



**South East Cornwall Multi Academy Regional Trust**

# **Statement of Health, Safety and Wellbeing Policy**

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## Introduction

1. South East Cornwall Multi Academy Regional Trust recognises its legal and moral responsibilities to persons who may be adversely affected by the Trust's activities.
2. The Trust is committed to ensuring, by all reasonably practical means, the health, safety and wellbeing of its students, employees, volunteers, visitors and contractors involved with the activities of the Trust. The Trust will seek to ensure that its legal duties and policy objectives are complied with at all times.
3. All reasonably foreseeable hazards associated with the Trust's activities will be identified and either removed or controlled through a process of risk assessment and risk management.
4. All employees and volunteers will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.
5. The Trust will seek to inform students' parents or carers of any health and safety issues relevant to their child.
6. The arrangements for health, safety and wellbeing are detailed in the Responsibilities section.
7. The Trust will ensure, as far as is reasonably practical, that this statement of policy, individual school policies and all supporting documents are kept up to date. A formal review and re-adoption will be carried out annually.
8. The Trust expects staff to use common sense to inform their actions alongside agreed and accepted practice as laid down in this document. This is in acknowledgement that unplanned and unpredictable events can occur which go beyond anything that can be reasonably expected or planned for.

## Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which require employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

This policy complies with our funding agreement and articles of association.

## Roles and responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health, safety and wellbeing across the Trust. The individuals and groups identified are expected to have read and understood the Trust's and their individual school's policies (see Appendix 1) and procedures for ensuring health, safety and wellbeing and to conduct their duties in accordance with them, including ensuring their policy aligns with this document and ensuring any significant change proposals are ratified by the Trust Board. Named individuals at Trust Board level with specific responsibilities are listed in Appendix 1. Named individuals with school level specific responsibilities are listed in that school's policy.

## Trust Board

As employer and operator of the business, the Trust Board is responsible for setting the strategy and direction for health, safety and wellbeing across the Trust, including publication of the Statement of Health, Safety and Wellbeing Policy, monitoring and reviewing delivery and performance in each school and identifying and prioritising resources to deliver their strategy. The nominated Trust Board Trustee will provide at every Trust Board meeting a report detailing the above from the relevant Client Manager.

## Client Manager

The Trust's Client Manager will support the nominated Trust Board Trustee and support individual schools in the delivery of their health, safety and wellbeing responsibilities.

## Local Governors

Local Governors are given devolved responsibility from the Trust Board for ensuring that effective mechanisms and procedures are in place to enable the Trust Board to fulfil its responsibilities for health, safety and wellbeing. The Local Governing Committee will receive regular reports to enable them, in collaboration with the headteacher/Head of School/Nursery Lead, to prioritise resources for health, safety and wellbeing issues.

The Local Governors will appoint a Health, Safety and Wellbeing Local Governor to receive information, monitor the implementation of policies, procedures and decisions and to

feedback on health, safety and wellbeing issues, as appropriate, to the Local Governing Committee, the Health, Safety and Wellbeing Committee, the Client Manager and the Trustees.

The Local Governing Committee will approve the school's Health, Safety and Wellbeing policy, which will be reviewed at least annually. The headteacher/Head of School/Nursery Lead will sign the policy as the person with responsibility for Health and Safety in school.

## **Trust Head of Estates/Head of Operations**

The Trust Estates Team is responsible for managing health and safety arrangements across our schools - including building works, contract management, maintenance, and compliance in respect to fire protection, asbestos management, electrical inspections, gas inspections and structural safety. Responsibilities include:

- compliance and mandatory testing - done in line with regulatory requirements and with records recorded using the Trust's compliance platform - MyCompliance.
- the management of contractors including procurement, competency checks, risk assessment, supervision, adherence to relevant H & S legislation and contract compliances.

## **Headteacher/Head of School/Nursery Lead**

The headteacher/Head of School/Nursery Lead has responsibility for:

- Day-to-day management of all health and safety matters in the school in accordance with the health, safety and wellbeing policy;
- Nominating a lead person to ensure students with medical conditions are identified and properly supported in the school and to support staff who are implementing a student individual health care plan.
- Ensuring regular inspections of the school building and premises are carried out to ensure safety
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Reporting, as appropriate, to the Local Governing Committee, the Health, Safety and Wellbeing Committee, the Client Manager and the Trustees;
- Ensuring action is taken on health, safety and wellbeing issues;
- Passing on information on health and safety matters to appropriate people;
- Ensuring accident investigations and accident reporting is carried out;
- Chairing the school's Health, Safety and Wellbeing Committee;
- Providing adequate and appropriate staff training;
- Liaising with local governors on policy issues and any problems in implementing the health and safety policy, escalating where necessary;
- Co-operating with and providing necessary facilities for trades union safety representatives and all employees to be consulted on health and safety matters;
- Where contracts are negotiated directly between the school and the contractor, the headteacher/Head of School/Nursery Lead is also expected

- to monitor purchasing and contracting procedures, to ensure that their employer's health and safety policy is complied with.
- Ensuring all risk assessments are completed and reviewed.

In the headteacher's/Head of School's/Nursery Lead's absence, the Deputy/Assistant Headteacher/Nursery Lead assumes the above day-to-day health and safety responsibilities.

## Management Staff

Management staff have responsibility for:

- Day-to-day management of health, safety and wellbeing in accordance with their school's health and safety policy;
- Carrying out regular inspections and making reports to the headteacher/Head of School/Nursery Lead;
- Ensuring action is taken on health, safety and wellbeing issues;
- Arranging for the provision of staff training and protective equipment;
- Passing on to all relevant people all health, safety and wellbeing information;
- Acting on reports from staff, the headteacher/Head of School/Nursery Lead, local governors, the Client Manager or Trustees;
- Ensuring that all necessary risk assessments are being carried out by, and shared with, all relevant staff (e.g. through standing item on department staff meeting agenda).

## Employees

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

- Take reasonable care of their own health and well being and that of others who may be affected by what they do at work
- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Model safe practice for pupils
- Ensuring that they undertake or read all relevant risk assessments for activities involving their students, colleagues, themselves, and where relevant, volunteers, contractors, visitors or members of the public;
- Ensuring protective equipment is appropriate, suitable, sufficient and used whenever needed;
- Participating in inspections and engaging with the relevant staff and the Health, Safety and Wellbeing Committee, as appropriate;
- Bringing problems to the relevant manager's or responsible person's attention;
- Following DfE guidance for violent students ([guidance](#));
- Reading the poster 'Health and Safety Law - what you need to know', which is displayed in each school.
- Undertaking general annual awareness training (mandatory for all staff).
- Undertaking the specialist training required for their role.

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

## Volunteers

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

Volunteers have a responsibility to act in accordance with the school's policies and procedures for health, safety and wellbeing and to report any incident or defective equipment to a member of staff immediately.

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

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

## Students

Student health, safety and wellbeing remains the responsibility of those adults providing supervision.

Through their curriculum and other suitable opportunities, students will be educated in the fundamentals of being healthy, staying safe and developing a culture of long-term wellbeing, including through the identification and management of risk.

## Parents/carers

Parents/carers are responsible for following the school's health and safety advice on-site and for reporting any health and safety incidents to a member of staff.

## Arrangements

Each school will develop its own policy and procedures that address the specific needs and context of the setting, in conjunction with the following guidance:

- a. First aid (including infectious disease prevention, management and control)
  - schools will assess their need for first aid provision following the [HSE's first aid needs assessment guidance](#) to identify the minimum number of fully qualified first aiders to hold a Level 3 first aid at work qualification;
  - in order to provide adequate emergency first aid on trips, visits and extra-curricular activities, schools can approve other staff to undertake Level 3 emergency first aid at work training;
  - schools will appoint a first aid coordinator, and a reserve.

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

- Following good hygiene practices
- Implementing an appropriate cleaning regime
- Keeping rooms well ventilated

b. Administration of medicines and treatments

- schools will appoint a person to oversee medication and control access;
- medication held by the school on behalf of students will be stowed safely (including a lockable container/refrigerator, where required);
- medication will only be administered to students with parental consent and by staff that have undertaken medication training.
- template forms are available [here](#).
- Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents/carers will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents/carers and it will be reflected in their IHPs.

c. Supporting Students with special medical needs - Individual Health Care Plans

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents/carers when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents/carers and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has special educational needs (SEN) but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed.

- schools will make appropriate arrangements for students that are regarded as having special medical needs in order to support them in managing their attendance and in accessing the curriculum and extra-curricular activity;
- schools will ensure that appropriate arrangements are in place to gather and record information on student's medical needs.
- schools will ensure that appropriate arrangements are in place to share student's medical information with staff where necessary for their care and/or provide details on access to confidential information for those staff who require it.
- schools will agree and document these arrangements in the student's Individual Health Care Plan;
- template forms are available [here](#).

Parents/carers will provide the school with sufficient and up-to-date information about their child's medical needs. They will be involved in the development and review of their child's IHP and may be involved in its drafting. And carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times.

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

Local health / nursing services should notify the school when a pupil has been identified as having a medical condition that will require support in school. This should be before the pupil starts school, wherever possible. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school's local health / nursing services and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents/carers and any relevant healthcare professionals will be consulted.

#### d. Accidents

- schools will appoint an accident reporting officer to report via [AssessNet](#), in line with guidance, all accidents, incidents or near misses arising from the school's activities that involve students, staff, volunteers, visitors, contractors or members of the public;

- schools will appoint an accident investigator to ensure that reportable accidents, incidents or near misses are investigated and recorded on AssessNet and that any lessons identified are shared with the relevant persons;
- schools will review accident reporting statistical information to identify any trends in order to inform any preventative or mitigating action.
- Records will be held and disposed off in line with retention policy.
- Reporting of injuries, diseases or dangerous occurrences that may be defined under RIDDOR 2013 legislation are done in line with HSE and our LA Health, Safety and Well Being team guidance.
- The LA Health, Safety and Well-being team review all incidents reported on AssessNET and make relevant reports to HSE on behalf of the Trust as required.

e. Fire

- the school's Health, Safety and Wellbeing Governor and the Headteacher/Head of School/Nursery Lead are responsible for organising the school's fire precautions;
- schools will appoint appropriate staff members to be responsible for:
  - ensuring evacuation procedures are reviewed and communicated to staff, students and visitors;
  - arranging fire evacuation drills (at least once every term);
  - recording the significant results of the fire evacuation drills;
  - fire alarm testing to take place once a week;
  - ensuring that the Fire Log is kept up to date
- schools will review their fire risk assessment at least annually and upon any change that might impact on established fire precautions;
- schools will arrange a Personal Emergency Evacuation Plan (PEEP) for any person (student, staff, visitor) that may not be able to evacuate the building efficiently in an emergency, including for those temporary impairments.

f. Electricity

- schools will arrange for fixed wiring installations to be checked and recertified every 5 years;
- schools will make arrangements for the testing of portable appliances at a frequency relevant to the equipment and its use.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

g. Work equipment

- all work equipment must be purchased from a reputable supplier, taking into account installation requirements, suitability for purpose, positioning and/or storage, security, maintenance requirements, inspection, servicing, testing, training and procedures for the safe use of the equipment;

- staff must not use new items of work equipment until appropriate training has been completed;
- the health and safety information for each item of work equipment must be shared with those managing or using the equipment.
- Any potential hazards will be reported immediately to appropriate staff (Head/Head of School/Nursery Lead /Operations Manager/Site Manager)

h. Display screen equipment (DSE)

- staff that regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more) are known as DSE users and they must undertake a formal DSE assessment (and again at any change of location or equipment);
- DSE regulations do not apply to staff who use DSE infrequently or for short periods of time, although the same controls may still be useful for these staff;
- DSE considerations and controls apply equally when working from home, although a formal DSE assessment is not required;
- schools will provide information, training, eye and eyesight tests (on request from DSE users) and funding towards specific corrective spectacles if needed specifically for DSE work beyond the normal prescription;

i. Working alone

- schools will assess and minimise the risks where staff are required to work on their own, including remotely on an occupied site, taking into consideration factors such as personal security, access to first aid, emergency notification and/or response,
- potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.
- if lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.
- the lone worker will ensure they are medically fit to work alone

j. Violence and aggression

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher/Head of School/Nursery Lead immediately. This applies to violence from pupils, visitors or other staff.

- schools should assess and mitigate the risk of violence of aggression towards staff and members of their learning community;
- all violent and aggressive incidents must be reported and recorded (via [AssessNet](#)) and support provided to victims;

- in dealing with violent and aggressive students where de-escalation strategies have not worked, staff must adhere to the DfE guidance on the use of reasonable force, which is aimed at the safe and effective control of students.

k. Arrangements for supervision of students

- schools should publish (via their policy) the core times at which students will be under their care and supervision and staff this accordingly;
- where there are variations that exceed the published times, such as extra-curricular activity, schools must ensure that adequate supervision ratios and supporting functions are maintained.

l. Risk assessment

- schools must ensure that:
- all reasonably foreseeable hazards are identified and either removed, or controlled through a process of risk assessment and risk management;
- the resultant mitigating actions are implemented in order to eliminate or minimise to an acceptable level the potential for any harm to arise from the school's estate, facilities, equipment or activities;
- all risk assessments are recorded and shared with all those affected.
- the Trust uses the LA Health, Safety and Well Being team AssessNet portal to support the management of risk assessments. Schools also have access to CLEAPPS where applicable for the management of risk in relevant departments.

m. Personal protective equipment (PPE)

- schools will provide PPE for staff and students, as identified via the risk assessment process;
- staff and students will wear the PPE whenever this is required;
- prescription safety spectacles and/or goggles will be provided free of charge for those staff whose work activities can be more safely delivered with such protective equipment.

n. The Control of Substances Hazardous to Health (COSHH)

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the relevant department head and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

- Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.
- All hazardous products will be stored in lockable containers/rooms. With no access to students unless under the supervision of staff.
- Any hazardous products are disposed of in accordance with specific disposal procedures.
- Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

o. Asbestos

- schools will engage expert bodies to inspect their premises for the presence (or potential presence) of asbestos;
- where asbestos is present (confirmed or potential), schools must ensure that:
  - key staff are trained in asbestos awareness;
  - the premises are inspected regularly by experts;
  - the asbestos register and management plan are reviewed and updated at each inspection;
  - the management plan states the risk control mechanisms;
  - procedures for managing work on site requires the asbestos register to be reviewed and signed by those undertaking work on the fabric of the building;
  - any asbestos bearing materials will be safely removed and disposed of by licenced specialists.

p. Working at height

- schools are to ensure that only those staff trained to work at height undertake such work and use the appropriate equipment to a commercial standard.

q. Manual handling

- It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.
- Schools are to ensure that proper mechanical aids and lifting equipment are available in school, and that appropriate staff are trained in how to use them safely.
- relevant staff must undertake manual handling awareness training (including online training – site teams) and only undertake tasks that are within their personal limits;
- staff that regularly move large, heavy or bulky items and those that use the associated handling equipment are to undertake face to face training.

r. Arrangements for procuring contractors

- schools are to ensure that checks are undertaken to assure the competence of any contractor or external agency that undertakes work on the school estate.

s. Wellbeing

- schools must consider the general, long-term care of students and staff;
- for students, schools must offer information on maintaining their physical and mental wellbeing, through the curriculum and by providing specialist staff and/or relevant signposting;
- for staff, schools should provide access to relevant information and support services, including professional supervision for those in highly stressful roles, such as safeguarding;
- we recognise the specific impact that COVID-19 may have had on the mental wellbeing of some of the members our learning community and resources can be accessed here:
  - [MindEd](#) - to support staff in managing their mental wellbeing.
  - The Anna Freud Centre - [advice for professionals](#) - working with children and young people during the coronavirus (COVID-19) outbreak.

t. Contracted Catering and Cleaning Services

Where our schools contract catering and/or cleaning services to external service providers, all necessary checks and assurances are carried out as part of the tendering and contract agreement process. The management of those services are monitored by the Trust Head of Operations. This includes ensuring that all H & S compliance requirements are kept up to date and staff are managed effectively. External contractor responsibilities include:

- Employee vetting responsibilities
- Risk assessments
- COSHH
- Allergen information and control
- Adherence to H & S measures

u. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

v. Gas Safety

- installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- gas pipework, appliances and flues are regularly maintained
- all rooms with gas appliances are checked to ensure they have adequate ventilation

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w. Legionella

- regular water checks (temperature) are carried out in line with guidance
- risk assessments will be reviewed when significant changes have occurred to the water system and/or building footprint

x. Site Security

- school Head/Head of School/Nursery Lead/site manager/ site team is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, access control, and for the intruder and fire alarm systems.
- Key holders and will respond to an emergency.

y. Smoking

Smoking is not permitted anywhere on school premises.

z. Business Continuity

The Trust is responsible for ensuring that our schools can within reason continue to function effectively in the event of a critical incident e.g. a major fire or other significant risk affecting the health and safety of users.

Each school will have a separate Business Continuity Plan which is reviewed annually. Procedures will also be in place for Fire Evacuation/ Emergency Evacuation / Emergency Closure / Lockdown.

## Appendix 1

A. The person on the Trust Board with specific responsibilities for Health, Safety and Wellbeing is TBC.

B. Policies for each school can be found here:

Dobwalls Primary School	<a href="#"><u>Health and Safety Policy</u></a>
Landulph Primary School	<a href="#"><u>Health and Safety Policy</u></a>
Liskeard School and Community College	<a href="#"><u>Health and Safety Policy</u></a>
Looe Community Academy	<a href="#"><u>Health, Safety and Wellbeing Policy (incorporating Medical Needs)</u></a>
Saltash Community School	<a href="#"><u>Statement of Safety Policy</u></a>
Trewidland Primary School and Pre-School	<a href="#"><u>Health &amp; Safety Inc. First Aid and Supporting Medical Conditions Policy</u></a>