



# Health and Safety Arrangements

To be read in conjunction with the Health and Safety Policy Statement and  
Organisation

Crofty MAT offices

Garras Primary School

Godolphin Primary School

Halwin Primary School

Illogan School

Lanner School

Par Eglos Primary School

Pencoys Primary School

Pennoweth School

Porthleven Primary School

Portreath Primary School

Rosemellin Primary School

Roskear School

Sithney Primary School

Trannack Primary School

Treloweth Primary School

Weeth Primary School

## Contents

Accidents/Incidents & Near Misses	3
Asbestos	4
Contractors	4
COSHH (Control of Substances Hazardous to Health)	6
Display Screen Equipment	6
Driving at work	6
Educational visits and trips	7
Electricity	7
Enforcement of Health and Safety	7
Evacuation and bomb/terrorist threats	8
Fire	8
First Aid	8
Gas	9
Gym and play equipment	10
Health and safety monitoring	10
Information for pupils, visitors, contractors and volunteers	10
Legionella	10
Lone Working	10
Manual Handling	11
Medicines	11
New and expectant mothers	12
Radon	13
Risk Assessments	13
Security	13
Smoking, drugs and alcohol	14
Supervision of Students	14
Training	14
Violence & Aggression	14
Work Equipment	15
Working at Height	15

## **Accidents/Incidents & Near Misses**

In line with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) each school within the Trust will ensure it has local systems in place by which to report and analyse accidents/incidents and near misses that occur as a result of its activities or operations.

The school will report accidents/incidents that involve staff, members of the public, contractors and pupils.

### Reporting Systems & Timelines

Schools within the Trust will use the AssessNET as its accident/incident and near miss reporting platform.

Each school will nominate Reporting Officers who will have access and authority to report accidents/incidents and near misses.

Reporting Officers will be listed as a school specific addendum to the main Trust Safety Policy Document.

### Reporting Officers responsibilities

Staff nominated as Reporting Officers will

- Ensure they undertake training in the use of AssessNET
- Ensure they report incidents/accidents/near misses within the allotted time scales
- Ensure they attach any relevant documentation to the report
- Ensure they communicate any received remedial actions requests to the appropriate employee
- Ensure they compile quarterly accident/incident/near miss reports for the Executive Lead Headteacher/Headteacher/SLT/Curriculum Leader.

### When to Report

Accidents/incidents/near misses should be reported as soon as possible. However, the following guidance should be followed when this is not possible.

	<u>Reporting timescale</u>
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 a reporting officer	Straight away if possible and in any case on the same day as the incident
Reporting Officers will complete the online report	Usually within 48 hours and in any case within 7 days.

### What to Report & Where

All accidents/incidents/near misses should be reported in some manner.

Schools within the Trust will report accidents/incidents/near misses that cause injury or damage other than very minor on the preferred system (AssessNET).

Accidents/Incidents that result in minor injury or damage will be reported in individual school.

### Accident/Incident/Near miss Investigation

In order to learn why an accident/incident/near miss, however small, has occurred some form of investigation needs to be carried out.

The level of effort put into the investigation will be dependent on several factors including the severity or potential severity of any injury or damage and the likelihood of a re-occurrence of the incident.

The purpose of any investigation is to discover why an accident/incident/near miss occurred and act on any lessons learnt to prevent a re-occurrence.

It is not to apportion blame.

### **Asbestos**

No work that could disturb asbestos will be allowed to take place unless the correct protocols have been agreed and are in place. Only the Trust's approved asbestos removal company will be permitted to carry out such works. The Trust Estate Manager will oversee the risk assessments and safe working practices for these works.

If any employee notices any material that causes them concern or they become aware of any damage to asbestos containing material, they must report it immediately to their Line Manager/ Headteacher, who will trigger the protocols ensuring the area is made safe and the materials tested.

Any breach or disturbance of the known asbestos must be reported to the Estates Manager along with the Head Teacher, the area must be cordoned off, the school will be required to contact the Trust's approved contractor to carry out the cleaning and making the area safe.

### Asbestos Register

All contractors are to read and sign the Asbestos register, upon arrival to the school prior to any commencement of any works.

The school must ensure they keep their Asbestos register up to date and ensure all changes are recorded within the register.

### **Contractors**

The Trust will coordinate, control and monitor the activities of contractors to effectively minimise any risks presented to employees, children, staff, visitors and volunteers and members of the public.

The Trust recognises that they have a duty of care to those contractors' employees working on their premises, will retain and maintain a register of approved contractors including holding information for each including their Health and Safety policy and procedures, letter of assurance, insurances, risk assessments and safe working practices. The school must ensure all contractors who require being part of a trade body are checked for their registration, this must be documented and kept on the contractors' file.

### Construction and maintenance contractors

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations. Construction work means the carrying out of any building, civil engineering or engineering construction work, including:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure.
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion.
- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure.
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The Estates Manager will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The Estates Manager will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the Health and Safety Executive.

The Estates Manager will also ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity.
- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing e.g., in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has planned for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the Headteacher, kept up to date by the Health and Safety Officer, and is made available to anyone who needs to alter or maintain the building.

The Estates Manager will hold weekly progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulation.

#### Employee Liaison with Contractors

Employees working in proximity to contractors on any Crofty Multi Academy Trust Site have a responsibility to take appropriate action and report the matter to the school reception or Headteacher if they observe the contractor, or their operative, using any working practice or item of equipment which the employee considers to be dangerous or potentially dangerous.

Employees must ensure that contractors arriving on site report to reception so that all contractors are checked against the School's Single Central Record, any contractor not on the school's central record must be accompanied at all times or refused entry to the

school and its grounds. The asbestos register is to be read and signed at each visit by a contractor and before approval for any work to begin is given.

### **COSHH (Control of Substances Hazardous to Health)**

All schools in the Trust must act in accordance with the Trust COSHH Procedures at all times.

Trust employees must not use any substance or material which may be hazardous to health without referring to the required control measures identified in the COSHH assessment for that substance or material.

Low risk products, such as corrective fluid or air fresheners, which are used for short periods of time do not require a COSHH assessment – but must still be used in accordance with the manufacturer's instructions. Use of such products by children must always be directly supervised.

### **Display Screen Equipment**

All reasonable steps will be taken by the Trust to assure the Health and Safety of employees and pupils who work with display screen equipment.

All employees who work with Display Screen Equipment as a large part of their working day will be required to undertake DSE training on Flick Learning; this will include the completion of a DSE Risk Assessment form for their workstation.

Any indifferences noted from the assessment must be raised with their line manager for review. Once the review is complete the indifferences will require updating on the risk Assessment, this will require reviewing should any changes be made to the working station. All DSE Risk Assessments must be reviewed every twelve months.

### **Driving at work**

Driving is an integral part to some roles within the MAT and as such requires driving on company business. Drivers will remain responsible for their own safety and that of others and must always comply with the Highway Code and Road Traffic Act.

All drivers claiming mileage allowance must hold valid business insurance on the vehicle they are claiming mileage allowance for.

All drivers are reminded they should not drive if they are feeling unwell or if they know the vehicle they are using is not road worthy.

#### Line Managers' Responsibilities

It is the responsibility of Line Managers to ensure that staff understand their responsibilities as set out in this policy. They must:

- Support random sampling and checking of driver and vehicle related documentation.
- Challenge unsafe attitudes and behaviours and encourage staff to drive safely, leading by personal example.
- Take account of any health or personal concerns that could impair an employee's ability to drive safely whilst on MAT business.
- Review motoring convictions reported to them by staff and assess the impact this may have on the ability of the employee to fulfil their duties.

#### Fatigue

Trust employees must not drive on Trust business while tired. They should not start a journey if overtired nor drive for an excessive number of hours:

- Journey timings should be planned to enable a break of at least 15 minutes to be taken every two hours of driving.
- When driving long distances for work employees and/or their Line Managers should risk-assess the whole day, considering the amount of time spent working and travel times, traffic and weather conditions; lone working must also be factored in when compiling a risk assessment.
- If the journey destination is likely to take more than three hours to reach, an overnight stay must be considered.
- The law requires that drivers must tell the Licensing Authority without delay about the onset or worsening of any health condition likely to impair their ability to drive safely; examples are giddiness, fainting, blackouts, epilepsy, diabetes, angina, coronaries, high blood pressure, vision disorders, mental illness, alcoholism, drug taking, and loss of (or loss of use of) a limb.

### Minibus Driving

Any Trust employee driving a minibus on Trust business must comply with the Trust's Minibus procedures.

Minibuses owned or provided by the Trust must not be used for private use.

### **Educational visits and trips**

Each school in the Trust has appointed an Educational Visits Coordinator and is responsible for ensuring that they receive the training necessary to carry out the role. Where there is no Educational Visits Coordinator, the Headteacher will perform this duty. All Educational Visits Co-ordinators must undertake a DFE approved training course and ensure that they attend refresher training at least every three years.

The Educational Visits Coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

All schools within the Trust will follow the policy and procedures set out by Cornwall Outdoors in the publication "Policy Guidance for the Management of off-site visits and outdoor learning".

### **Electricity**

All reasonable steps will be taken to secure the Health and Safety of employees, volunteers and pupils and members of the public who use electrical equipment. This includes the provision, regular testing and maintenance of safe electrical equipment.

All employees must visually inspect electrical equipment before use for obvious defects and treat all leads and cables with care. Any equipment they see is damaged, defective, worn or abused must be reported to the Premises Manager/Headteacher or member of staff responsible for Health and Safety immediately for repair or replacement and not used, or disposed of correctly.

Personal items of electrical equipment may only be bought into the school by prior agreement. Equipment must be presented to the person responsible for managing compliance for testing prior to use. All personal items of electrical equipment must only be used in conjunction with a residual current device.

### **Enforcement of Health and Safety**

The Health and Safety Executive is the Enforcing Authority for the Trust for all health and safety matters except food safety. The enforcing authority for food safety is the Public

Protection Service of Cornwall Council. If any enforcement officer arrives at a Trust School, the school must inform the Trust's Estates Manager. Enforcement Officers have legal rights to access all areas of the school but should be accompanied at all times.

### **Evacuation and bomb/terrorist threats**

Headteachers are responsible for ensuring that school employees are familiar with the procedure outlined in the Bomb Threat Procedures, the Invacuation, Lockdown and Evacuation Procedures and Personal Emergency Evacuation Plan.

In the event of an emergency, the procedures outlined in the Bomb Threat Procedures and the Invacuation, Lockdown and Evacuation Procedures, will be followed. All staff are trained in handling bomb threats and have easy access to instructions of the procedure, which can be found in the Bomb Threat procedure.

### **Fire**

All staff fully understand and effectively implement the Fire Evacuation Plan, which will be implemented in the event of a fire.

The Headteacher of each school is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The school will test evacuation procedures on a termly basis. A debrief will be held after each test to address any issues arising.

Firefighting equipment will be formally checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the school office. Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the school office. Fire-related equipment will also be visually inspected as part of routine premises inspections.

All visitors will be provided with details of the school's evacuation procedures and will be required to follow them. The evacuation of visitors will be the responsibility of the person they are visiting or working for.

### **First Aid**

#### Assessment of Needs

In line with the requirements of The Health and Safety (First Aid) Regulations each school within the Trust will carry out a First Aid Assessment of Needs to identify an adequate number of suitably trained employees and the equipment they require.

The resulting provision of First Aid should ensure that all "foreseeable" medical emergencies are supported and is maintained at all reasonable times i.e., during school activities and operations.

#### First Aiders

In line with current best practice nominated First Aiders have the following responsibilities:

- Assess the situation quickly and calmly
- Protect themselves and any casualties from danger, never put themselves in danger
- Prevent cross infection



- Assess the condition of all casualties
- Deal immediately with life threatening conditions
- Obtain medical aid if necessary
- Comfort and reassure casualties at all times
- Only administer treatment according to their training
- Ensure their FA kits are complete, in date and report any deficiencies
- Ensure they complete the First Aid Log
- Ensure they provide appropriate information on reportable incidents/accidents
- Ensure they arrange and carry out refresher and/or requalification training in good time

Nominated First Aiders will provide First Aid support for:

- Anyone injured or falling ill on site during the course of school operations
- Where identified by risk on external school visits/trips
- Where identified by risk on extra curriculum school activities
- Where identified by risk School organised events

Note: The School will not provide first aid for 3rd party organised events i.e., Evening activities/clubs or fetes.

#### Co-ordination/Management of First Aid

Each school will nominate an individual with responsibility to co-ordinate and oversee the sites first aid provision (First Aid Co-Ordinator)

The responsibilities of the First Aid Co-Ordinator are:

- Ensure appropriate signage, including the names of the nearest First Aider(s), are posted appropriately.
- Maintain records of training, refresher and requalification dates of each first aider
- Maintain appropriate stocks of replacement First Aid equipment and sundries
- Ensure equipment such as AEDs are periodically checked for condition and power
- Compile quarterly reports on first aid incidents for the Executive Head/Headteacher/SLT

#### Notification of Parents/Guardians/NOK

Should the injury/illness require it, parents, guardians, next of kin will be notified by the quickest means possible. This would normally be by telephone (Land or Mobile).

Should the injury/illness require it the phone call will be followed up by written communication in the form of a letter, email or form.

All records of communication will be recorded and maintained in line with current data protection requirements. These records will be kept in the school office.

#### Transport to Hospital

When it is necessary for a student, member of staff or member of the public to be taken to hospital they may be accompanied by a member of staff. This will either be in the ambulance or if that is not possible in their own or school transport.

The member of staff will remain with the pupil, member of staff or member of the public until the arrival of parents, guardians or next of kin.

The member of staff will report the condition of the student, member of staff or member of the public to the Headteacher as soon as is possible.

## **Gas**

The Estates Manager will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the regulations and the safety in the installation. The Trust will be responsible for ensuring ALL approved contractors are a member of the gas safe body. No work is to be carried out in any school on any gas installation or appliance by an unqualified engineer. To verify a gas engineer, visit [www.hes.gov/gassaferegister](http://www.hes.gov/gassaferegister).

## **Gym and play equipment**

Every school in the Trust that has gym and/or play equipment will contract an annual assessment of that equipment by a competent contractor. The school is responsible for implementing any required safety measures identified by that assessment.

## **Health and safety monitoring**

The Trust will undertake a range of monitoring activities to check compliance with a range of policies and procedures and The Health and Safety at work Act 1974, which will include:

- Health & Safety review, schools compliance levels
- Auditing by an independent Health and Safety and Food Safety Consultant, if required.
- Self-auditing by the Estates Manager
- Internal audits by key members of a schools Management Team
- Auditing by Health and Safety representatives and Working Groups.

## **Information for pupils, visitors, contractors and volunteers**

Information for pupils will be given at assemblies and in lessons as required.

Information for parents will be given on the school website, in parent handbooks and through letters and newsletters sent home.

Information on safeguarding and fire procedures for visitors and volunteers will be provided during the signing in procedure at school reception.

Information for contractors will be passed to them via email from the school or Estates Manager.

## **Legionella**

Water testing is to be carried out by a qualified and competent contractor and chlorination of the tanks undertaken when results indicate this is necessary. Each school will be responsible for ensuring that all monthly results are inspected to ensure there are no areas of non-compliance, any issues found within the monthly report must be addressed in a timely manner.

A Legionella Risk Assessment has been carried out for each school by an independent assessor. Each school is responsible for actioning any issues identified in the legionella risk assessment.

School staff will ensure that all taps and shower heads are periodically flushed to current legislation.

## **Lone Working**

Headteachers are responsible for ensuring that school employees are familiar with the Trust Lone Working procedures.

Each school is expected to have procedures in place for lone working which comply with the Trust's lone working procedures.

## **Manual Handling**

The Trust is committed to reducing the risk to employees from moving and handling activities. Each school will assess manual handling activities with a view to eliminate the need for manual handling wherever possible. Where it is not possible to eliminate the need for manual handling, schools will be expected to introduce suitable controls to reduce the risk as far as reasonably practical. Such controls may include:

- Redesigning the work activity
- Rearranging the work area
- Providing manual handling aids (e.g. trollies)
- Providing suitable training

Manual handling risks must be assessed and controlled using the Trust's risk assessment procedures.

Where training is required, it shall be appropriate to the nature of the activity and the level of risk.

### Moving and Handling of People

The general principals of safe manual handling also apply to the moving and handling of people. However, for the moving and handling of people employees will have specific training tailored to the needs of the person being moved. The moving and handling risk assessment will be specific to the person being moved.

## **Medicines**

The Trust recognises that some students will require medication during the school day or for trips and visits. The schools will adopt and follow the Department for Education's guidance on managing medicines in schools and early years:

<http://www.gov.uk/government/publications/managing-medicines-in-schools-and-early-years-settings>

Trust schools will not keep or dispense any medication other than salbutamol for use with emergency asthma kits. The school will dispense medication for pupils who have been prescribed medication by a medical practitioner and it is accompanied by a consent form, signed and dated by the parent or guardian. All medicine must have the child's name and class clearly indicated. If a parent/guardian wishes their child to have access to non-prescription medication whilst in school they will need to complete, sign and date a consent form and provide the medication with the child's name and class clearly identified. The school will not hold any medication other than that supplied by the Parent/Guardian accompanied by the appropriate consent. All medication except for Asthma pumps, Epipens and Diabetic equipment will be kept in a locked container.

### Roles and Responsibilities:

Each school within the Trust will ensure that:

- They follow the Trust's Administration of Medicines procedures
- Identify and nominate a responsible person to receive and dispense prescription medicines provided by parents/carers and ensure the correct permission forms are

filled out with the correct information and consent, the forms must be kept on record for information and audit purposes.

- Checks are in place to ensure that all medicines carry the prescriber's name, instructions, dosages and check expiry dates.
- Medicines are stored in a secure location, or in the case of medicines which need to be accessed quickly, (e.g., asthma inhaler, EpiPens and Diabetic equipment), to ensure that other staff and the pupil concerned knows the location of the medicines.
- All medicines are administered in accordance with the prescriber's instructions.
- All administration of medicines is appropriately documented, and records maintained including the use of asthma inhalers.
- Parents/carers are notified of any concerns e.g., increased inhaler use.

Parents/Carers are requested to:

- Notify the school of any medical needs that their child might have, whether short term or long term, this needs to be in writing or by email. A copy will be held on the child's school records.
- Keep children at home if they are actively unwell or a GP has advised them to do so.
- To bring any prescribed medicines to be administered to the school office at the beginning of the school day and to fill in the necessary consent forms.
- To ensure that prescribed medicines are brought to schools are in the container in which they were prescribed and with the prescriber's original instructions.
- To ensure that a prescription is obtained if the use of a non-prescription medicine (e.g., Calpol, or other pain relievers) is recommended by a doctor or dentist. This will enable the school to administer the medicine.
- To collect medicines from school at the end of each school day. In the case of preventative medicines such as inhalers, to ensure that they are collected from the school when the child leaves, e.g., at the end of Y6 or if they have an expired use by date.
- In the case of preventative medicines such as asthma inhalers, to ensure that the school is notified when an inhaler is needed by filling in a consent form.
- To label all inhalers clearly with their child's name.
- To give the inhaler to their child's class teacher or inform the class teacher if the child carries their own inhaler.
- To notify the school if a child's medical condition or medication needs change.
- If a parent/carer has informed the school a child has a sickness or diarrhoea bug, the parents must ensure they do not return to school until there is a full 48 hours clear of all symptoms.

For more information, please refer to the Trust's Supporting Medical Needs Policy

### **New and expectant mothers**

The Trust recognises that the general precautions taken to protect the health and safety of the workforce may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

Should an employee become pregnant or be returning to work after having a baby, then the employee should notify the Headteacher and or line manager at the earliest possible opportunity, so a risk assessment can be carried out. The risk assessment will require updating every four weeks, these will need to be printed and signed by both parties. A copy is to be issued to the expectant mother and a copy held on her personal file for reference.

Once a mother returns to work, a new risk assessment may need to be compiled depending on her individual needs and requirements.

Any necessary control measures will be implemented and reviewed regularly. Where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary, providing suitable alternative work.

New or expectant mothers should inform their Head Teacher of any changes which may affect the risk assessment including any medical conditions, incidents or medical recommendations.

## **Radon**

The Trust will ensure, through its facilities management procedures, that radon surveys are carried out periodically on all of its premises. Any recommendations arising out of these radon surveys will be actioned by the Trust to ensure that the risk to all users of the premises is adequately controlled.

Where appropriate, radon control measures have been installed and will be maintained as part of the wider building services procedures.

## **Risk Assessments**

The Headteacher of each school has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas of their school. Risk assessments will be completed for all activities where a significant risk is identified.

Curriculum-based activity risk assessments will be carried out by the employee responsible for, or in charge of that activity.

Responsibility for carrying out non-curriculum-based activity risk assessments will reside with the Headteacher. The Headteacher may delegate the function of completing these risk assessments to suitable employees in the school.

The Health and Safety Officer will be available for support and advice when risk assessments are being carried out.

### Risk assessment review

Risk assessments will be reviewed periodically, or if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- An incident or accident has occurred

In the absence of any other reason to review risk assessments – risk assessments will be reviewed at least annually.

The governing committee will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

### Recording risk assessments

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards.
- Those groups who might be affected by these hazards.
- How people might be affected by these hazards.
- The control measures that have been introduced to control these hazards.

## **Security**

The Trust recognises and accepts their corporate responsibility to provide a safe and secure environment for pupils, employees, visitors, contractors and volunteers and will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

Each school will:

- Put in place suitable procedures for opening and closing the premises securely each day.
- Provide employees with enough resources, information and training to implement the security procedures.
- Be informed of breaches and failures of the security system to enable them to take any corrective action as necessary to ensure the safety and security of the pupils and employees.

All schools should have procedures in place, should a breach in security take place in the school day, a lockdown procedure will be required to be implemented immediately (see Evacuation and bomb/terrorist threats). Staff will require regular training to ensure they are fully aware of their roles and responsibilities.

## **Smoking, drugs and alcohol**

The Trust operates a strict no smoking policy on all its sites.

Smoking or being in possession of lit cigarettes, cigars, pipes or use of electronic cigarettes is not permitted on Trust premises inside or outside of any buildings or minibuses.

The Trust recognises the importance of the effective management of drug and alcohol abuse on their premises. The Trust will not knowingly permit any employee or individual working on its behalf to report for work under the influence of alcohol or drugs nor to consume them whilst at work.

Please refer to the Trust Code of Conduct Policy

## **Supervision of Students**

Each school shall have a supervision plan in place for their premises based on:

- The age range of the students
- Any individual needs of any students
- The configuration of the school buildings and play areas
- Any risks from adjacent premises, natural features, roadways, etc.

## **Training**

The Trust recognises that its employees must be trained and competent to carry out the roles assigned to them.

Each school will, under the direction of the Health and Safety Officer, undertake a training needs analysis to identify suitable training, information and instruction for all employees.

In consultation with the Health and Safety Officer, each school will have a training plan in place to ensure that all employees have the relevant training they require.

Employees are required to attend any training provided by the Trust for the purposes of health and safety.

## **Violence & Aggression**

The Trust will not tolerate violence towards its employees. Any acts of violence towards an employee by parents, guardians, contractors or other visitors will not be tolerated and will be reported to the police. The Trust will take all necessary actions to prevent repeat offenders from accessing Trust sites as appropriate.

Violence towards employees by students will be actioned through the Trust's Abuse Against Staff Policy

All acts of violence (including all forms of non-physical violence) towards employees must be reported following the Trust's incident reporting processes.

## **Work Equipment**

The Trust will take all reasonable steps to ensure the safety of all employees working with equipment provided to assist them in their work as well as others who may be affected by the machinery, or electrical equipment. Each school will be responsible for ensuring that any new equipment is designed, supplied and maintained to work in a safe manner recommended by the manufacturer and will inform and train employees to safely and competently use the equipment provided for them.

## **Working at Height**

The Trust will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

All work undertaken at height within the school must be conducted safely and comply with all current guidance and legislation in relation to the task. This will require a risk assessment to be carried out for the work at height. No member of staff is to use a step ladder or to work at height if they have not undergone the correct training required.

All ladders must be in good condition and rated as either "commercial" or "industrial". They will require a visual inspection prior to use.