



<b>Policy Title</b>	<b>Health and Safety Policy</b>
<b>Author</b>	<b>Lois Horne</b>
<b>Linked to (<i>and should be applied in conjunction with</i>) the College's policies on:</b>	<b>Educational Visits E safety Behaviour for Learning (Reasonable Force Section) Staff Security</b>

### Equality Impact Assessment

The EIA has not identified any potential for discrimination or adverse impact and all opportunities to promote equality have been taken.*	✓
The EIA has not identified any conflict with the College's co-operative values.	✓
Adjust the policy to remove barriers identified by the EIA or better promote equality.	✓

\*Inclusive of protected characteristics

<b>Provenance</b>	<b>Date</b>
SLT	<b>21/7/15</b>
Staff Consultation	<b>21/7/15</b>
Governors' Committee	<b>23/6/15</b>
Full Governors' Meeting	<b>24/11/16</b>
Reviewed	<b>June 2016</b>

Self Help   Self Responsibility   Equality   Equity   Democracy   Solidarity  
Social Responsibility   Honesty   Openness   Caring for others

# HEALTH AND SAFETY POLICY

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# Helston Community College

## 1. Statement of Health and Safety Policy

### Helston Community College

1. recognises its legal and moral responsibilities to persons who may be adversely affected by College 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 the activities of the College. The College will seek to ensure that its legal duties and policy objectives are complied with at all times
3. will ensure all foreseeable risks associated with the College's activities will be identified and removed or controlled through a process of risk assessment and management
4. will ensure that all employees will be given such information, instruction and training as may be necessary to enable the safe performance of their duties
5. will seek to inform students' parents or carers of any health and safety issues relevant to their child or children
6. have detailed arrangements for health, safety and welfare in the organisation and arrangements associated with this policy statement
7. will ensure, as far as is reasonably practical, that this policy and supporting documents are kept up-to-date. A formal review and re-adoption of this policy will be carried out by no later than June 2018.

Approved and adopted by the Governors of Helston Community College:

**Mr Chris Webb**  
Chair of Governors

**Mrs Donna Bryant**  
Head Teacher

On:

## **2. Responsibilities**

It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare in the College. The individuals and groups identified below are expected to have read and understood the College's policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them.

The employer in this College is the Governing Body. The employer has the ultimate responsibility and must ensure that there are arrangements in place for the health, safety and welfare of students, staff, visitors and contractors.

### **2.1 Governors**

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

The Governors have appointed a Health and Safety Governor to receive information, monitor the implementation policies, procedures and decisions and feedback to the Governing Body on health, safety and welfare issues.

The Safety Governor is Mr Alan Horne.

The Health and Safety Governor will make termly visits to the College to check on any areas of weakness and provide a report to the Full Governing Body.

### **2.2 Health and Safety Committee**

The Health and Safety Committee will meet at least termly and membership will comprise:

- Head Teacher
- Health and Safety Governor
- Business Manager
- Site Supervisor
- College Nurse
- Heads of Faculty as required, or representative
- Union representative
- Other staff members as required

### **2.3 Head Teacher**

The Head Teacher has responsibility for:-

- Day-to-day management of all health and safety matters in the College in accordance with the health and safety policy
- Ensuring that regular health, safety and welfare inspections are carried out
- Submitting regular health, safety and welfare inspection reports to Governors and/or the LA
- Ensuring 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 College Health and Safety Committee
- Identifying and facilitating staff training needs
- Liaising with Governors and/or the LA on policy issues and any problems in implementing the Health and 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 and safety 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
- Taking action where any contractor is found to be working in a manner which is considered to be unsafe.

Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff (e.g. the College's "Safety Manager"). The Site Supervisor and the Health & Safety Governor will carry out the inspections each term. In this College the following functions have been delegated to:

<b><u>Function</u></b>	<b><u>Delegated to:</u></b>
Day to day health, safety and welfare management	Business Manager
Regular inspections	Site Supervisor
Accident investigations	Site Supervisor
Chairing Health and Safety Committee	Health and Safety Governor
Employee training needs	Site Supervisor
Contractor Management	Site Supervisor

## **2.4 Competent Health and Safety Advice**

The College recognises that it must have access to competent health and safety advice. The College's competent advisors are the Health, Safety and Welfare Team, Cornwall Council.

## **2.5 Senior Leadership and Heads of Faculty**

Senior Leadership staff and Faculty Heads have responsibilities for:-

- Day-to-day management of health, safety and welfare in accordance with the Health and Safety Policy
- Drawing up and reviewing Faculty 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 staff training, information and instruction
- Passing on health, safety and welfare information received to appropriate people
- Acting on reports from staff, the Head Teacher, the LA or Governors.

## **2.6 All Employees and Students**

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

- Ensuring that students are aware of risk and behave appropriately
- Checking classrooms/work areas are safe

- Checking equipment is safe before use;
- Ensuring safe procedures are followed
- Ensuring protective equipment is used, when needed
- Participating in inspections and the Health and Safety Committee, if appropriate
- Bringing problems to the relevant manager's attention.

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

In relation to these general responsibilities, a Health and Safety file is kept in each Faculty area, the Business Manager's Office, the Site Supervisor's Office and North and South Site Receptions, which includes the Health & Safety Policy, fire evacuation procedure, risk assessment for general classrooms. Every classroom displays an evacuation route map, fire evacuation notice and first aid notice.

All students are also expected to act in a responsible manner and comply with all health and safety procedures and instructions from staff.

## **2.7 Volunteers**

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the College's policies and procedures for health and safety, 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 teacher.

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

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

### **3.1 Arrangements for Supervision of Students**

#### **Opening Times**

Students are expected to be in College between 8.30am and 3.15pm on weekdays during term times. Students should not arrive on site prior to 8.00am from which time the North Site canteen is open. After College clubs and activities are supervised by staff or volunteers acting on the instructions of staff until 5.00pm. Minibuses are available for students attending these activities to take them home. Students are not allowed on site outside these times, unless attending arranged enrichment/intervention activities.

College buses arrive after the majority of staff are on site and depart before most College staff leave. The north site car park is closed between 3.00pm and 3.25pm to prevent traffic movement for the safety of the students going to the bus park.

For the added protection of students and staff, the College also operates a closed circuit television system.

#### **Supervision arrangements**

At break and lunchtimes, the College operates a supervision system including a staff duty rota, Lunchtime Supervisors and Post 16 students, and the Senior Leadership Team. Teaching staff are on duty before College starts, at break times and as the College closes. An annual duty rota and zoned map is drawn up and distributed.

Years 7 and 8 have designated outside play areas on South Site which are supervised at break and lunchtimes on a rota basis.

Years 9 and 10 have designated areas on North Site.

Year 11 have a designated Common Room and are responsible for ensuring this is kept in an appropriate manner.

Years 12 and 13 (Post 16) have their own area in the Post 16 Centre and are responsible for ensuring this is kept in an appropriate manner.

On the occasion of inclement weather, designated rooms are allocated for year groups to use.

Students who miss their bus or lifts are to report to Reception for help and support regarding their safe return home.

During school holidays, the College will remain open during normal office hours, staffed by some administration and site staff. Students are not permitted to enter the buildings without being accompanied by a member of staff or authorised adult.

Any ex-students wishing to visit the College must make formal arrangements with a member of staff prior to the visit and sign in at Reception.

The Assistant Headteacher (Teaching and Learning) has responsibility for visits. All foreign trips are approved by Governors.

### **After School Lettings**

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

## **3.2 First Aid**

### **3.2.1 Assessment of Needs**

The College will ensure that we have the appropriate number of trained staff with first aid qualifications.

### **3.2.2 First Aid Co-ordinator**

The College Nurse is responsible for overseeing the arrangements for first aid within the College. Her duties include ensuring that:-

- first aid equipment is available at strategic points in the College (see attached list/plan)
- the correct level of first aid equipment is maintained in each first aid kit
- a sufficient number of personnel are trained in first aid procedures (see attached list)
- first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years)
- First Aid kits are available to be booked for field trips and excursions.

The College Nurse will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

### **3.2.3 First Aiders**

The first aiders will provide first aid treatment for anyone injured on site during the College day. They will also provide, as appropriate, first aid cover for

- trips and visits, as deemed necessary by the Education Visits Co-ordinator (Assistant Headteacher (Teaching and Learning))
- extra-curricular activities organised by the College (e.g. sports events, after school clubs, parent's evenings, College-organised fund raising events, etc.) as deemed necessary by the organisers of the events.

First aid cover is **not** provided for:-

- contractors
- events organised by third parties (fetes, evening clubs, etc)

First aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents Section).

### **3.2.4 Treatment of Injuries**

The College will rely on the knowledge and experience of its trained first aiders or advice sought from the College Nurse in order to administer appropriate treatment to injured persons.

In emergency situations, the first aider will contact the College Nurse (or will instruct another member of staff) to call 999 and request that an ambulance and paramedics attend.

Other persons finding themselves responsible for a casualty should, if at all possible, contact the College Nurse or Reception to call an ambulance.

The person making the call to reception or the emergency services should provide the following information:

1. their own name and location, with a contact telephone number
2. the name and location of the casualty
3. the nature of the injury or condition of the casualty
4. a brief description of any significant detail, e.g. fall from height, head injury, ingestion of poison, dangerous situation).

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

**NHS DIRECT                      0845 4647**

and, in the case of student injuries, with the parents or legal carers. Reception must be kept informed at all times as parents/carers and emergency services will make further enquiries via Reception.

If the injury takes place during a trip off site, the visit leader should contact the emergency services (if necessary). S/he will contact the nominated emergency contact for the trip or Reception, who will contact the parent/carer. The visit leader's main responsibility is to care for the casualty and ensure the safety of the rest of the party.

### **3.2.5 Suspected head, neck and spinal injuries to students**

In the event of a suspected head, neck or spinal injury to a student it is the policy of this College, in addition to the normal first aid procedures, that the student's parent/carer is contacted and informed of the injury.

The attending first aider, in consultation with the parent/carer, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/carer.

In any case, where there is doubt about the student's wellbeing, the first aider is expected to contact NHS Direct for advice or phone for an ambulance as described above.

All head injuries are recorded in the appropriate log and parents/carers advised to monitor the student's wellbeing for the next 12 hours.

### **3.2.6 Other Significant Injuries**

Any other serious injury will be notified to the parents/legal carer by the quickest means possible (normally by phone).

In addition to the procedures above, the College will notify parents/legal carers of any other significant injury by way of

- Always a telephone call
- A letter (head injury)

Records of notification by telephone to parents will be kept by the College Nurse. Copies of written notification are held in the Medical Centre.

### **3.2.7 Escorting Students to Hospital**

When it is necessary for a student to be taken to hospital, they will be accompanied by a member of staff – unless the student’s parent or carer is in attendance.

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

The member of staff will stay with the student until a parent or carer arrives and responsibility is “handed over”.

## **4. Medicines in School**

### **4.1 Storing and Dispensing**

The College recognises that some students will, at some point, require medication during the school day or on organised College activities. The College follows Council and DfE guidance on managing medicines in schools and early years’ settings ([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306952/statutory\\_guidance\\_on\\_supporting\\_pupils\\_at\\_school\\_with\\_medical\\_conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf))

The College will dispense medication to students as long as:

- it is prescription medicine which has been prescribed by a medical practitioner with written instructions for its use, or
- it is non-prescription medication which has been supplied by a parent or carer with written instructions for its use

The College does not keep or dispense any other medication other than salbutamol for use with the emergency asthma kit.

All requests for the dispensing of medication must be accompanied by a consent form completed, signed and dated by the student’s parent or carer.

The College Nurse is responsible for receiving medicines, checking consent and dose information, checking “use-by” dates and dispensing medication.

The Assistant Headteacher/SENCO will deputise where necessary.

All medication will be kept in the Medical Room in a locked cupboard or fridge and in the conditions required by the medication supplier.

Medication may only be dispensed by the College Nurse. A record will be kept of all medication dispensed (see below).

Medication for personal use by members of staff must also be kept in a secure location. e.g. handbags, etc containing such items must be locked away and not be left in the classroom where students could gain access to them.

### **4.2 Medical Log**

Consent forms will be kept in the Medical Log and will be kept for the duration of the student’s attendance at the College.

The Medical Log will also contain a log of medications dispensed which will include:-

- name of student
- name of medication
- “use-by” date
- dose
- time
- date
- signature of dispenser
- comments/reactions

### **4.3 Emergency Asthma Kits**

The College's procedures for managing the use of the emergency asthma kit are based on Department of Health guidance:

[https://www.gov.uk/uploads/system/uploads/attachment\\_data/file/3050640/guidance\\_on\\_use\\_of\\_emergency\\_inhalers\\_in\\_schools\\_September\\_2014.pdf](https://www.gov.uk/uploads/system/uploads/attachment_data/file/3050640/guidance_on_use_of_emergency_inhalers_in_schools_September_2014.pdf)

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 students who have been

- diagnosed with asthma and prescribed an inhaler OR
- prescribed an inhaler as reliever medication

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

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

### **4.4 Self-management of Medication**

In certain circumstances, the College will allow students to manage their own medication. In each case this will be discussed with the parent/carer and appropriate health professionals and an assessment of risk will be completed.

The assessment of risk will include an evaluation of the risk to the student and others through inappropriate use of the medication, loss of the medication or failure to take the medication.

Post 16 students are permitted to bring off the counter medication to College if necessary, but it must be kept securely and must not be shared with anyone else.

### **4.5 Facilities for Medical Procedures**

The College has provided a suitable place for the dispensing/application of medicines in the College Bungalow. Where necessary, arrangements have been made for students with particular conditions and these are detailed in individual care-plans. This is where the College Nurse is based.

### **4.6 Off-site Activities**

The College has a policy and procedure for off-site activities which includes the assessment of medical needs of all involved in the trip. Please refer to the Educational Visits Policy and Procedures.

## **5. Accidents/Incidents**

### **5.1 Reporting Officers**

The College Nurse is the Reporting Officer and responsible for the logging and upkeep of the On-Line Accident Report. In her absence, this role will be fulfilled by Reception.

Staff are required to report all accidents/incidents to the Reporting Officer within a reasonable timescale.

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

The Reporting Officer will record all incidents using the systems below.

### **5.2 Accident/Incident Reporting Systems**

The College records all significant accidents and incidents using the Cornwall Council Online Accident Reporting System. A significant accident is:-

- any incident resulting in an injury to a member of staff
- any incident resulting in an injury to a visiting member of the public
- any incident resulting in an injury to a contractor on the College site

- any incident resulting in an injury to a student which was (or might be) due to:
  - the condition or layout of the premises or facilities
  - the condition of any equipment in use
  - the level or lack of supervision
  - the level or quality of instruction or training provided
- any “Dangerous Occurrences” as listed in the schedule to the reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- any “Occupational Diseases” as listed in RIDDOR

Further guidance on what should be reported is available through the online system or the School messenger website.

The Online Accident Reporting System will automatically forward a report to the Health and Safety Executive where the description of the accident/incident meets the criteria set out in RIDDOR.

Any minor accident/incident which does not meet the above criteria will be recorded in the College’s Incident Log.

### **5.3 Near Misses**

Where an incident occurs which could have resulted in injury (but did not), a record will be kept in a Near Miss Log.

The Near Miss Log is kept by the Site Supervisor.

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

### **5.4 Reporting Timescales**

Students will report accidents/incidents to a member of staff straight away if possible and in any case on the same day as the incident.

Staff will report accidents/incidents to the Reporting Officer straight away if possible and in any case on the same day as the incident.

The Reporting Officer will complete the online report usually within 48 hours and in any case within 7 days.

### **5.5 Accident investigation**

All accident reports will be seen by the Business Manager who will decide if an investigation is necessary. Investigation reports will be entered onto the On-Line Accident Reporting System. Significant incidents will be reported to the Head Teacher and the Health and Safety Governor.

All on-line reports submitted via the Online Accident Reporting System are reviewed by the Health Safety and Wellbeing Services Team of Cornwall Council. If deemed necessary, the Health Safety and Wellbeing Services Team will carry out an independent investigation of the accident/incident.

## **6. Training**

### **6.1 Identification of Training Needs**

The College will carry out an evaluation of the health and safety training needs of staff. The Cornwall Council Training Matrix for Schools and Other Educational Establishments will be used as the starting point of this evaluation.

A prioritised plan for delivery of training will be put in place where the evaluation identifies a need.

The College uses SMARTLOG to assist in fire awareness and safety training for staff.

The Site Supervisor is responsible for carrying out the evaluation of training needs and presenting recommendations to the Health and Safety Committee.

## **6.2 Staff Responsibilities**

Staff must attend health and safety training provided by the College.

## **7. Risk Assessment**

### **7.1 Risk Assessment**

The College 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.

### **7.2 Risk Assessment Process**

The College will carry out risk assessments for all activities using the European Education Consultants Risk Assessment Software (EECLIVE Risk Management Software).

The Business Manager and Site Supervisor are responsible for managing the risk assessment process and producing relevant reports for the Head Teacher and the Governors.

Copies of risk assessments are available from the Site Supervisor or on the EEC Risk Assessment software.

### **7.3 Staff Responsibilities**

All staff are required to support the risk assessment process.

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

Heads of Faculty are responsible for ensuring that the appropriate risk assessments are carried out for their specialist areas, where there is a significant risk.

### **7.4 Safe Working Procedures**

Risk assessments will be used to develop safe working procedures which must be followed by all staff. These safe working procedures will form the basis of the College's normal operating procedures. Copies of safe working procedures will be kept in the Health and Safety files.

## **8. Fire**

### **8.1 Fire officer**

The person responsible for organising the College's fire precautions is the Site Supervisor.

In his absence, the Business Manager will fulfil this role.

The fire officer is responsible for:

- Arranging a fire evacuation drill at the beginning of the academic year and at least once every term (once per half-term where practical)
- Recording the significant results of the fire evacuation drills
- Ensuring that a fire risk assessment is carried out and kept up to date
- Ensuring that the Fire Log is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)
- Reporting to the Head Teacher on issues of significance.

### **8.2 All Staff**

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

Staff are also responsible for ensuring that they:

- Do not store combustible materials in escape routes or against sources of combustion
- Do not leave fire doors wedged open

- Do not misuse any equipment provided for fire safety
- Report any defect in equipment provided for fire safety
- Report any fire hazard.

### **8.3 Fire Fighting Equipment**

Firefighting equipment has been positioned at appropriate positions around the site.

In accordance with the Regulatory Reform (Fire Safety) Order a number of staff have been given training in the use of firefighting equipment.

### **8.4 Evacuation and Registration Procedures**

The College's evacuation plans are attached. Plans of the College detailing fire evacuation routes are displayed in each classroom.

- Each teacher is responsible for ensuring they take registers to the Fire Assembly points. Duplicates are held by Reception
- Staff registers will be taken by the secretary responsible for Cover to the Fire Assembly Point on North Site
- Reception staff will ensure that the log of staff/students, who have signed out of College, is available
- Reception staff will ensure a list of visitors and contractors is available to check
- Reception will contact the emergency services
- Site Supervisor will ensure all disabled people are safely evacuated. Personal evacuation plans are provided for all disabled persons. Evacuation chairs are placed at required access/refuge points for all disabled students with individual evacuation plans. Every disabled person requires a personal emergency evacuation plan, a copy of which should be provided to the Site Supervisor
- In the event of a need to evacuate North Site, all staff and students will re-locate to South Site and vice versa.

## **9. Electricity**

### **9.1 Testing**

The College will undertake to inspect and test all portable electrical appliances by a competent person at least once per year.

The College has arranged for these tests to be carried out by the site team. All test certificates will be kept in the P.A.T folder and the fire log for the duration of the life of the appliance, which is held by the Site Supervisor.

### **9.2 Personal Items of Equipment**

Personal items of electrical equipment should not normally be brought into College for use by staff or students.

If a personal item is required to be used in school for a one-off type event then permission must be sought from the Business Manager and the equipment must have a current portable appliance certificate and be used with a residual current device.

Where possible, rechargeable battery type pieces of electrical equipment should be used.

### **9.3 Co-ordinator**

The Site Supervisor and site team are responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

The Site Supervisor is also responsible for ensuring that a whole College fixed wiring inspection is carried out every 5 years.

## **9.4 All Staff**

All staff will visually inspect electrical equipment before use for obvious defects.

Defective equipment will not be used and will be reported to the Site Supervisor for repair/replacement. Repaired equipment must be re-tested before use.

## **10. The Control of Hazardous Substances**

### **10.1 Hazard Assessment**

All substances which may be considered hazardous to health under the Control of Substances Hazardous to Health (COSHH) Regulations have been assessed using the Cornwall Council's COSHH Assessment Process.

The exception to this is for substances and preparations used in Science – these substances and preparations are used in accordance with the Hazcards provided by the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS).

A central copy of COSHH assessments is kept by the Site Supervisor and are available in the COSHH file from the Site Supervisor. They have also been issued to the Heads of Faculty where relevant.

### **10.2 Staff responsibilities**

Staff must not use any potentially hazardous substance without having first read the COSHH assessment (or Hazcard in Science).

Staff must inform the COSHH Co-ordinator of any new hazardous substance purchased in order that an assessment can be made prior to use.

### **10.3 COSHH Co-ordinator**

The Heads of Faculty for Science and Design Technology are responsible for ensuring that, before use, all substances/chemicals have a current COSHH assessment obtained from the Council, via the Site Supervisor.

The Site Supervisor as co-ordinator is responsible for ensuring that COSHH assessments are seen and understood by those staff exposed to the product/substance and are kept updated. The COSHH file must also be kept up-to-date.

The Site Supervisor is responsible for ensuring that COSHH assessments are also obtained from contractors on site (both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc) where persons may be affected by their use on site or the storage of such substances / materials may need to be controlled.

In addition, any hazardous substances / materials being used by artists, crafters, etc. must have appropriate COSHH assessments before being used in the College.

## **11. Work Equipment**

The Business Manager and Site Supervisor will be responsible for overseeing the purchase of all work equipment.

All work equipment must be purchased from a reputable supplier for the type of equipment that is required.

Before purchase consideration must be given to

- the installation requirements
- the suitability for purpose
- the positioning and or the storage of the equipment
- maintenance requirements (contracts & repairs)
- training and use of the equipment.

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

## **12. Personal Protective Equipment**

### **12.1 College Responsibilities**

Personal protective equipment (PPE) must be supplied to control a hazard only as a last resort, i.e. where the hazard cannot be reduced to an acceptable level of risk by other means.

Where provided, the College has a duty to ensure that PPE is used effectively. Managers will be expected to monitor the use of PPE and enforce its use where necessary.

### **12.2 Assessment of need**

The need for PPE will be determined during the Risk or COSHH Assessment process.

Where identified as necessary, PPE will be supplied to staff or students without cost.

Examples – eye protection, hearing protection, gloves, high visibility wear, helmets, footwear.

### **12.3 Purchase and Storage of PPE**

PPE will be made available ensuring that it is of the correct type, is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer and takes account of any health or medical conditions. (Where specialist PPE is required we will refer to Health & Safety Services for advice).

In the case of all site staff, this will be the responsibility of the Site Supervisor. The relevant Head of Faculty will be responsible for students and staff.

In addition, these people will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE. (Replacement PPE must be readily available at all times)

### **12.4 Responsibilities**

When issued with PPE, persons are required to wear it at all times where identified by Risk/ COSHH assessments, keep it clean, store it correctly and report any faults so that replacements can be provided.

## **13. Working Alone**

It is recognised that, from time to time, it may be necessary for College employees to work in situations or locations which are remote from other members of staff. This will include members of staff working in the evenings, weekends or during the holiday in the College on their own.

In such circumstances, the College will assess the risk to these individuals using the EEC Risk Assessment Software and will introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be kept in the **Health and Safety file**. In all cases the member of staff will be expected to notify a member of the site team, on arrival on site and again on leaving to ensure that the site is secure.

Any staff wishing to work outside normal College hours must have prior agreement/permission from the Head Teacher, Business Manager or the Site Supervisor and must have due regard for their own personal safety. It is not general practice to allow a single member of staff on site without a member of the site staff or Senior Leadership Team present on site.

## **14. Moving and Handling**

Equipment and items will on occasion require moving or lifting. Ideally this should be undertaken by the site team or IT technicians who are qualified to undertake these tasks. Staff who are required to do this on a more regular basis as part of their role must undertake training.

A risk assessment is available for more general reference by staff.

## 15. Working at Height

There will be occasions when teaching and support staff need to work above ground height. A generic risk assessment and code of practice safety guidance is contained in the Health and Safety folder in each faculty. The use of short steps or kick stools is allowed with reference to the above guidance.

The use of tall steps, ladders and scaffold towers is allowed **only** when the user has been trained to the industry standard.

## 16. College Security

The duty caretaker is the appointed person who is responsible for the security of the College at the end of the day by ensuring that doors, windows, skylights etc are secured.

**Kestrel Guards Ltd** is also responsible for carrying out checks of the premises out of College hours and during the school holidays.

### 16.1 Call Out Arrangements

Staff nominated as out of hour's key holders are sometimes required to attend the site following the activation of an alarm. A regularly updated list of key holders is held by the Business Manager and Cornwall Council.

When they are called out, they will not know what situation they will find and consequently systems need to be established which reduce the potential for them to be harmed.

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

The Site Supervisor and the Deputy Site Supervisor are the College's nominated representatives who will respond to an out-of-hours call out. The Site Supervisor is responsible for arranging that checks of the premises and general College and grounds security are carried out routinely both during term time and the holidays. Any maintenance or improvement works will be discussed with the Business Manager for proposal and approval.

The College has call out arrangements that will reduce the possibility of injury to staff and which ensures that if an incident occurs support will be provided.

#### a) Police Attendance –

Police only attend when requested.

#### b) Security Firm Personnel Attending –

The College has a contract with Kestrel Guards who will patrol around College and contact the Site Supervisor and the Deputy Site Supervisor if needed.

#### c) Nominated person attends –

The duty caretaker should normally call (07749 282848) on arrival at site, at regular intervals whilst on site, when leaving site and when arriving safely at home.

An employee should not enter a building alone unless there is an urgent and important need to do so before assistance arrives.

**No employee is expected to enter a building where it is believed that there is a significant risk.**

A copy of the procedures introduced to control these risks will be kept in the Site Supervisor's office.

Following an event, the risk assessment should be reviewed and further control measures implemented if appropriate.

## **17. Violence**

### **17.1 Zero Tolerance**

Violence is not tolerated in this College. Action and the appropriate sanctions will be taken against the perpetrator of any violence towards staff, students or visitors to this College.

All staff, students and visitors have a responsibility to ensure that all are treated with dignity and respect and seek to avoid violence. The College has a Staff Security Policy and Guidance, which is in line with the County Violence at Work Policy.

### **17.2 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 will be dealt with using the College's internal disciplinary procedures (which may include police involvement if appropriate).

### **17.3 Violence towards Visitors**

Violence towards visitors will be reported to the police.

### **17.4 Violence towards Students**

Violence between students will normally be dealt with using the College's internal disciplinary procedures (which may include police involvement if appropriate).

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

### **17.5 Responsible Person**

The Assistant Headteacher, Community 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 verbal and physical abuse are recorded using the Online Accident Reporting System

The College has a Behaviour for Learning Policy (including a Reasonable Force Section), which is available on the College intranet.