****

 **MODEL POLICY**

**-------------------------School/Academy**

**Statement of Health and Safety Policy**

 ‘Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.

It is important that children learn to understand and manage the risks that are a normal part of life.

Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.

Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.’

Health and safety: advice on legal duties and powers; for local authorities, school leaders, school staff and governing bodies - February 2014

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf>

[Insert School/Academy Name]:-

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by the [school/academy]’s 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 [school/academy]’s 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 students’ parents or guardian of any 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, as far as is reasonably practical, that this policy statement 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 [insert date no more than 12 months later than the current date of adoption below]

Approved and adopted by:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| [Chair of Governors/Chair of the Board of Trustees] |  | [Head Teacher/Principal] |

On: [Insert date]

**Responsibilities**

‘Employers, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so.’

Health and safety: advice on legal duties and powers; for local authorities, school leaders, school staff and governing bodies - February 2014

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf>

It is recognised that individuals and groups of individuals have responsibilities for health safety and welfare in the [school/academy]. The individuals and groups identified below are expected to have read and understood the [school/academy]’s policies and procedures for ensuring health safety and welfare and to conduct their duties in accordance with them.

**The employer**

The employer in this [school/academy] is [Cornwall Council / The Governing Body / The Academy Trust (delete as applicable)]. 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.

**Competent Health and Safety Advice**

The [school/academy] recognises that it must have access to competent health and safety advice. The [school/academy]’s competent advisors are

The Health, Safety and Wellbeing Services Team, Cornwall Council/xxxxxxxxxxxxxxxxxxx external providers of H&S advice and services

**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/Principal], to prioritise resources for health safety and welfare issues.

The Governors have appointed a Safety Governor to receive information, monitor the implementation of policies, procedure and decisions and feed back to the Governing Body on health safety and welfare issues.

The Safety Governor is [Insert Name Here]

**[Head Teacher/Principal]**

The [Head Teacher/Principal] 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/academy] Health and Safety Committee;
* Identifying and facilitating employee training needs;
* Liaising with governors, the employer and/or the 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.

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

|  |  |
| --- | --- |
| **Function** | **Delegated to** |
| Day to day health safety and welfare management |  |
| Regular inspections |  |
| Accident Investigation |  |
| Chairing Health and Safety Committee |  |
| Employee training needs |  |
| Contractor management |  |

 **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 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.
* Ensuring that they have read this policy and acted as it indicates they should.

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

**Volunteers**

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the [school/academy]’s 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.

**Organisation and Arrangements for Health Safety and Welfare.**

The following pages contain the specific arrangements and organisational details for ensuring that the [school/academy]’s Health and Safety Policy is fulfilled.

[In addition to those listed the school/academy should add any arrangements and procedures which are specific to the establishment]

**Procedure List**

|  |  |  |
| --- | --- | --- |
|  | Arrangements for Supervision of Students |  |
|  | First Aid |  |
|  | Accidents/Incidents |  |
|  | Pupils with Medical Needs (see separate policy) |  |
|  | Training |  |
|  | Risk Assessment |  |
|  | Property Maintenance/Compliance |  |
|  | Fire |  |
|  | Electricity |  |
|  | Water Safety |  |
|  | Abestos |  |
|  | The Control of Hazardous Substances |  |
|  | Display Screen Equipment |  |
|  | Work Equipment |  |
|  | Management of Contractors |  |
|  | Personal Protective Equipment |  |
|  | Working Alone |  |
|  | Violence |  |
|  | Educational Visits |  |

**1 Arrangements for the Supervision of Students**

**Opening Times**

The [school/academy] will be open from:-

 [Insert Time]

And will close to students at:-

 [Insert Time]

On weekdays during term time.

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

**Supervision arrangements**

[Attach arrangements for supervision. This will need to include:-

* Supervision ratios and locations of supervisors between school/academy opening and lesson start time;
* Supervision ratios and locations of supervisors at break and lunchtimes;
* Supervision ratios and locations of supervisors between end of lessons and school closing time;
* Areas to be used by students outside lesson times

Details must be included for the location and time for drop-off and collection of students by parents/guardians. Contingency plans for supervising students who have not been collected will also need to be considered.]

**After [School/Academy] Lettings**

Unless specifically agreed in the Letting Agreement the [school/academy] does not provide supervision for any groups using its facilities as part of a letting/hiring arrangement. [Each school/academy should produce its own Lettings Policy]

**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 is required:-

First Aid at Work Qualified [??]

Emergency Aid Qualified [??]

Paediatric First Aid Qualified [??]

**First Aid Coordinator**

[Insert Name or Position] is responsible for overseeing the arrangements for first aid with the [school/academy]. The First Aid Coordinator’s duties include ensuring that:-

* First Aid equipment is available at strategic points in the [school/academy]
	+ [List locations of First Aid equipment]
* A sufficient number of personnel are trained in first aid procedures
	+ [List trained first aiders, date of training and level of qualification]
* First Aid qualifications are, and remain, current.

This person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

**First Aiders**

The first aiders listed above 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/academy] (e.g. sports events, after [school/academy] clubs, parents’ evenings, [school/academy] organised fund raising events etc.)

First aid cover is not specifically provided for:-

* [\*Contractors]
* [\*Events organised by third parties (fetes, evening clubs, etc.)]

[\*delete as appropriate]

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)

**Treatment of Injuries**

The [school/academy] will rely on the knowledge and experience of its trained first aiders in order 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 paramedics attend.

Where there is any doubt about the appropriate course of action the first aider will be expected to consult with the National Health Service Helpline 111

And, in the case of student injuries, with the parents or legal guardian.

**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 [school/academy], in addition to the normal first aid procedures, that the student’s parent/guardian is contacted and informed of the injury.

The attending first aider, in consultation with the parent/guardian, 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/guardian.

In any case where there is any doubt about the student’s wellbeing, the first aider is expected to contact the National Health Service Helpline (111) for advice or phone for an ambulance as appropriate.

**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 the [school/academy] will notify parents/guardians of any other significant injury by way of:-

* [\*A telephone call]
* [\*A letter]
* [\*A form]

*[\*Delete as appropriate]*

Records of notification by telephone to parent/guardians will be kept by [insert name/position]. Copies of written notification are held [insert as appropriate].

**Escorting Pupils 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/guardian is in attendance.

The member of staff will stay with the student until a parent/guardian arrives and responsibility is transferred.

**3 Support of Pupils with Medical** **Needs**

The [school/academy] has a duty to ensure that the needs of children with a range of medical conditions are able to be met, so they are able to have ‘full access to education including school trips and physical education.’

Supporting Children with Medical Needs, Statutory Guidance – December 2015 <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

The [school/academy] has a separate policy which covers the arrangements it has made in order to fulfil its statutory duty.

**4 Accidents/Incidents**

**Reporting Officers**

The following members of staff have access and authority to report accidents and incidents:

[insert user list here]

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

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

The Reporting Officer will record incidents using the systems below.

**Accident/Incident Reporting Systems**

This [school/academy] 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 [school/academy] 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 instruction or training provided

Any “Dangerous Occurrence” as listed in the schedule to the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR- [www.hse.gov.uk/**riddor**](http://www.hse.gov.uk/riddor))

Any “Occupational Disease” as listed in RIDDOR. [www.hse.gov.uk/**riddor**](http://www.hse.gov.uk/riddor)

Further guidance on what should be reported is available through the Online System or the School Messenger website.

Where the description of the accident/incident meets the criteria set out in RIDDOR a report will be sent to the Health and Safety Executive.

Any minor accident/incident which does not meet the above criteria will be recorded on a simple “Day-Log” which will be kept in the [school/academy].

**Serious accidents at school**

The [school/academy] must report serious accidents, outbreaks of disease or dangerous incidents to the Health and Safety Executive (HSE [www.hse.gov.uk](http://www.hse.gov.uk)

If you want to check that the school has done this, contact the HSE.

**Near Misses**

Where an incident occurs which could have resulted in injury – but didn’t – a record will be kept in a [Near Miss Log/Day Log].

The [Near Miss Log/Day Log] is kept by [name or position] in [location].

The [Near Miss Log/Day Log] will be reviewed periodically by [name or position] in order to identify any areas of concern which may require attention.

**Reporting Timescales**

|  |  |
| --- | --- |
|  | Reporting timescale |
| 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. |

**Accident/Incident Investigation**

All incident reports will be reviewed by [insert name or position] who will decide if an internal investigation is necessary. Investigation reports will be entered onto the Online Accident Reporting System. Significant incidents (as determined by [insert name or position]) will be reported to the [Head Teacher/Principal] and the Health and Safety Governor.

All reports submitted via the Online Accident Reporting System are reviewed by the Health Safety and Wellbeing Services Team of Cornwall Council.

[\*For Maintained Schools:-

If deemed necessary the Health Safety and Wellbeing Services Team will carry out an independent investigation of the accident/incident.

\*For Academy Schools:-

Health Safety and Wellbeing Services will recommend an independent investigation of the accident/incident if the review indicates a need. [Insert Name or position] will decide if this investigation takes place]

[\*delete as appropriate]

**5 Training**

**Identification of Training Needs**

There is no requirement that all members of staff to have Health and Safety training. However, all staff need to have the training appropriate to their responsibility in school.

The [School/Academy] [has/will] carry out an evaluation of the health and safety training needs of staff.

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

[Insert name or position] is responsible for carrying out the evaluation of training needs and presenting recommendations to the [Head Teacher/Principal] and the Governing Body.

Health and Safety Training list for this [School/Academy].

|  |  |  |
| --- | --- | --- |
| Staff member | Training Course | Date |
|  |  |  |

**Staff Responsibilities**

Staff must attend any relevant and appropriate health and safety training provided by the [school/academy].

**6 Risk Assessment**

**Risk Assessment**

There is no statutory requirement for all activities in school to have an individual risk assessment. Risk management is about making ‘common sense’ and ‘proportionate’ judgements. Risk assessment is not about stopping activities from taking place but ensuring that sensible precautions are taken to ensure that risks are minimised; no risk assessment can take away risks. Children need to learn that some activities are risking and they too need to learn how to assess their own risks.

The [School/Academy] 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/academy] will carry out risk assessments using [EECLIVE Risk Management Software/Other system (provide details)].

[Insert Name/position] is responsible for managing the risk assessment process and producing relevant reports for the [Head Teacher/Principal] and the Governors.

Copies of risk assessments are available from [insert name/position and/or location].

**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.

[Department/Faculty Heads are responsible for ensuring that risk assessments have been completed for all activities where there is a significant risk.]

**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 [school/academy]’s normal operating procedures. Copies of safe working procedures are available from [name or position].

**7 Property Maintenance/Compliance**

The [school/academy] has a duty to ensure that its buildings are maintained to safe standard at all times. This [School/Academy] uses xxxxxxxxxxxxxxxxxxxxxx system to ensure that it complies with all statutory compliance duties.

Through its Scheme of Delegation (see relevant policy) this [School/Academy] outlines its procedures to ensure that it procures services for the support of compliance and maintenance in a responsible way from reputable providers.

**8 Fire**

**Fire Officer**

The person responsible for organising the [school/academy]’s fire precautions is [insert name or position].

[Insert name or position] will deputise when the Fire Officer is not present.

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 the Fire Log is kept up-to-date (arranging from alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)
* Ensuring that a fire risk assessment is carried out and kept up-to-date
* Reporting the [Head Teacher/Principal] on issues of significance.

**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.

**[Fire Wardens**

*{If the school has fire wardens – use this section}*

The school has identified the following people as Fire Wardens for areas of the school:-

[Insert name(s) and areas of responsibility]

Fire Wardens have received training in fire prevention, the principals of fire safety, 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 students and staff to areas of safety.]

**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:-

[List trained staff]

**Evacuation and Registration Procedures**

[Attach the school’s evacuation plan here – to include:-

* Alarm system details (including methods for 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 (e.g. contractors, visitors, etc.)
* Emergency contacts & mobile phone
* Arrangements for contacting the emergency services
* Arrangements for liaising with the emergency services once they arrive on site.
* Arrangements for evacuating disable people (each person will require a personal emergency evacuation plan(PEEP)
* Arrangements for evacuation to a location off-site
* Arrangement for other emergency evacuation such as flood, bomb threat, etc.]

**9 Electricity**

**[School/Academy] Owned Portable Appliances**

The [school/academy] will undertake to inspect and test all its portable electrical appliances by a competent person on the following basis:-

[insert testing regime here]

Tests will be carried out by [Insert name of contractor or name or position of in-house staff]

All test Certificates will be kept in [insert location] for the duration of the life of the appliance.

**Personal and Privately Owned Portable Appliances**

[\*Personal items of electrical equipment should not be bought into the school/academy.

or

\*Personal items of electrical equipment may only be bought into the school/academy by prior agreement. Equipment must be presented to [insert name or position] for testing prior to use. All personal items of electrical equipment must only be used in conjunction with a residual current device

\*Delete as applicable]

**Fixed Wiring –** all fixed wiring in schools should be checked every 5 years and the school should act upon the outcomes of the assessments based upon the urgency of the outcomes.

**Coordinator**

[Insert name or position] is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for Portable Appliance testing.

The Coordinator is also responsible for ensuring that a fixed wiring inspection is carried out for the premises.

**10 Water Safety**

The [school/academy] will undertake to inspect and test all water supply sources in the building by a competent person on the following basis:-

[insert testing regime here]

Tests will be carried out by [Insert name of contractor or name or position of in-house staff]

All test Certificates will be kept in [insert location]

**11 Asbestos**

The [school/academy] will undertake to inspect and test all asbestos sources identified in the building by a competent person on the following basis:-

[insert testing regime here]

Tests will be carried out by [Insert name of contractor or name or position of in-house staff]

All test Certificates will be kept in [insert location]

Advise is available from the following document:

Managing asbestos in your school - Departmental advice for school leaders, governors, local authorities and academy trusts March 2015

https://www.gov.uk/government/publications/asbestos-management-in-schools--2

**12 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 using 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 [insert name or position].

**Staff Responsibilities**

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

Staff shall inform the COSHH Coordinator of any new hazardous substance purchased in order that an assessment can be made prior to use.

**COSHH Coordinator**

[Insert name or position] is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from Cornwall Council.

The Coordinator is responsible for ensuring that COSHH assessments are seen and understood by those staff who are exposed to the substance/preparation.

The Coordinator is also responsible for ensuring that any updated COSHH assessments received are seen and understood by those who are exposed to the substance/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, flooring specialists, etc.) where persons may be affected by their use of 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/academy].

**13** **Display Screen Equipment**

**Workstation Assessment**

[Insert name or position] is responsible for overseeing the assessment of all display screen equipment (DSE) used by people at work (i.e. excluding student workstations) to ensure that it is suitable for the task and complies with legislation and the relevant British Standards.

**Equipment**

Appropriate DSE equipment will be provided as identified by workstation assessments.

**Eye Tests for Display Screen Equipment Users**

All [school/Academy] employees who are defined as display screen equipment (DSE) 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 in 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).

[Insert details of how employees may request an eye test]

**14 Work Equipment**

[Insert name or position] is 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 and repairs)
* Training and use of the equipment

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

**15 Management of Contractors**

[Insert name or position] is responsible for overseeing the management of all contractors on site.

**Selection of Contractors**

The [School/Academy] will only select contractors to carry out work who have demonstrated:-

* Competence to carry out the work required (by way of training, knowledge and experience)
* Assessment of the risks associated with the work
* A safe scheme of work
* Appropriate management of the 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:-

* New contractors or contractors visiting the site on a one-off basis will be directly supervised by a member of [School/Academy] staff.
* Term contractors or regular contractors to the site will only be allowed unsupervised access following appropriate checks and assurances from the employer.

All contractors will be required to carry visible identification.

Direct supervision will not be necessary where the area of work is physically separate from the [School/Academy] (for example: where there is construction on site).

**Construction Works**

For all construction works (other than minor maintenance works) the area under construction will be physically separated from the rest of the [School/Academy] and will be out-of-bounds to all non-construction workers except for the purposes of contract management.

**16 Personal Protective Equipment**

**[School/Academy] Responsibilities**

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

Where provided the [school/academy] 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.

**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 staff or students.

**Purchase and Storage of PPE**

[Insert name or position] will be responsible for the purchase of PPE 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.

In addition [insert name or position] will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE.

**Staff and Student Responsibilities**

When issued with PPE; staff and students are required to wear it correctly.

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

**17 Working Alone**

It is recognised that, from time to time, it may be necessary for [school/academy] 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 the holiday in the [school/academy] on their own.

In such circumstances the [school/academy] will assess the risk to these individuals 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 [insert location].

Any staff wishing to work outside normal [school/academy] hours must have prior agreement/permission from [insert name or position].

**School Security**

[Insert name or position] is the appointed person who is responsible for the security of the site at the end of the day by ensuring that doors, windows, skylight etc. are secured.

[Insert name or position] is 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 the activation of the alarm. 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 a potential for injury due to assault (which is rare) or as the consequence of an accident.

[Insert name(s) or position(s)] are the [school/academy]’s nominated representatives who will respond in an out-of-hours call out.

The [school/academy] will assess the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised.

**Call Out Arrangements**

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

[The following are viewed as acceptable call out arrangements – delete those not applicable and personalise:-

**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.

Or

**Security Firm Personnel Attendance**

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

 Insert the Details of the Security Firm

Or

**Two Persons Attend**

The [school/academy] 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 –** This is the least favoured option.

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.

[Insert name or position] should normally contact [insert name or position] 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 where it is believed that there is a significant risk.

A copy of the procedures introduced to control these risks will be kept in [insert location]. Following an event the risk assessment and procedures should be reviewed and further controls implemented if appropriate.]

**18 Violence**

**Zero Tolerance**

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

**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 students will be dealt with using the [school/academy]’s internal disciplinary procedures (which may include police involvement where appropriate).

**Violence towards Visitors**

Violence towards visitors will be reported to the police.

**Violence towards Students**

Violence between students will normally be dealt with using the [school/academy]’s internal disciplinary procedures (which may include police involvement where appropriate).

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

**Responsible Person**

[Insert name or position] 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 Online Accident Reporting System

**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/academy] the following staff are trained in Team Teach techniques:-

[insert list of trained staff]

A specific policy and procedures aimed at the control of students has been adopted [attach copy]

**19 Educational Visits**

The [school/academy] is mindful of its responsibilities with regard to the safe delivery of off site activities and school trips.

**Responsible Person**

The responsible person for school trips and off site activities in this [school/academy] is XXXXXXXXXXXXXXXXXXX. In addition there is an Educational Visits Coordinator (EVC) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX who completed relevant training in XXXX (Note this role is not statutory)

**Parental Consent**

The [school/academy] does need to have parental permission to take children off site for activities which take place as part of the school day and within school hours. However, it does have to inform parents about where their children will be.

Parental consent is required if children are taken out of school for a visit which extends beyond the normal school day.

The [school/academy]’s policy is: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

with regard to obtaining parental permission.

The [school/academy] takes it’s guidance for the supervision of children whilst on school trips from the Cornwall County Educational Visits Policy and from the Government’s guidance on Health and Safety in schools, found at:

<http://cornwalloutdoors.org/schools-groups/safety-visits/>

and

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf>

**Visits to Approved Educational Activities**

The [school/academy] may on occasion use providers of activities which have an approved educational purpose for specific individual learning activities or for group activities. All such provision should have an up to date licence to work with children and this can be check with the HSE before the [school/academy] involves itself with the provider.

These providers should have their risk assessments in place and should provide them to all users of their services. The [school/academy] should provide a risk assessment that identifies the potential risks involved in using a provider.

All licenced providers should have Enhanced Criminal Records checks for staff working with children or on their sites. The [school/academy] should ensure that these are in place before using the provider.

These providers should also have a public liability insurance to cover all of the work they do with students.

The [school/academy] also has public liability insurance with Cornwall Council or xxxxxxxxxxxxx

Parents can also take out their own insurance from reputable insurance providers.

**Staff Pupil Ratios**

There are no specific ratios set out in legislation the school is expected to provide ‘effective’ supervision depending upon age, activity and setting.

This [school/academy] starts with general supervision ratios of:

* School years – Nursery/preschool/Yr X to X
* School years – Y1 to Y3 X to X
* School years – Y4 –Y6 X to X

When taking children out of school there are some good practice guidelines which schools should be mindful of:

* Good planning
* Awareness of the nature of the visit/activities to be embarked upon
* Any relevant risk assessments
* Trained staff – EVC, Paediatric 1st aid, specialist training to meet the needs of children with special needs.
* The level of experience of the staff attending

Staff attending should be made aware by the [school/academy] of their responsibility and duty of care towards the children in their care whist in a supervisory capacity.

School trip and visits should enhance children’s learning, build strong relationships and be exciting learning adventures; remember ‘health and safety measures should help them to do this safely, not stop them.’

**[Attach any other health and safety policies and procedures relevant to your school/academy]**

**Advisory Documents to support this policy:**

* **The Health and Safety at Work etc Act 1974**

<http://www.hse.gov.uk/legislation/hswa.htm>

* **Health and Safety Executive risk assessment and policy template link:** <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>
* **Health and safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies – February 2014 link:** <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf>
* [**Safe Practice in Physical Education, School Sport & Physical Activity ...**](http://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0ahUKEwjCjqn05JTRAhWsJMAKHeyRBrEQFggaMAA&url=http%3A%2F%2Fwww.afpe.org.uk%2Fphysical-education%2Fsafe-practice-in-physical-education-school-sport-physical-activity-2016%2F&usg=AFQjCNEmIdsyaLd9yyPITyTS_8LB6zOxyg&bvm=bv.142059868,d.d24)

[www.afpe.org.uk/.../safe-practice-in-physical-education-school-sport- physical-activity](http://www.afpe.org.uk/.../safe-practice-in-physical-education-school-sport-%20%20physical-activity)

* **Building Bulleting 100: Design for fire safety in schools link:**

<http://media.education.gov.uk/assets/files/pdf/b/buildingbulletin100_onlineversion.pdf>

* **Guidance on First Aid for Schools**

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf>

* **Supporting pupils at school with medical conditions - Statutory guidance for governing bodies of maintained schools and proprietors of academies in England - December 2014**

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf>

* **School trips and outdoor learning activities**

**Tackling the health and safety myths**

<http://www.hse.gov.uk/services/education/school-trips.pdf>

<http://cornwalloutdoors.org/schools-groups/safety-visits/>