

## Pencalenick School

### **Organisation and Arrangements for Health, Safety and Welfare**

The following pages contain the specific arrangements and organisational details for ensuring that Pencalenick Schools Health and Safety Policy is fulfilled.

This Health and Safety policy also applies to the Residential department at Pencalenick School and to the four ARB's which form part of the Pencalenick provision. Some aspects of the Health and Safety policy may fall under the areas of responsibility for the Host schools.

Last review date: 24/11/25  
Next review date: 24/11/26

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## Statement of Health and Safety Policy

Pencalenick School :

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by the schools 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 schools 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 parents or Guardians of and 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, far as is reasonably practical, that this policy statement and supporting documents are kept up to date.

A formal review of this policy will be carried out before the end of April 2026.

Approved and adopted by :

Headteacher

.....

.....

Chair of Governors

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## Responsibilities

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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 schools' policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them.

### The Employer

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

### Trustees

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

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

The Trust Health and Safety Lead is: John Rail  
The Local Governing Body Leads are: Joe Martin

### Head Teacher

The Head Teacher has responsibility for:

Day to day management of all health, safety and welfare matters in the school in accordance with the Statement of Safety Policy.

Ensuring that regular health, safety and welfare inspections are carried out.

Submitting regular health, safety and welfare reports to the Governors and the employer

Ensuring that action is taken on health, safety and welfare issues.

Passing on information received on health, safety and welfare matters to appropriate people

Carrying out accident investigations

Chairing the school health and safety group

Identifying and facilitating employee training needs

Liaising with Trustees, Governors, the employed and/or Local Authority on policy issues and any problems in implementing the Safety Policy

Co-operating with and providing necessary facilities for trades union safety representatives

Providing necessary facilities for all employees to be consulted on health, safety and welfare matters

Ensuring that any contractor appointed to deliver services or carry out work is competent to do so

Monitoring contractors to ensure that the Health and Safety policy is complied with.  
Take action where any contractor is found to be working in a manner which is considered to be unsafe.

3. Version 4. Review Nov 2026

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

Function	Delegated to:
Day to day health, safety, welfare Management.	Premises Manager
Regular Inspections	Premises Manager and Caretakers
Accident investigations Manager	Head teacher, assistant Heads, Premises
Chairing Health and Safety group	Head teacher
Employee training needs	Assistant Head teacher
Contractor management	Premises Manager and Caretakers

#### Competent Health and Safety advice

Pencalenick School recognises that it must have access to competent health and safety advice. The schools competent advisors are:

The Health, Safety and Wellbeing Services Team, Truro, Cornwall

Senior Management, Middle Leaders and leads with responsibilities

These roles have responsibilities for;

Day to day management of health, safety and welfare in accordance with the Health and Safety Policy

Drawing up and reviewing departmental/curricular area procedures regularly

Ensuring that suitable risk assessments have been carried out for all activities where there is a significant risk

Carrying out regular inspections and making reports to the 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 to appropriate people.  
Acting on reports from employees, the Head Teacher, Governors and the Local Education Authority.

### All Employees

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

Checking that classroom/work areas are safe.  
Checking that equipment is safe before use.  
Ensuring safe procedures are followed.  
Ensuring protective equipment is used when needed  
Participating in inspections and the Health and Safety group if appropriate.  
Bringing problems to the relevant Managers attention.

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

### Volunteers

Volunteers (such as parents, parents- helpers etc) have a responsibility to act in accordance with the schools 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.

5. Version 4 Review Nov 2026

## 1. Arrangements for the Supervision of Pupils.

### Opening Times

Pencalenick school will be open from: 08.40

Bude ARB 08.50

Brannel ARB 08.45

Falmouth ARB 08.45

Mt Charles ARB 08.45

Pencalenick school will close to pupils at: 15.00 when pupils are transferred to waiting transport

Bude ARB 15.00

Brannel ARB 15.15 (14.15 on Fridays)

Falmouth ARB 14.45

Mt Charles ARB 14.45

Pencalenick school Residential department will be open from :

15.00 to 08.55 daily for weekdays during term time only.

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

### Supervision arrangements

Supervision is in classrooms at the start of the day. Staffing is based on class and pupil needs. Minimum ratios are two adults per room but most are higher and variable according to pupil needs and activity dependent.

High and appropriate levels of supervision are expected at all times and in locations around the school site.

Pupils are taken from classrooms to transport providers at the front of the school at the beginning and end of each school day. No pupil is unsupervised at these times.

Pupils who are Boarding are collected from class bases at the end of the school day and returned the following morning.

If pupils are not collected at the end of the school day, contact with the transport provider is made in the first instance. Pupils will be supervised until alternative safe arrangements can be made. If we are unable to make contact with transport provider and/or parent, safeguarding protocols would be followed and contact made to MARU.

## After School Lettings

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

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## **2. First Aid**

### Assessment of Needs

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

Pencalenick First Aid at Work Qualified + CPR - 6

Emergency First Aid at Work – Outdoor+ Paediatric CPR - 2

Bude ARB - 6

Brannel ARB - 4

Falmouth ARB – 2

Mt Charles – 4

All staff have undertaken Epilepsy awareness training.

All class based staff are aware of pupils with specific health care needs.

### First Aid Co – Ordinator

The first aid co-ordinator is responsible for over-seeing the arrangements for first aid within the school. These duties include ensuring that:

A sufficient number of personnel are training in first aid procedures

Lists of trained first aiders are visible throughout the school

Dates of training and level of qualifications are retained and monitored

First aid qualifications are, and remain, current

The Head of Care regularly checks First Aid records for indications of recurrent or frequently reported types of injury. This is reported to our local governing body via the Head Teachers report.

### First Aiders

The first aiders listed 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 eg sports events, parents' evenings, school fund raising events.

First aid cover is not specifically provided for:

Contractors

Events organised by third parties.

First aiders are responsible for ensuring that the First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents.

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#### School Nurse

Pencalenick School does not have a school nurse on site. There is access to the school nursing provision to support pupils with specific issues such as Healthy eating, continence issues etc. The School Nursing service can also support Health promotion with pupils and can be used to deliver aspects of the PSHCE curriculum. Some pupils with specific conditions may have their own nurse related to that condition.

#### Treatment of Injuries

The school will rely on the knowledge and experience of its trained first aiders 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 paramedic attends.

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

In the case of pupil injuries, with the parents or legal Guardians.

#### Suspected Head, Neck and Spinal injuries.

In the event of a suspected head, neck or spinal injury to a pupil, an ambulance would be called immediately and parents contacted. Treatment should not be delayed by difficulties in contacting parents or Guardians, and a member of staff would accompany the pupil to hospital, leaving only when a parent or Guardian arrived.

#### 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 school will notify parents/guardians of any other significant injury by way of:

A telephone call

Records of notifications by telephone to parent/guardians will be recorded in the first aid logbook.

Parental communications are also recorded on Arbor

#### Escorting Pupils to Hospital

If it is necessary for a pupil to be taken to hospital, they will always be accompanied by a member of staff unless the pupils parent or Guardian is in attendance.

The member of staff will stay with the pupil until a parent or guardian arrives and responsibility is then transferred.

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### **3. Pupils with Medical Needs**

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

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

Please also read the Trust's policy 'Managing Medications in School'

#### Responsible Person

The Head Teacher, supported by the Head of Care, is responsible for ensuring that the arrangements below are effectively implemented and maintained.

#### Medicine in School

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

It is prescription medication which has been prescribed by a medical practitioner with written instructions for its use

It is non-prescription medication which has been provided by a parent/guardian with written instructions for its use and

Written parental consent has been given and medication is in the original packaging.

The school does not keep or dispense any other medication other than Salbutamol for use with the emergency Asthma kit.

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

All medication administered is recorded in the appropriate Medication Log books.

#### Self Management of Medication

In certain circumstances the school will allow pupils to manage their own medication. In each case this will be discussed with the parent/guardian and appropriate healthcare professionals. A robust risk assessment including evaluation of risk to the pupil and others through inappropriate use of the medication, loss of or failure to take the medication will be completed and must be agreed with and signed by the parents/guardians.

#### Emergency Asthma Kits

The school's procedure for managing the use of the emergency asthma kit is based on Department of Health guidance :

([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/350640/guidance\\_on\\_use\\_of\\_emergency\\_inhalers\\_in\\_schools\\_September\\_2014\\_3.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/350640/guidance_on_use_of_emergency_inhalers_in_schools_September_2014_3.pdf))

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

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

Diagnosed with asthma

Prescribed an inhaler as reliever medication

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

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

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

#### Storage of Medicine

Over the counter medications and rescue medications will be securely stored in lockable cupboards in Reception, prescription medicines and controlled medications are securely stored in the Care office.

Prescription medications for resident pupils are securely stored within the residential areas.

All ARB's have secure locked areas for storage of medicines

All medicines must be signed in to the appropriate Medicines Log.

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

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

#### Facilities for Medical Procedures

The First Aid room has been provided for any 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 pupils with medical needs. The responsible person will keep a record of all medical needs training.

#### Sharing of information

The Head of Care and the responsible person will ensure that relevant staff are made aware of any pupils medical condition. This will include, where appropriate,

Medical condition

Side effects of any medication

Signs and symptoms

Modifications and allowances

Emergency actions

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For the ARB's, the responsible person is the ARB lead teacher. In their absence this would be delegated to the most senior member of the team on site.

### Individual Health care plans

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

Healthcare plans will be reviewed if there is a 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 parents/carers.

### Risk Assessment

In addition to the Healthcare plan, the school will carry out an individual risk assessment for any pupil where the pupils medical needs introduce new risks to an activity or increase existing risks not covered within the healthcare plan. This may include, but not limited to, individual risk assessments for off-site activities, sporting activities and practical lessons.

Risk assessments for off-site activities will include consideration of:

Access to medication

Appropriate storage of medication

Staff training in the administration of medication

Emergency procedures

### Unacceptable practice

To prevent unacceptable practice the responsible person will ensure that:

Pupils have access to their medication at all times during the school day or during educational activities off site

Healthcare plans reflect the needs of the pupil and take into account the view of parents/carers and advice of healthcare professionals.

Every effort is made to ensure that pupils with medical needs are able to stay in school for normal school activities, including lunch, unless there is a specific reason detailed in their healthcare plan not to do so.

Pupils with medical needs are not penalised in their attendance record if their absences are related to their medical condition.

Arrangements for administering medication do not include the need for parents/carers to attend school.

Every effort is made to ensure that pupils with medical conditions are able to participate in every aspect of school life including off site activities, sporting events and practical lessons.

### Complaints

Parents/carers are encouraged to contact the responsible person or Tutor if they are concerned or dissatisfied with the support provided by the school for a pupil with medical needs.

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If concerns cannot be resolved, parents/carers can escalate their concerns to the Headteacher and also follow the schools Complaints procedures.

#### 4. Accidents /Incidents

##### Reporting Officers

The SLT have access and authority to report accidents and incidents.

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

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

The reporting officer will record using the systems below:

##### Accident/Incident reporting systems

This school records all significant accidents using the Cornwall Council Online Accident reporting system (AssessNet). A significant accident is:

Any accident or incident resulting in an injury to a member of staff. It must include all incidents where external medical advice is sought or required or where a member of staff is absent from school due to the injury.

Any incident resulting in an injury to a member of public

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

For the ARB's, this may be managed by the Host school if the Contractor is employed by them.

Any incident resulting in an injury to a pupil which was or may have been due to:

The condition or layout of the premises

The condition of any equipment being used

The level or lack of supervision

The level or quality of instruction provided

Any 'Dangerous Occurrence' as listed in the schedule in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Any Occupational Disease as listed in RIDDOR.

Further guidance on what should be reported is available on the Online system.

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

Any minor accident/incident which does not meet the above criteria will be recorded on the schools record systems.

The Pupil first aid Log is located in the Head of Care office

The Staff accident book is located in the Head of Care office.

Bude ARB - Office space

Brannel ARB - Therapy room

Falmouth ARB - In Teachers work space

Mt Charles ARB in Office space

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### Near Misses

Where an incident occurs which could have resulted in injury but didn't should be recorded in the Near Miss Log.

The Near Miss Log is kept in the First Aid room.

All Near Miss incidents are reviewed by the Head teacher and will be reviewed termly in order to identify areas of concern and develop action plans.

For ARB's, all Near Misses are recorded on CPOMS.

### Reporting Timescales

Pupils will report accidents/incidents to a member of staff straight away if possible or by the end of the day in which the accident/incident occurred.

Staff will report accidents/incidents to a reporting officer straight away if possible but on the same day as the event occurred at least.

Reporting officers will complete the online report where necessary usually within 48 hours or in all cases within 5 days.

### Accident/Incident Investigation

All incident reports will be reviewed by the Head of Care and/or Behaviour Lead prior to reporting to the Head teacher who will decide if an internal investigation is necessary. Investigation reports will be entered onto the on line Accident reporting system.

Significant incidents as determined by the above staff will be reported to the Health and Safety local Governor and the Trust Health and Safety Lead.

All reports submitted via the online accident reporting system are reviewed by the Health, Safety and Wellbeing Services team of Cornwall Council.

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

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## **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 school and other educational establishments can be used as the starting point for the evaluation. A prioritised plan for the delivery of training will be put in place where the evaluation identifies a need.

The CPD lead is responsible for carrying out the evaluation of training needs and presenting recommendations to the Head teacher and Governing body.

### Staff Responsibilities.

Staff must attend Health and Safety training provide by or arranged by the school.

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## **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. The Head teacher is responsible for managing the risk assessment process for education and the Head of Care is responsible for all site and premises risk assessments. Both will produce relevant reports for the Governing body.

Copies of risk assessments are available.

## Staff Responsibilities

All staff are required to support any risk assessment processes.

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

Class teachers/subject leads/educational visit leaders/ care team members are responsible for ensuring that risk assessments have been completed for all activities where there is a significant risk or which take place off site.

## 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 schools normal operating procedures.

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## **7.Fire**

### Fire Officer

The people responsible for organising the schools fire precautions are the Site Manager and Caretaker. The Caretaker will deputise when the Fire Officer is not present.

The Fire Officer is responsible for:

Ensuring the Fire alarm is tested weekly. At Pencalenick School this test takes place on Monday mornings prior to pupils arriving on site. The nature of the pupils disabilities and sensory needs is such that regularly sounding the alarm during the school day has a negative impact on their behaviour and well- being such that it disrupts learning for a period of time after the alarm. Pupils are aware of what the alarm sounds like. There are no other alarms in use thus pupils are aware that any alarm is the fire alarm and notice to evacuate.

The ARB's are included in the Host schools fire procedures

This includes Fire Marshall responsibilities.

Arranging a fire evacuation drill at the beginning of the academic year and at least once a term, half termly if practical and recording the significant results of the evacuation drills.

Feeding back the schools performance during the drills to management and any other relevant persons.

Ensuring that the Fire Log is kept up to date

Ensuring that a Fire Risk Assessment is carried out and periodically reviewed.

Reporting to the Head teacher on issues of significance.

### All Staff

All staff are responsible for ensuring that pupils and visitors evacuate the building in an orderly and timely manner in the event of the alarm sounding.

Staff are also responsible for ensuring that they:

Do not store combustible materials in escape routes or against sources of combustion

Do not leave fire doors wedged open when the room is unoccupied.

Do not misuse any equipment provided for fire safety

Report any defect provided for fire safety and report any fire hazards.

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### Fire Wardens

The school has identified fire wardens for areas of the school.

For the ARB's, the Host school provides Fire Wardens

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

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

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

Checking that their assigned areas have been evacuated if it is safe to do so

Supervising and directing pupils and staff to areas of safety

### Fire Fighting Equipment

Firefighting equipment has been positioned at appropriate stations across 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

See Appendices for Evacuation plan which includes:

Alarm system details including methods of raising the alarm

Exit routes

Assembly points

Signage

Contingency arrangements if a quick return to the building is prohibited

Arrangements for taking Registers

Arrangements for other people on site

Emergency Contacts

Arrangements for contacting the emergency services

Arrangements for liaising with the emergency services when they arrive on site

Arrangements for evacuating disabled people as per individual PEEP.

Arrangements for evacuation to a location off site

Arrangements for other emergency evacuation eg bomb threat, flooding

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## **8. Electricity**

### School owned portable appliances

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

When purchased, prior to use

Annually thereafter

All test certificates will be kept in the Caretakers office for the duration of the life of the appliance.

Occasionally, portable heaters are used by staff if heating systems are not operational. In areas where pupils are located, thermostat controlled radiators must be used. In Reception or areas where only staff are located, convector heaters may be used. Staff are aware of the need to ensure that heaters are not covered by any items e.g. clothing. Stickers to that effect are located on all heaters. The Caretaker/Site Manager are responsible for ensuring staff have turned all mobile heaters off at the end of the day

#### Personal and privately owned portable appliances

Personal items of electrical equipment may only be brought into school by prior agreement. Equipment must be given to the Caretaker to be tested prior to its use. All personal items of electrical equipment must only be used in conjunction with a residual current device.

#### Site Manager

The Site 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.

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

For ARB's, the Site Manager is responsible for ensuring all electrical equipment is tested upon purchase and at least annually thereafter.

For ARB's, the Host school is responsible for inspecting and maintaining fixed wiring.

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## **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.

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 (CLEAPPS).

A central copy of COSHH assessments is kept by the Site Manager.

### Staff Responsibilities

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

Staff shall inform the COSHH co-ordinator or Site Manager of any new hazardous substance purchased in order that an assessment is made prior to use.

### COSHH Coordinator/ Site Manager

The Site Manager is responsible for ensuring that before any new substance/chemical is used, a COSHH assessment has been completed.

This role is responsible for ensuring that COSHH assessments are seen and understood by those staff who are exposed to their use or 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 etc, where persons may be affected by their use on 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.

In the ARB's, the lead teacher is responsible for ensuring that COSHH assessments are undertaken and understood by all staff.

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## 10. Display Screen Equipment

### Workstation Assessment

The Site Manager is responsible for overseeing the assessment of all display screen equipment (DSE) used by people at work to ensure that it is suitable for the task and complies with legislation and the relevant British Standards. Pupil workstations are not included in this process.

### 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 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 this way more or less daily and

Have to transfer information quickly to or from the display screen equipment and

A requirement to apply high levels of attention and concentration, or are highly dependent on DSE or have little or no alternative means of completing the work/task.

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

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

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## 11. Lifting Equipment

Lifting equipment is usually defined as any plant certified for lifting either people or loads and this may include lifts, hoists, cranes, forklifts and pallet trucks etc. Lifting equipment can either be powered or driven by hand and may include the need for lifting accessories such as slings or chains.

Lifting equipment needs to meet the general needs of work equipment as laid out above but may additionally require specific maintenance, service or thorough examination/certification as well as being used in accordance with an appropriate risk based plan or safe system of work.

The Site Manager will ensure the appropriate systems and controls are in place and effective together with maintaining a register of lifting equipment. This currently only pertains to the platform lift in the main school building.

The person with responsibility for Moving and Handling as it pertains to pupils is responsible for ensuring appropriate systems and controls are in place and effective together with maintaining a register of servicing.

Lifting operations require specific planning. This school will ensure its risk assessments reflect this need and that all staff follow any information, training or instruction and report any defects or unsafe conditions.

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## 12. Manual Handling

Manual handling is defined as the supporting and transporting of a load by human effort and includes lifting, lowering, pushing, pulling or carrying.

The school ensures that the following applies:

That staff will avoid manual handling operations as far as is reasonably practical

That risk will be assessed in any manual handling operations that cannot be avoided

That appropriate equipment will be provided to minimise risk

### Arrangements

The Site Manager, caretakers and member of staff with responsibility for Moving and Handling in relation to pupils will ensure that manual handling risk assessments are completed for the relevant areas and appropriate people.

All staff will:

Make themselves aware of the contents of the relevant risk assessments or other instruction and follow any safe system of work

Not undertake a manual handling activity where a reasonable alternative exists.

Use mechanical aids where provided

Undertake any relevant training

Report any unsafe systems of work or incidents

Make the school aware of any personal or health issues which may affect manual handling capability

23. Version 4. Review date Nov 2026

### **13. Working at Height**

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury.

The school will ensure by its risk assessment process that work at height will be properly planned, supervised and carried out by competent people. This will include using the right type of equipment for working at height and observing the following hierarchy:

Avoid working at height where possible

Prevent falls occurring

Minimise the distance and/or consequences of a fall

This will be achieved by ensuring that generally work at height will be carried out by the Site Manager, Caretaker or specialist contractors using appropriate equipment.

Staff should contact the Site Manager or Caretaker in the first instance to discuss any work that needs to be undertaken at height eg putting up displays etc.

#### Arrangements

All staff will:

Make themselves aware of the contents of relevant risk assessments or other instruction and follow any safe system of work

Not undertake a work at height activity when a reasonable alternative exists.

Use appropriate equipment identified in the risk assessment

Undertake any required training

Report any incidents or unsafe systems at work.

24. Version 4. Review date Nov 2026

#### **14. Transport/Driving**

The school recognises that driving at work, whether for the purpose of individual transport or for the purpose of transporting pupils can be a significant safety issue. This will be managed using the schools risk assessment process and will consider:

The competency, training, fitness and health of drivers

The suitability, condition and fitted safety equipment of any vehicle used

The routes, time, distance, weather conditions and individual needs of the pupils being transported at the time.

Insurance cover

Staff required to drive at work will:

Only drive for work with the schools' consent and following any rules, advice, information and training

Hold the required class of valid driving licence and declare any driving convictions

Have business use insurance cover if using their own vehicle

Not be under the influence of drink or drugs including prescription medication

Stop after any road traffic collision

Ensure completion of the vehicle safety check document is completed prior to driving any school vehicle.

25. Version 4. Review date Nov 2026

## 15. Work Equipment

The Site Manager and Caretaker are responsible for overseeing the purchase of all work equipment with admin ordering support from the admin team where necessary.

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 storage of the equipment

Maintenance requirements (contracts and repairs)

Training and the use of the equipment

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

26. Version 4. Review date Nov 2026

## 16. Noise and Vibration

Power tools and other equipment or machinery can give rise to harmful levels of noise and/or vibration.

The school will ensure by its risk assessment process that users of any equipment likely to cause excessive noise or vibration have carried out an appropriate risk assessment mindful of the legislative limits.

This information currently pertains to the Site Manager and Caretaker using power tools and equipment.

The school does not have a Design Technology department which uses power tools or equipment which would require consideration of noise or vibration.

When issued with Personal Protective Equipment, staff are required to wear it correctly.

Staff must take all reasonable precautions to ensure that equipment including personal protective equipment is stored and maintained properly.

27. Version 4. Review date Nov 2026

## **17. Management of Contractors**

The Site Manger is responsible for overseeing the management of all contractors on site. For ARB's, where the work is contracted and undertaken by, or on behalf of the Host school the supervision will be undertaken by their site supervisor and team.

### 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 or experience

Assessment of the risks associated with the work

A safe scheme of work

Appropriate management of their work

Appropriate vetting procedures for their employees where appropriate

Appropriate employers and public insurance

### Management of Contractors

Supervision of contractors will, to an extent, depend on the type of work being carried out and may require a permit to work.

New contractors or contractors visiting the site on a one off basis will be directly supervised by a member of staff for the duration of their visit.

Term contractors or regular contractors to the site will only be allowed unsupervised access following appropriate checks and Letters of Assurance from employers.

Permits to work must be in place where necessary

All contractors will be required to carry easily visible I.D and required to formally Log In to the site.

Direct supervision will not be necessary where the area of work is physically separate from the school e.g. on-site construction.

### Construction Works

For all construction works, other than minor maintenance, 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.

28. Version 4. Review date Nov 2026

## **18. Personal Protective Equipment**

### Responsibilities

Personal Protective Equipment (PPE) will be supplied to control hazards only 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 the 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 pupils or staff.

### Purchase and Storage of PPE

The Site Manager, Caretaker, catering manager, ARB Lead teachers and Science teachers are responsible for the purchase of PPE ensuring that it is of the correct type, is

suitable for the purpose and of the correct size that the fit is comfortable for the wearer and takes account of any health or medical conditions.

In addition, the Site Manager, Caretaker, Catering Manager and Science teachers will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE.

### Staff and Pupil Responsibilities

When issued with PPE, all staff and pupils are required to wear it correctly for the task for which it has been given.

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

29. Version 4. Review date Nov 2026

## **19. Working Alone**

It is recognised that from time to time, it may be necessary for school staff to work in situations or locations which are remote from other members of staff. This will include staff working in the evenings, weekends or during holiday periods 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 to control these risks is kept by the Site Manager.

Any staff wishing to work outside normal school hours must have prior agreement /permission from the Head teacher and/or Site Manager or a member of the senior leadership team.

Online safety guidance can be seen on the remote learning policy.

### School Security

The Site Manager or caretaker & cleaners are the appointed persons who are responsible for the security of the site at the end of the day by ensuring that all doors and windows are closed and secured.

The Site Manager and caretaker are responsible for carrying out checks of the premises during holiday periods.

### School Staff/Governors Responding to Call Outs

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

The Head of Care/Site Manager and caretaker are the schools nominated representatives who will respond in an out of hours call out. Chubb Security are the emergency monitoring out of hours service.

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

### Call out Arrangements

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

30. Version 4. Review date Nov 2026

The following are viewed as acceptable call out arrangements:

#### Police Attendance

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

#### Security Firm Personnel Attendance

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

Or

#### Two persons attend

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

Or

#### Lone Person Attends

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

The 1<sup>st</sup> attendee should normally contact the 2<sup>nd</sup> attendee on arrival at site, at regular intervals whilst on site, when leaving the site and when arriving safely home.

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

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

A copy of the procedures introduced to control these risks will be kept by the Site Manager.

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## **20. 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, pupils 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 pupils will be dealt with using the schools internal disciplinary procedures which may include police involvement where appropriate.

### Violence Towards Visitors

Violence towards visitors will be reported to the police.

#### Violence Towards Pupils

Violence between pupils will normally be dealt with using the schools internal disciplinary procedures which may include police involvement where appropriate.

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

#### Responsible Person

The Head teacher 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 Serious Incident Log in the first instance and the Online Accident Reporting System if appropriate.

#### Team Teach

Team Teach is a training package for staff utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation. Within this school and ARB's there are staff that are trained in Team Teach techniques.

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### **Appendix 1 – Roles and Responsibilities w/e Nov 24/11/26**

#### Trust Director

Guy Chappell

#### Trust Health and Safety Lead

John Rail  
Head teacher

Joe McGovern

Site Manager

Howard Jones

Chair of Local Governors

Stewart Defriend

Health and Safety Local Governor

Tariq Karim

Caretaker

Pete Barratt

First Aid Coordinator

Andy Beckett (equipment and boxes)  
Andy Beckett/Lorraine Faulkner (training)  
For ARB's – Lead teacher

School Nurse

N/A

Moving and Handling Leads

Pencalenick - Natalie Thomas  
Brannel - Claire Moulton  
Bude – Rachel Slater  
Mt Charles - Paula Meares  
ARB SLT Monitoring – Lorraine Faulkner

Fire Wardens

Howard Jones	Caretaker	Zoe Boyd
Lorraine Faulkner	Charlie Shave	Ali Russell
Jodie Watkins-Young	Joe McGovern	

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