



## The Bishops' Church of England Learning Academy

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

***'If you have faith as small as a mustard seed, nothing will be impossible for you.'* Matthew 17:20**  
***'Sowing the Seeds of Life-long learning'***

*Building on our schools Christian distinctiveness and nurturing environment, we will enable every child to become the best that they can be academically, spiritually and emotionally. We will achieve this through inspirational, exciting and challenging learning experiences through the use of our natural environment*

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

#### Procedure List

	Page
1. Arrangements for Supervision of Students	2
2. First Aid	2
3. Pupils with Medical Needs	4
4. Accidents/Incidents	7
5. Training	8
6. Risk Assessment	9
7. Fire	9
8. Electricity	13
9. The Control of Hazardous Substances	13
10. Display Screen Equipment	14
11. Work Equipment	15
12. Management of Contractors	15
13. Personal Protective Equipment	16
14. Working Alone	16
15. Violence	18

## 1. Arrangements for the Supervision of Students

### Opening Times:

The School will be open from:

08.45 for all students. School runs an early birds club from 08:00. Children attending the early birds club must be signed in by an adult on the gate.

The School will close to students at:

16.15 for after-school clubs and 15.15 for all other students

There is an independent childcare facility available from 15:15. The Lounge Club is run by Mrs S. Matthias.

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:

At The Bishops' C of E Learning Academy:

Locations of supervisors between academy opening and lesson start time.

- School opens at 08.45 and class teachers are responsible for pupils.
- Supervision ratios 1:30 Maximum in the school playgrounds at break times and lunchtimes.
- The drop-off point for all pupils in Nursery, Early Years and Infant classes is by the classroom door. Junior children are dropped at side gate and walk to the playground.
- Collection at end of the academy day is from the class room door.
- The children are released from their class to their parents.
- Children who have not been collected are walked through the school to the reception and parents or guardian are called by the receptionist.

### After School Lettings:

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

## 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: 1

Paediatric First Aid Qualified: 15

### **First Aid Coordinator: Mrs E. Roberts**

The Head of School is responsible for overseeing the arrangements for First Aid within the School. The First Aid Coordinator's duties include ensuring that:

- First Aid equipment is available at strategic points in the School: In the main office, in each classroom, and there are also portable first aid resources for each key stage which are carried on to the playground or field.
- A sufficient number of personnel are trained in First Aid procedures.
- First Aid qualifications are in place and remain current.

The First Aid Coordinator will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

### **First Aiders:**

The First Aider 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 (e.g. sports events, after School clubs, parents' evenings, School organised fund raising events etc.)

First Aid cover is not provided for:

- Contractors
- Events organised by third parties (fetes, evening clubs, etc.)
- Polling Days
- External lettings

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*). First Aid Logs are stored in the front office, and in each portable key stage first aid box.

### **Treatment of Injuries:**

The School 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 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 TLAT, 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 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 Academy will notify parents/guardians of any other significant injury by way of:

- A telephone call
- A form

Records of notification by telephone to parent/guardians will be kept by Mrs E. Roberts and copies are held in the reception area.

#### **Escorting Pupils to Hospital:**

When it is necessary for a student to be taken to hospital they will be accompanied by two members of staff, unless the student's parent/guardian is in attendance.

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

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

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

([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/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) )

#### **Responsible Person:**

The Head of School is responsible for ensuring that the arrangements below are effectively implemented and maintained.

#### **Medicine in School:**

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

- It is prescription medication 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 the parent/guardian with written instructions for its use; and
- Written parental consent has been given.

The school does not keep or dispense any other medication.

Medication brought into school must be clearly labelled with the student's name, dosage, method of administration and be in-date.

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

### **Self-Management of Medication:**

In certain circumstances the school will allow students to manage their own medication. In each case this will be discussed with the parent/guardian 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.

### **Storage of Medicine:**

Medicines will be securely stored in a locked cupboard.

All medicines must be signed for in the Medicines Log.

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

Medicines can only be given out by an authorised staff member.

### **Facilities for Medical Procedures:**

A room has been provided for medications and medical treatments to be administered in a quiet space ensuring privacy.

### **Training:**

The responsible person will ensure that sufficient staff are suitably trained in the administration of medication and support of students with medical needs.

The responsible person will keep a record of all medical needs training.

### **Sharing of Information:**

The responsible person will ensure that relevant staff are made aware of any student's medical condition. This information will include, where appropriate:

- Medical condition
- Side effects of medication
- Signs and symptoms
- Modifications and allowances
- Emergency actions

The responsible person will also ensure that relevant information is shared with cover staff etc.

**Individual Healthcare Plans:**

The responsible person will work with (or identify an appropriate member of staff to work with) healthcare professionals and parent/carers to establish an effective Healthcare Plan where appropriate.

Healthcare Plans will be reviewed if there is reason to suspect that the plan is no longer appropriate and at least annually. A Healthcare Plan review can be initiated by the school, healthcare professional or the parents/carers.

**Risk Assessment:**

In addition to the Healthcare Plan the school will carry out individual risk assessments for any student where the student's medical needs introduce new risks to an activity or increase existing risks. This will include (but may not be limited to) individual risk assessments for off-site activities, sporting activities and practical lessons.

Risk assessment for off-site activities, in particular, will include consideration of:

- Access to medication
- Appropriate storage of medication
- Staff training in administration of medication
- Emergency procedures

**Acceptable Practice:**

The responsible person will ensure that:

- Students have access to their medication at all times during the school day or during educational activities off-site.
- Healthcare Plans reflect the needs of the student and take into account the views of parents/carers and advice of healthcare professionals.
- Every effort is made to ensure that students with medical needs are able to stay in school for normal school activities (including lunch) unless there is a specific reason detailed in their Healthcare Plan which will prevent this.
- If the student becomes unwell; ensure that he/she is accompanied to the school office/medical room by an appropriate person.
- Students with medical needs are not penalised in their attendance record if their absences are related to their medical condition, hospital appointments, etc.
- Toilet, food and drink breaks are provided where necessary in order to manage a student's medical condition.
- Arrangements for administering medication do not include the need for parent/carers to attend school.
- Every effort is made to ensure that students with medical needs are able to take part in every aspect of school life including off-site activities, sporting events and practical lessons.

## **Complaints:**

Parents/carers are encouraged to contact The Head of School if they are concerned or dissatisfied in any way with the support provided by the school for a student with medical needs.

If concerns cannot be resolved in this manner; parents/carers can follow the School's complaint procedure which can be found on the School's website or a paper copy can be provided when requested.

## **4. Accidents/Incidents**

### **Reporting Officers:**

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

- Head of School
- Mrs E. Roberts or Mrs S. Redman under the guidance of the Head of School

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 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 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)

Any "Occupational Disease" as listed in 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 and kept in the school.

### **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.

The Near Miss Log is kept by within the Academies staff room.

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

### **Reporting Timescales:**

Person reporting the accident/incident	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 Executive Head Teacher 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 Head of School) will be reported to the Executive Head Teacher 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.

Health Safety and Wellbeing Services will recommend an independent investigation of the accident/incident if the review indicates a need. The Executive Head Teacher will decide if this investigation takes place

## **5. Training**

### **Identification of Training Needs:**

The School will carry out an evaluation of the health and safety training needs of staff. The Cornwall Council Training Matrix for 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 Head of School is responsible for carrying out the evaluation of training needs and presenting recommendations to the Executive Head Teacher and the LAB.

**Staff Responsibilities:**

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

## 6. Risk Assessment

**Risk Assessment:**

The School will seek to identify all activities and situations where there is a likelihood of significant risk. Significant risks will be assessed and controls will be introduced to remove or reduce those risks.

**Risk Assessment Process:**

The school will carry out risk assessments using EECLIVE Risk Management.

The Head of School is responsible for managing the risk assessment process and producing relevant reports for Executive Head Teacher and the LAB.

Copies of risk assessments are available from EEC Live system/ in Head of School's office.

**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.

Teachers and Head of school 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's normal operating procedures. Copies of safe working procedures are available from Academy's receptionist

## 7. Fire

**Fire Officer:**

The person responsible for organising the school's fire precautions is the Site Manager: John Redman.

Mrs J. Roberts 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.

- Feeding back the school's performance during evacuation drills to management and other relevant persons.
- 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 to the Head of School 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 Marshals:**

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

- Mr J. Redman
- Mrs J. Roberts

Fire Wardens have received training in fire prevention, the principles 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:

- 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:

- Mr J. Redman
- Mrs J. Roberts

## 8. Evacuation and Registration Procedures

### All staff:

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

### Evacuation and Registration Procedures:

On hearing the fire alarm, pupils will leave their classrooms using the external exits and gather on the hardcourt area of the field. If in the hall, they will leave using the fire exits in the hall.

The Head of School will contact the emergency services and Mrs E. Roberts will deputise in her absence.

In the event that a quick return to the building is prohibited due to e.g. fire or flood, pupils will be escorted to the Heron Centre.

Should there be a gas leak in school, pupils will be escorted to the Heron Centre. No electricity should be used in the event of a gas leak, which includes opening the main front door. In this situation, an alternative exit should be used.

In the event of a bomb threat to the school, either by telephone, through email or social media, the Head of School, Senior Teacher or office staff will follow the procedure for recording details of the threat and informing the police. Staff will be alerted to the need for quick evacuation of the building and surrounding area with the words 'Heron Centre'. Either the Head of School, Lead, Senior teacher or office staff will visit each classroom in turn to convey this message. This will indicate that pupils must be escorted to the Heron Centre as quickly and calmly as possible.

## Fire Drill in School

### Introduction

The following sequence should be adopted in case of fire in schools:

- Raise the alarm
- Call the Fire Brigade
- Evacuate the premises
- Assemble
- Roll call
- Tackle the fire

When a practice fire-drill is carried out, the following sequence should be adopted:

- Raise the alarm
- Evacuate the premises
- Assemble
- Roll call

### Procedure:

The following procedure should be adopted. In cases where variations are necessary due to local conditions, the advice of the Chief Fire Officer should be obtained.

#### 1. On discovering a fire

Any pupil who discovers or suspects an outbreak of fire is to inform a member of staff who will immediately raise the alarm.

Whoever raises the alarm should contact the person in charge of the school at the time and pass on details of the incident.

## **2. On calling the fire brigade**

All outbreaks of fire, irrespective of size, or any suspected outbreak should be reported immediately to the fire brigade. All members of staff should be made familiar with correct procedure and the facilities available for calling the fire brigade.

## **3. Evacuating the premises**

- On hearing the alarm, pupils in classrooms should stand where they happen to be; when instructed by the teacher or adult in charge, they should proceed in a single file and in an orderly manner to evacuate rooms, using the route previously agreed by the Head of School.
- Pupils not in class should proceed to their assembly point via the nearest Fire Exit.
- As the pupils are leaving the building, all doors which will not be used again during the evacuation are to be closed.
- Talking should not be allowed, to ensure that orders given can be heard. Overtaking by classes or individuals should not be permitted.
- The **Fire Marshal** (Mr J. Redman) will check the Alarm Control Panel and confirm the location and reason for activation.
- The **Head of School** will check Year 4, Year 5 and Year 6 and the surrounding area to ensure it is evacuated.
- The **Senior Teacher** will sweep the Early Years area.
- The **Business Manager** will sweep KS1 and Tolcarne.
- The **Secretary** will take the class registers, visitors book, staff signing-in sheet, emergency evacuation bag to the hardcourt area on leaving the building. The Business Manager will do this in her absence.
- The kitchen staff should leave by the external door and proceed around the building via the green gate to the assembly point on the hardcourt area of the field.
- The person in charge of the school (Head of School/Lead Teacher) at the time will go to the place of assembly and await reports from all sections. He/she should have in her possession a check list which will enable him/her to make a complete report to the first Fire Officer on scene.
- Children who receive 1:1 support should be guided by their designated Teaching Assistant.
- Remaining Teaching Assistants will be responsible for supporting the classroom evacuation and/or children of a very nervous disposition where appropriate.

### **Assembly:**

The place of assembly in case of fire is the hardcourt area of the playground. All pupils, staff and visitors must be made aware of its location and, if necessary, their own particular place at the assembly point. The assemble point should be at a safe distance away from the School.

### **Roll call:**

Immediately the pupils have arrived at the assembly point a roll call must be taken by class teachers, who should then report to the person in overall charge "all present" or otherwise.

The **Business Manager** will ensure that all visitors are accounted for and will report to the person in charge if anyone is missing.

The **Secretary** will ensure that all staff, including those employed in the kitchen are accounted for and will report to the person in charge if anyone is missing.

### **New Intake:**

On the first day of a school term, all new entrants, staff and pupils should be conducted over the escape routes, shown the alarm points and be instructed in the fire routine procedure.

### **Test fire drills:**

Test fire drills should be held at least once per term and a record kept of them. It should be assumed that the fire outbreak is different in each fire drill, so that a variety of fire situations may be covered.

Separate fire drills should be held for areas such as kitchens where drills at particular times would cause difficulty.

## **8 Electricity**

### **School Owned Portable Appliances:**

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

- In accordance with HSE guidance.

Tests will be carried out by a trained member of staff or a competent contractor.

All test Certificates will be kept in the online compliance log and a hard copy in the school building for the duration of the life of the appliance.

### **Personal and Privately Owned Portable Appliances:**

Personal items of electrical equipment may only be bought into the school/academy by prior agreement. Equipment must be presented to The Site Manager for testing prior to use. All personal items of electrical equipment must only be used in conjunction with a residual current device.

### **Coordinator:**

The Premises Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

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

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

### **Hazard Assessment:**

All substances which may be considered hazardous to health under the Control of Substances Hazardous to Health (COSHH) Regulations have been assessed 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 Ian Drake Estates Manager.

### **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:**

The Premises Manager 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.

## **10. Display Screen Equipment**

#### **Workstation Assessment:**

Head of School 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 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).

Staff who are entitled to eye tests can request an eye test through the SAS app or by using the Eye test request form which can be obtained from Business Manager.

## 11. Work Equipment

The Site Manager 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.

## 12. Management of Contractors

### **Contractor's Policy:**

The Premises Manager is responsible for overseeing the management of all contractors on site.

The Premises Manager is responsible for overseeing the management of all contractors on site where schools have utilised TLAT approved contractors. Where schools engage with contractors themselves the responsibility then rests with the Head of School/Executive head.

### **Selection of Contractors:**

The school will only select contractors to carry out work who have demonstrated:

- Competence to carry out the work required (by way of training, knowledge 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 staff.
- Term contractors or regular contractors to the site will only be allowed unsupervised access following appropriate checks and assurances from their 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 (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 and will be out-of-bounds to all non-construction workers except for the purposes of contract management.

## **13 Personal Protective Equipment**

### **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 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:**

The Premises Manager 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, the Premises Manager 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.

## **14 Working Alone**

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

In such circumstances the school will assess the risk to these individuals and will introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be kept in the Academy's Reception.

Any staff wishing to work outside normal school hours must have prior agreement/permission from The Head of School.

### **School Security:**

The Site Supervisor 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.

The Premises Manager 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.

GSD Security Ian Drake and Chris Gerry are the school's nominated representatives who will respond in an out-of-hours call out.

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

### **Call Out Arrangements:**

The school will introduce call out arrangements that will reduce the possibility of injury to staff and which 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:

### **Security Firm Personnel Attendance**

The Bishops' C of E Learning Academy have a contract with a security firm who will respond to alarm activations without recourse to a school key holder or who will arrange for someone to meet and staff with the key holder whilst they check the site.

The current firm providing this service is GSD Security – Telephone Number: 01736 753129

### **Lone Person Attends:**

Intruder alarm will never result in a lone attendee response.

A fire alarm would/could result in alone attendee response. At this point the lone attendee would operate within the lone working policy

## **15 Violence**

### **Zero Tolerance:**

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

**Violence towards Staff:**

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

Violence towards staff from students will be dealt with using the school'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'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:**

Head of School 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 the following staff are trained in Team Teach techniques:

- Mrs D. Baldock
- Mrs J.Veale
- Mrs R. Blight
- Mrs L. Higman
- Miss D Atkins

**Reviewed and updated:** November 2016

Signed: ..... Chair of Governors

**To be reviewed:** November 2017