

Kernow Learning

Building Excellent Schools Together



St Agnes
Academy



Health and Safety Policy

Version number:	Updated September 2024
Date adopted by Trustees:	Autumn 2024
Scheduled review date:	Autumn 25 (extended to April 26 at the October 25 LGB meeting))
Statutory or Best Practice policy:	Statutory
Appendices:	Yes
School or Trust policy:	Trust

St Agnes Academy

Health and Safety Policy

St Agnes Academy:

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by the academy's activities.
2. Is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, 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 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 October 2026

Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare in the academy. The individuals and groups identified below are expected to have read and understood the 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 academy is Kernow Learning Trust. The employer has the ultimate responsibility and must ensure that there are arrangements in place for the health, safety and welfare of pupils, staff, visitors and contractors.

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 Headteacher, 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 Health and Safety Governor is
John Shears.

Headteacher

The Headteacher has responsibility for:

- Day-to-day management of all health, safety and welfare matters in the school in accordance with the Statement of Health and 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;
- 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 Health and Safety Policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Providing necessary facilities for all employees to be consulted on health, 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 academy the following functions have been delegated to: -

Function	Delegated to
Day to day health safety and welfare management	Headteacher and site manager
Regular inspections	Site manager
Accident Investigation	Headteacher and KL Estates Manager

Employee training needs	KL Estates Manager
Contractor management	KL Estates Manager

Competent Health and Safety Advice

The academy recognises that it must have access to competent health and safety advice. The academy's competent advisors are

The Health, Safety and Wellbeing Services Team, Cornwall Council

Senior Management

Senior management have responsibilities for:

- Day-to-day management of health, safety and welfare in accordance with the Health and Safety Policy;
- Drawing up and reviewing departmental procedures regularly;
- Ensuring that suitable risk assessments have been carried out for all activities where there is a significant risk;
- Carrying out regular inspections and making reports to the Headteacher and governing body;
- Ensuring action is taken on health, safety and welfare issues;
- Arranging for employee training, information and instruction;
- Passing on health, safety and welfare information received to appropriate people;
- Acting on reports from employees, the Headteacher, the Governors and the Local Education Authority.

All Employees

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

- Checking that 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;
- Bringing problems to the relevant manager's attention.

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

Volunteers

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the 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 academy's Health and Safety Policy is fulfilled.

Procedure List

	Page
1. Arrangements for Supervision of Students	6
2. First Aid	7
3. Pupils with Medical Needs	9
4. Accidents/Incidents	12
5. Training	14
6. Risk Assessment	15
7. Fire	16
8. Electricity	18
9. The Control of Hazardous Substances	19
10. Display Screen Equipment	20
11. Work Equipment	21
12. Management of Contractors	22
13. Personal Protective Equipment	23
14. Working Alone	24
15. Violence	25

1. Arrangements for the Supervision of Students

Opening Times

The academy will be open to pupils from:

8.45am

And will close to pupils at: 9am

3.15pm (clubs run until 4.15pm)

Between these times supervision will be provided. Pupils will not be allowed on site outside of these times except for planned events.

Supervision arrangements

- At least two members of staff supervise pupils during breaktimes.
- There are at least ten members of staff to supervise pupils during lunchtimes, covering the dining hall and playgrounds.
- Parents and carers collect their children directly from EYFS/ KS1 staff at the end of the school day. KS2 pupils are escorted outside by a member of staff and wait at allocated collection points.
- Parents of pupils who have not been collected by 3.30pm will be contacted and the pupils will wait inside the school until parents/ carers have collected them.
- Lunchtime and after school clubs are supervised by at least one member of staff. All adults offering clubs are DBS cleared.

After-school Lettings

Unless specifically agreed in the Letting Agreement the academy 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 number of trained staff are currently qualified: -

First Aid in the work place 3

Paediatric First Aid Qualified 5

First Aid Coordinator

The First Aid Coordinator is responsible for overseeing the arrangements for first aid within the academy. The First Aid Coordinator will be given half-termly release time to ensure First Aid requirements are met

The First Aid Coordinator's duties include ensuring that:

- First Aid equipment is available at strategic points in the academy
 - KS1 wet area, KS2 staffroom, First Aid cupboard
- First Aid qualifications are, and remain, current.
- There is a list of current first aiders in both staffrooms and first aid points, including names and photographs

First Aiders

The first aiders 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 academy (e.g. sports events, after school clubs, parents' evenings, academy organised fund raising events etc.)

First aid cover is not provided for: -

- Contractors
- Events organised by third parties

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 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 Health Service Helpline: 111, and, in the case of pupil injuries, with the parents or legal guardian.

Suspected Head, Neck and Spinal Injuries to Pupils

In the event of a suspected head, neck or spinal injury to a pupil, it is the policy of this academy, in addition to the normal first aid procedures, that the pupil'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 pupil's wellbeing, the first aider is expected to contact the Health Service Helpline 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.

Records are made of notification by telephone to parent/guardians using the accident book, which is held in the KS1 wet area.

Escorting Pupils to Hospital

When it is necessary for a pupil to be taken to hospital they will be accompanied by a member of staff – unless the pupil's parent/guardian is in attendance.

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

3. Pupils with Medical Needs

The academy recognises that it has a responsibility to support pupils with medical needs. The academy 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)

Responsible Person

The Headteacher is responsible for ensuring that the arrangements below are effectively implemented and maintained.

Medicine in School

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

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

The academy does not keep or dispense any other medication other than salbutamol for use with the emergency asthma kit (see below).

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

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

A member of staff with first aid qualifications, will administer medicine as close to the time of day requested by the parent/ guardian as is practicable.

Self-Management of Medication

This academy generally does not allow pupils to carry or manage their own medication without adult supervision. In certain circumstances, pupils will be allowed to administer their own medicine, in the presence of a member of staff.

Emergency Asthma Kits

This academy's procedures for managing the use of the emergency asthma kit is based on Department of Health guidance: -

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/350640/guidance_on_use_of_emergency_inhalers_in_schools_September_2014_3.pdf

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

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

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

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

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

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

Storage of Medicine

Medicines will be securely stored in a lockable cupboard or refrigerator in the school office.

Records of all medicines being stored in school are found in the Requests for Medicine to be Administered.

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

Facilities for Medical Procedures

There is no room provided specifically for medications and medical treatments to be administered. There are a number of 'quiet' rooms and areas within school which can be used for this purpose.

Training

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

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

Sharing of Information

The responsible person will ensure that relevant staff are made aware of any pupil'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.

The person responsible for updating medical information pertaining to pupils is Deanna Jarvis.

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 effective healthcare plans 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 academy, healthcare professional or the parents/carers.

Risk Assessment

In addition to the healthcare plan the academy will carry out individual risk assessments for any pupil where the pupil'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 will include consideration of: -

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

Unacceptable practice

To prevent unacceptable practice, the responsible person will ensure that:

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

- ☐ Healthcare plans reflect the needs of the pupil and take into account the views of parents/carers and advice of healthcare professionals
- ☐ Every effort is made to ensure that pupils with medical needs are able to stay in school for normal school activities (including lunch) unless there is a specific reason detailed in their healthcare plan not to do so.
- ☐ If the pupil becomes ill; ensure that he/she is accompanied to the school office/quiet room by an appropriate person.
- ☐ Pupils 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 pupil's medical condition.
- ☐ Arrangements for administering medication do not include the need for parent/carers to attend the academy unless to administer medicine that has not been prescribed.
- ☐ Every effort is made to ensure that pupils 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 Headteacher if they are concerned or dissatisfied in any way with the support provided by the academy for a pupil with medical needs.

If concerns cannot be resolved in this manner; parents/carers can follow the academy's complaint procedure.

4. Accidents/Incidents

Reporting Officers

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

- All staff – using Accident Reporting forms in staff room
- Headteacher and Fiona Rudd / Lizzy Dixon – using On-line Reporting system

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

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

The Reporting Officer will record incidents using the systems below.

Accident/Incident Reporting Systems

This academy records all significant accidents and incidents using the Cornwall Council Online Accident Reporting System (now AssessNet). 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 academy site

Any incident resulting in an injury to a pupil 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 using the accident book which is kept in the KS1 wet area.

Reporting Timescales

	Reporting timescale
Pupils will report accidents/incidents to a member of staff	Straight away if possible and in any case on the same day as the

Staff will report accidents/incidents to a reporting officer Reporting Officers will complete the online report	incident Straight away if possible and in any case on the same day as the incident Usually within 48 hours and in any case within 7 days.
---	--

Accident/Incident Investigation

All incident reports will be reviewed by the Headteacher who will decide if an internal investigation is necessary. Investigation reports will be entered onto AssessNet.

Significant incidents (as determined by the Headteacher) will be reported to the Health & Safety Governor and the governing body.

All reports submitted via AssessNet 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 KL Estates Manager will decide if this investigation takes place.

5. Training

Identification of Training Needs

The academy will carry out an evaluation of the health and safety training needs of staff.

The Trust has a schedule of Smart Log training programmes which are allocated to the relevant staff to complete remotely. These training programmes are updated every 2 or 3 years depending on the content type.

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

The Headteacher is responsible for carrying out the evaluation of training needs and presenting recommendations to the Governing Body.

The school's Educational Visit Lead is fully trained by Cornwall Outdoors and attends the regular refresher courses to keep up to date with current policy.

Staff Responsibilities

The Trust allocates Smart Log training to the relevant persons

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

6. Risk Assessment

Risk Assessment

The 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 academy will carry out risk assessments using Assessnet Risk Management Software and other observation based methods.

The KL Estates Manager is responsible for managing the risk assessment process and producing relevant reports for the Headteacher and the Governors.

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.

The educational visits lead is responsible for ensuring that risk assessments are completed for all educational visits. And for logging residential trips and adventurous activities with Cornwall Outdoors.

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 academy's normal operating procedures.

7. Fire

Fire Officer

Kaj Skjervik supported by the headteacher, is responsible for organising the academy's fire safety provision. The Deputy Headteacher will deputise when the headteacher is not present.

The Fire Officer is responsible for:

- ☐ Arranging a fire evacuation drill at the beginning of the academy 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 for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)

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.

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 Fighting Equipment

Firefighting equipment has been positioned at appropriate positions around the site

Evacuation and Registration Procedures

A separate fire/evacuation plan is located in all classrooms and offices. It is updated periodically as and when changes are required.

Lunch Time

Children should be evacuated by the midday supervisors via the nearest safe exit. All children will assemble at the nearest fire assembly point.

Special Notes

Children out of their class base are to be escorted by the teacher/person responsible for the group, via the nearest safe exit, to the nearest fire assembly point.

In the event of the need for an extended evacuation of the school, pupils and staff will go to the school's designated safe haven in the village (St Agnes Church).

Office staff will take Fire Folders to the assembly points and use walkie talkie communication to ensure that all pupils, staff and visitors are accounted for.

8 **Electricity**

Academy Owned Portable Appliances

The academy will undertake to inspect and test all its portable electrical appliances by a competent person on an annual basis.

Tests will be carried out by an approved contractor.

All test Certificates will be kept in the Property Maintenance (electrical) file 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.

Coordinator

The KL Estates 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.

Malcolm Godwin 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 Hazards provided by the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS).

A central copy of COSHH assessments is kept by David Spendlove.

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 KL Estates 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 academy.

10. Display Screen Equipment

Workstation Assessment

The Estates Manager is responsible for overseeing the assessment of all display screen equipment (DSE) used by people at work (i.e. excluding pupils 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 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).

Employees may request the Headteacher to arrange for an eye test to be provided.

11. Work Equipment

The Headteacher 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

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

Selection of Contractors

The 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 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 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 academy 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 pupils.

Purchase and Storage of PPE

If there is a requirement for PPE, staff should order PPE through the Finance Assistant, 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 headteacher will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE.

Staff and Pupils Responsibilities

When issued with PPE; staff and pupils 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 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 academy on their own.

In such circumstances the academy will assess the risk to these individuals and will introduce suitable controls to ensure that all risks are minimised. According to these procedures:

- Any staff wishing to work outside normal school hours must have prior agreement/ permission from the Headteacher or Deputy Headteacher.
- The number of keyholders is kept to a minimum – the Headteacher, Deputy Headteacher and School Caretaker. Other staff who wish to work outside of normal working hours will need to request a keyholder to open and close the school for them. In this way, keyholders will be aware of who is in school.
- Wherever possible, staff will be encouraged to work in pairs or groups if they wish to be in school out of hours.

School Security

Crystal Contractors are responsible for the security of the site at the end of the day by ensuring that doors, windows, skylight etc. are secured.

The School Caretaker 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.

The School Caretaker, Headteacher and Deputy Headteacher are the academy's nominated representatives who will respond in an out-of-hours call out.

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

Call Out Arrangements

The 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.

Police attendance

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

Two Persons Attend

At least two persons will attend if an alarm is activated. Normally this is either the Caretaker accompanied by the School Cleaner or the Caretaker accompanied by the Headteacher or Deputy Headteacher.

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.

15 Violence

Zero Tolerance

Violence is not tolerated in this academy. Action and the appropriate sanctions will be taken against the perpetrator of any violence towards staff, pupils or visitors to this 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 pupils will be dealt with using the 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 Pupils

Violence between pupils will normally be dealt with using the academy's internal disciplinary procedures (which may include police involvement where appropriate).

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

Responsible Person

The Headteacher 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