



**South East Cornwall Multi Academy Regional Trust**

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

<b>Date</b>	<b>Changes</b>
17/01/18	Policy adopted by the Trust Board
July '19	Policy reviewed
5/12/19	Approved by Trust Board
July '20	Policy reviewed
30/03/21	Approved by Trust Board following review by Resources and People Committees
July '21	Policy reviewed
04/11/21	Approved by Trust Board
May '22	Policy reviewed
19/07/22	Approved by Trust Board

Adopted Date: 19<sup>th</sup> July 2022

Current Status: Approved

Review Date: Summer term 2023

# Contents

Introduction	3
Responsibilities	3
Trust Board	3
Client Manager	4
Local Governors	4
Headteacher	4
Management Staff	5
Employees	5
Volunteers	6
Students	6
Arrangements	6
Appendix 1	11

## 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 by no later than 1 September 2023.
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.

## 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, 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 Health, Safety and Wellbeing Local Governor is identified in the school's policy and signs the approved policy in conjunction with the headteacher.

## **Headteacher**

The headteacher 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 are carried out; the person/s that will carry out the inspection each term are named in the school's policy.
- Submitting inspection reports, 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;
- Carrying out accident investigations and accident reporting;
- Chairing the school's Health, Safety and Wellbeing Committee;
- Identifying and facilitating staff training needs;
- 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;
- Providing necessary facilities for all employees to be consulted on health and safety matters;
- Where contracts are negotiated directly between the school and the contractor, the headteacher is also expected to monitor purchasing and

- contracting procedures, to ensure that their employer's health and safety policy is complied with.
- Ensuring that the annual medical needs/asthma audit is updated annually or when an in-year child is admitted and that all medical information is passed on to the relevant staff.

The persons responsible for liaising with contractors undertaking major works in order to ensure that the risk due to having contractors on site is monitored and controlled are to be named in the school's policy.

The persons appointed with the authority of the headteacher to request action from the contractor where conditions are considered to be unsafe are to be named in the school's policy.

## **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;
- Drawing up, reviewing regularly and communicating their departmental or subject-specific procedures;
- Carrying out regular inspections and making reports to the headteacher;
- 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, 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:

- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- 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.

## 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

- 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.

### 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 in a locked container (including a lockable 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](#).

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

- 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 agree and document these arrangements in the student's Individual Health Care Plan;
- template forms are available [here](#).

d. Accidents

- schools will appoint an accident reporting officer to report via [AssessNet](#) 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 all 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.

e. Fire

- the school's Health, Safety and Wellbeing Governor and the Headteacher are responsible for organising the school's fire precautions;
- schools will appoint a Fire Precautions Officer to be responsible for:
  - arranging fire evacuation drills (at least once every term);
  - recording the significant results of the fire evacuation drills;
  - 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.

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.

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,

j. Violence and aggression

- 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 in writing and shared with all those affected.

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 will appoint a COSHH coordinator who will record all COSHH items using the Cornwall Council COSHH assessment system known as CARQ and ensure that COSHH assessments are seen and understood by those staff that are exposed to the product/substance.

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

- all staff must undertake manual handling awareness training (including online training) 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.

## Appendix 1

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

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>