Portable Appliances

Staff are discouraged from bringing personal electrical equipment into school. However, personal items of electrical equipment that are brought into and used in the school will be eligible for PAT testing every year.

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 the Contracts 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 Contracts Manager is responsible for ensuring that before any new substance/chemical is used, a COSHH assessment has been obtained.

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.

9. Display Screen Equipment

Workstation Assessment

The Operations Manager 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).

In the event employee needs to request an eye test related to DSE use, then they must contact the HR manager in the first instance.

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

The Premises Manager 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 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.

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

School 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 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, they 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 Site security

We are committed to ensuring the safety and security of all pupils, staff, and visitors on our premises. We have procedures in place to respond effectively to security threats or emergency situations that may require a lockdown of the school.

Lockdown procedure: The school has a separate, detailed security lockdown procedure that sets out:

- The types of situations that may require a lockdown
- How a lockdown will be signalled
- Step-by-step actions for staff, pupils and visitors
- Communication protocols during a lockdown
- Instructions for parents/carers
- Arrangements for pupils with additional needs

Training and practice:

- All staff will receive training on lockdown procedures as part of their induction and through regular refresher training
- Lockdown drills are practised at the start of each term
- Pupils are informed about lockdown procedures in an age-appropriate way before drills take place
- Parents/carers will be informed about our lockdown procedures and upcoming drills
- The procedure is reviewed annually and following any actual lockdown incident.

Responsibilities:

- The headteacher/senior leadership team has overall responsibility for initiating and managing a lockdown
- Claire Croxall is the designated security lead responsible for coordinating lockdown procedures
- All staff are responsible for familiarising themselves with the lockdown procedure and following it when activated

On-site Security



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 Assessnet and will be shared with staff as required.

Any staff wishing to work outside normal school hours must have prior agreement/permission from their line manager

The on-duty member of the premises team or an appropriate qualified and insured third party security company has been appointed who has responsibility for the security of the site at the end of the day by ensuring that doors, windows, gates etc. are secured.

The nominated on-duty member of staff is responsible for carrying out checks of the premises during holiday periods.

School 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. When they are called out they will not know what situation they will find and consequently systems are 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.

The first respondent to a callout must notify another member of the on-call premises team of their intention to attend a callout out of hours. This person must maintain regular contact with the respondent and let them know when the callout has been resolved.

If another person from the call-out team is not contactable, the respondent must notify a family member or friend as an alternative that act as above.

A member of staff should not enter a building alone where the cause for the alarm activation is not clearly understood and known to be safe, (e.g. external door left open) 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.

Where any perceived risk is identified, the member of staff must return to their car/house and notify the police immediately.

A more detailed risk assessment has been completed and specific training will be given to all relevant staff.

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 HR Manager 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.

16. Legionella

Please read this section alongside the legionella policy that is in place.

We are committed to controlling the risk of exposure to legionella bacteria in our water systems to protect the health and safety of all staff, pupils, and visitors.

Responsibilities:

- The trust board has overall responsibility for ensuring compliance with legionella control requirements
- The Premises Manager is appointed as the responsible person for managing legionella risk
- The responsible person will ensure that a legionella risk assessment is carried out and reviewed regularly



Control measures: We will:

- Conduct a legionella risk assessment of our water systems and review it at least every 2 years, or when significant changes occur to the water system
- Implement and maintain a written control scheme based on the risk assessment findings
- Keep water temperatures outside the range where legionella bacteria can multiply (stored cold water below 20°C and hot water stored above 60°C and distributed above 50°C)
- Maintain accurate records of all monitoring, inspections, and remedial actions taken
- Ensure staff responsible for legionella management receive appropriate training

Monitoring: Regular monitoring will include:

- Monthly temperature checks of sentinel outlets
- Weekly flushing of little-used outlets
- Quarterly inspection and cleaning of water tanks
- Annual review of the risk assessment and control measures

All monitoring activities will be recorded in our legionella logbook.

Radiation Protection

The school recognises its duties under the Ionising Radiations Regulations and the Radioactive Substances Act where radioactive sources are used for teaching and learning purposes.

Responsibilities:

- The Trust Board has overall responsibility for ensuring compliance with radiation safety requirements.
- The Head Teacher is responsible for ensuring suitable arrangements are in place for the safe use and storage of radioactive sources.
- The Science Faculty Leader is responsible for the day-to-day management of radioactive sources and ensuring local procedures are followed.
- The school will appoint a Radiation Protection Supervisor (RPS) and seek advice from a competent Radiation Protection Adviser (RPA).

Control Measures:

- All radioactive sources will be stored securely in an approved locked store when not in use.
- An inventory of all radioactive sources will be maintained and checked regularly.
- Radioactive sources will only be handled by appropriately trained staff.
- Suitable local rules and safe systems of work will be established and followed.
- Exposure to ionising radiation will be kept as low as reasonably practicable.
- Students will only use radioactive sources under direct supervision and in accordance with approved procedures.



- Any loss, damage or incident involving a radioactive source will be reported immediately to the Head Teacher and investigated.

Monitoring:

- Annual audits of radioactive source records and storage arrangements will be undertaken.
- Training records for staff using radioactive sources will be maintained.
- Radiation safety arrangements will be reviewed following any incident, significant change, or at least annually.

Stress Management and Wellbeing

The school is committed to promoting the health, safety and wellbeing of all employees and recognises that work-related stress can have a detrimental effect on both physical and mental health.

Responsibilities:

- The Trust Board has overall responsibility for ensuring that appropriate arrangements are in place to manage work-related stress.
- The Head Teacher is responsible for promoting a positive working environment and ensuring that stress-related concerns are addressed.
- Line Managers are responsible for identifying potential workplace stressors, supporting staff wellbeing and implementing reasonable control measures where appropriate.
- Employees are encouraged to raise concerns regarding workload, wellbeing or sources of stress with their line manager, HR Manager or another appropriate member of staff.

Control Measures:

- The school will undertake suitable assessments where work-related stress has been identified as a significant risk.
- Workload, working hours and organisational change will be managed, so far as is reasonably practicable, to minimise adverse impacts on wellbeing.
- Staff will have access to appropriate support, information and guidance relating to health and wellbeing.
- Managers will maintain regular communication with employees and provide opportunities for concerns to be discussed.
- Appropriate support will be provided for employees returning to work following stress-related absence.

Monitoring:

- Absence, staff turnover and wellbeing information will be reviewed periodically to identify potential concerns.
- Stress-related risk assessments and support measures will be reviewed regularly.
- The school's wellbeing arrangements will be reviewed annually and updated where necessary.



Enhanced Contractor Management Arrangements

In addition to the arrangements outlined in Section 12, the school recognises the importance of ensuring that contractor activities are effectively planned, coordinated and monitored to protect staff, students, visitors and contractors.

Pre-Commencement Requirements:

- Contractors must provide suitable risk assessments and method statements (RAMS) relevant to the proposed work before work commences.
- Contractors must provide evidence of appropriate insurance, competence, qualifications and training where required.
- Contractors undertaking work on regulated systems or specialist equipment must provide evidence of relevant accreditation or certification.
- Contractors must comply with the school's safeguarding requirements, visitor procedures and site rules.

Site Induction and Control:

- All contractors will report to Reception on arrival and sign in using the school's visitor management system.
- Contractors will receive relevant site information, including fire procedures, emergency arrangements, welfare facilities and any known hazards.
- Appropriate permits to work will be implemented where activities involve significant risk, including hot works, roof access, excavation, confined spaces or work involving isolation of services.
- The school reserves the right to stop any work that is considered unsafe or presents an unacceptable risk to the school community.

Monitoring and Review:

- Contractor performance may be monitored through inspections, audits and feedback from staff.
- Any contractor accidents, incidents, near misses or breaches of site rules must be reported immediately to the Premises Manager.
- Lessons learned from contractor activities will be incorporated into future procurement and contractor selection processes.
- Records of contractor approvals, risk assessments, permits and inspections will be retained in accordance with the school's document retention arrangements.