



Health & Safety Policy

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Statement of Health and Safety Policy

Venture Multi Academy Trust:-

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by the Multi Academy Trust'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 Multi Academy Trust'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 pupils' 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 December 2022

Approved and adopted by:

Chair of the Board of Trustees

CEO

On: 14th February 2022

Multi Academy Trust Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health safety and welfare in the Multi Academy Trust (MAT). The individuals and groups identified below are expected to have read and understood the MAT'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 MAT is The Academy 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.

Board of Trustees

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

The Trustees have appointed a Safety Trustee to receive information, monitor the implementation of policies, procedure and decisions and feed back to the Trust Board on health safety and welfare issues.

The Safety Trustee is Harry Hart.

The Board of Trustees has appointed Will Johnson (CEO) to oversee the management of health and safety across the MAT.

The CEO

The CEO has responsibility for:-

- Day-to-day management of all health safety and welfare matters in the MAT 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 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 and the employer 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. The following people have specific responsibilities:

Day to day health safety and welfare management	Ian Webster – Premises Manager Headteacher in each school
Regular inspections	Ian Webster – Premises Manager
Accident Investigation	Headteacher/Deputy in each school
Employee training needs	Jo Long – Chief Operating Officer
Contractor management	Ian Webster – Premises Manager

The Headteacher in each school

The Head Teacher 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;
- 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.

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 cooperate 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'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.

Competent Health and Safety Advice

The MAT recognises that it must have access to competent health and safety advice. The MAT's competent advisors are **The Health, Safety and Wellbeing Services Team, Cornwall Council**.

MAT Organisation and Arrangements for Health Safety and Welfare

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

Procedure List:

Arrangements for Supervision of Pupils

First Aid

Pupils with Medical Needs

Accidents/Incidents

Training

Risk Assessment

Fire

Electricity

Water Safety

Asbestos

The Control of Hazardous Substances

Display Screen Equipment

Work Equipment

Management of Contractors

Personal Protective Equipment

Working Alone

Violence

Manual Handling of Items/Objects

Working at Height

Educational Visits

Arrangements for the Supervision of Pupils

All pupils will be supervised during normal school opening times. In addition, if wraparound care is provided on site, pupils will be supervised for the duration of these sessions. Pupils should not be on the school site outside of these times.

Schools do not provide supervision for pupils in the playgrounds before the school start time. The child's parent is responsible for their supervision until school starts.

During breaks and lunchtime, supervision of children is provided in line with the school's risk assessment (approx. 1:30). Individual risk assessments should be produced for any specific, higher risk play equipment, to include cover supervision requirements.

After School Lettings

Unless specifically agreed in the Letting Agreement with the School, no supervision is provided for any groups using its facilities as part of a letting/hiring arrangement.

First Aid

Assessment of Needs

All schools must carry out an assessment of need and identify the number of trained staff required. This will include staff who hold the following qualifications:

- First Aid at Work
- Emergency First Aid
- Paediatric First Aid
- First Aid in the Outdoors

First Aid Coordinator

Schools will appoint a first aid coordinator to oversee the arrangements for first aid in the school. The First Aid Coordinator's duties include ensuring that:

- First Aid equipment is available at strategic points in the School
- A sufficient number of personnel are trained in first aid procedures
- 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

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

First aid cover is not specifically provided for:

- Contractors
- Events organised by third parties (fetes, evening clubs, etc.)

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

Treatment of Injuries

Schools 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 MAT, 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 school will notify parents/guardians of any other significant injury by way of:

- A telephone call
- A face to face meeting

Records of notification by telephone to parents/guardians must be kept and the details of the injury recorded on AssessNet (accident reporting system used by the schools and Cornwall Council).

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 (2 members of staff, if taken independently) – unless the pupil's parent/guardian is in attendance.

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

Pupils with Medical Needs

The trust recognises that it has a responsibility to support pupils with medical needs. The trust and its schools follow 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/484418/supporting-pupils-at-school-with-medical-conditions.pdf)

Each school will have a separate policy which covers the arrangements it has made in order to fulfil its statutory duty.

Accidents/Incidents

Each school will identify the members of staff who have access and authority to report accidents and incidents, ensuring adequate cover in the event of absence.

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 in each school will record incidents using the accident/incident reporting system.

Accident/Incident Reporting Systems

Schools will record all significant accidents and incidents using the Cornwall Council Online Accident Reporting System (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 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.

Schools will also report any significant injury (major cuts, fractures, burns etc) regardless of the circumstances or cause.

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 are to 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 the accident reporting section of the Online Accident Reporting System as a 'Near Miss'.

This recorded information is accessible to all school Reporting Officers.

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

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 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 the Headteacher 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 a Reporting Officer) will be reported to the Headteacher and the LGB.

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 Headteacher will decide if this investigation takes place.

Training

Identification of Training Needs

The trust will carry out an evaluation of the health and safety training needs for school and central staff. The Cornwall Council 'Training Requirements and Recommendations for Schools and Academies' will be used as the starting point of this evaluation. A prioritised plan for delivery of training will be put in place to where the evaluation identifies a need. The training plan will include any specific training required for specialist roles or settings, such as SEN units, nurseries, minibus drivers and wrap around provision.

Headteachers are responsible for ensuring that this is completed.

In addition, each school will need to ensure adequate staff are first aid trained as detailed in the first aid section of this policy.

Staff Responsibilities

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

Risk Assessment

Each 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 trust expects each school to carry out risk assessments using Assessnet Risk Management Software.

The Premises Manager is responsible for managing the risk assessment process and producing relevant reports for the Head Teacher and the Local Governing Body.

The trust purchases an SLA with CC which provides direct support for schools when completing, updating and reviewing risk assessments. Copies of risk assessments are available from AssessNET for those with access or from the H&S shared Google Drive, available to all trust staff.

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 Headteacher is 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 the H&S shared Google Drive, available to all trust schools & staff.

Fire

Fire Officer

Each school will appoint a member of staff who will be responsible for organising the school's fire precautions.

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 Headteacher 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 block escape routes
- 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

Schools may decide to appoint fire wardens. If appointed, Fire Wardens will receive training in fire prevention, the principles of fire safety, safe use of firefighting equipment and effective evacuation procedures.

Fire Wardens continually, dynamically assess the school environment 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 pupils and staff to areas of safety.

Fire Fighting Equipment

Firefighting equipment must be positioned at appropriate positions around the school site. In accordance with the Regulatory Reform (Fire Safety) Order, staff should be given training in the use of firefighting equipment.

Evacuation and Registration Procedures

Each school should produce a documented procedure and ensure this is discussed with staff and pupils. The procedure should contain all relevant information such as action needed on discovery of a fire or on sounding of alarms, evacuation routes, assembly points, and responsibilities of staff and fire wardens. The procedure should be tested termly and any observations noted and acted upon.

Electricity

School Owned Portable Appliances

The trust expects schools to inspect and test all its portable electrical appliances by a competent person every 2 years. Tests are to be carried out by a qualified electrical contractor and all current test Certificates should be kept in the school's electrical file.

Personal and Privately Owned Portable Appliances

Personal items of electrical equipment should not be brought into the school unless agreed with SLT and network manager who will risk assess their use.

Coordinator

The MAT 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 5 year fixed wiring inspection is carried out for the premises.

Water Safety

Schools will undertake to inspect and test all water supply sources in the building by a competent person on the following basis:-

- Weekly – In house (site team)
- Monthly – Legionella contractor
- 3 Monthly – Legionella contractor
- 6 Monthly - Legionella contractor
- Annually - Legionella contractor

All test Certificates will be kept electronically, held by the Premises Manager

Asbestos

All schools will undertake to inspect and test all asbestos sources identified in the building by a competent person. Schools should have a record of the date of the last inspection, the name of the company who undertook the inspection and any matters identified as a result of the inspection. All test certificates should be kept in the school's asbestos file.

Each school is responsible for ensuring that the Asbestos Register is signed by contractors before commencement of any works.

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 should be 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).

The COSHH Coordinator in each school should retain a central copy of COSHH assessments and staff should be made aware of their location.

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 COSHH Coordinator is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained.

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.

Display Screen Equipment

Workstation Assessment

The trust's Network Manager 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. All employees are responsible for completing their own workstation assessment using the risk assessment form. This assessment should be completed at the start of employment and reviewed when any changes are made to the work station environment or the circumstances of the employee (e.g. medical changes).

Equipment

Appropriate DSE equipment will be provided as identified by workstation assessments. This includes equipment that may be needed when working from home. All employees will be advised of correct use of equipment at home.

Eye Tests for Display Screen Equipment Users

All 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).

Eligible employees should contact Jo Long (COO – Venture MAT) via email to request an eye test voucher (jlong@venturemat.co.uk)

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.

Management of Contractors

Each school will appoint a named individual who is responsible for overseeing the management of all contractors on site.

Selection of Contractors

Schools 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 safeguarding 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 (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.

Personal Protective Equipment

School 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 has a duty to ensure that PPE is used effectively. School leaders 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

Each school 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, suitable arrangements should be 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.

Working Alone

The trust recognises 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 may include staff working in the evenings, weekends or during the holiday in the school on their own. In such circumstances the school must assess the risk to these individuals and introduce suitable controls to ensure that all risks are minimised. Any staff wishing to work outside normal school hours must have prior agreement/permission from the Headteacher.

School Security

Schools must ensure that a procedure is in place for the security of the site at the end of the day by ensuring that doors, windows, skylight etc. are secured.

Alarm Call Outs

Schools should detail their arrangements for responding to call outs, assess the risks to any individuals and introduce suitable control measures to ensure that risks are minimised.

Violence

The trust has a zero tolerance policy in all of its schools. Action and the appropriate sanctions will be taken against the perpetrator of any violence towards staff, pupils or visitors to trust schools.

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 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 Pupils

Violence between pupils will normally be dealt with using the school'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 in each 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. Schools should identify staff who require this training and keep a list of names and qualification/requalification dates.

Manual Handling of Items/Objects

(For information about the manual handling of pupils, please refer to each school's Positive Handling Policy)

Avoidance of risk

The trust expects schools to eliminate, as far as is reasonably practicable, the need for employees to carry out manual handling tasks that involve a risk of injury.

Assessment of risk

The risk to staff should be assessed and documented where manual handling operations cannot be avoided.

Reduction of risk

The risk assessment should document any remedial action to reduce the risk to the lowest possible level and say when and by whom this should be implemented. The risk assessment should be reviewed annually or sooner if any significant changes have occurred to ensure effective control and monitoring of risk.

Responsibility for assessment

Headteachers are responsible for ensuring that there are suitable and sufficient assessments of manual handling tasks within the school which are regularly reviewed.

A safe working environment will be provided that allows manual handling procedures to be carried out with minimal risks to employees "as it is reasonably practicable". Manual handling issues need to be considered at the design stage of every refurbishment or new building. Ergonomics advice will be sought if necessary.

Equipment will be provided to prevent manual handling wherever possible. Where manual handling cannot be prevented, equipment will be provided to reduce the risk.

Training

Manual handling training will be provided on an annual basis.

Working at Height

Work at height should always be avoided where possible. Sometimes, this may not be practical and for particular low risk light work at height of short duration (i.e. work that lasts for minutes not hours) a step stool, stepladder or ladder may be considered as the most appropriate method of access.

Stepstools used in schools must be at one of the minimum standards or class:

- BS 3777
- EN 14183
- Have a maximum capacity rating of 150kgs

Stepadders and ladders in schools must be at one of the minimum standards or class:

- BS 1129/Class 1 (wood)
- BS 2037/Class 1 (metal)
- BS EN 131 (wood, metal & glass fibre)

Standing on tables, chairs or other furniture for any reason is strictly prohibited.

For anything other than low risk, short duration work at height, the work is to be done using a mobile tower.

All access equipment must be visually checked before use; as instructed in the Safe Working Procedure document.

All ladders and step ladders must be thoroughly checked once a term, using a checklist to ensure consistency of the inspection. Records of the checks will be kept by each school.

Training

It is a legal requirement that all persons must be appropriately trained before they use any access equipment. Refresher training is required annually.

Where a member of staff finds that they are required to use an item of access equipment on which they have not had training, or where they are unsure of correct or safe use, then they are to contact the Head teacher prior to use.

The following sets out the minimum instructional training and/or training course requirements for access equipment used in the school:

Step stools – A simple instructional training brief is to be given by the Premises Manager to all users.

Step Ladders – Where low risk at height may be required to be undertaken using stepadders, staff members must be trained first by the Premises Manager.

Ladders – Only staff who have undergone Working at Heights training are permitted to use ladders.

The MAT Premises Manager will ensure that all checks on step-stools, step-ladders and ladders are recorded.

Educational Visits

Responsible Person

Schools must nominate a responsible person for school trips and off-site activities, usually the Headteacher. In addition, schools may appoint an Educational Visits Coordinator (EVC) who will undertake EVC training. Schools should also liaise with Cornwall Outdoors to help risk assess trips or activities that may be deemed to be adventurous.

Parental Consent

Written consent from parents/carers is not required for pupils to take part in the majority of off-site activities organised by schools as most of these activities take place as part of the

school day and within school hours. However, schools do have to inform parents about where their children will be at all times and of any extra safety measures required.

Parental consent is required if children are taken out of school for a visit which extends beyond the normal school day and for activities that need a higher level of risk management. Schools should inform parents of all school trips and seek written parental permission for any trips/activities that extend beyond the school day, overnight or travel beyond the local geographical area. Schools do not need to seek parental permission for regular activities such as Forest or Beach school that take place every week.

The trust takes its guidance for the supervision of children whilst on school trips from the Government's guidance on [Health and Safety in schools](#).

Visits to Approved Educational Activities

Schools 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 checked with the HSE before the school involves itself with the provider.

These providers should have their own risk assessments in place and should provide them to all users of their services. The school should provide a risk assessment that identifies the potential risks involved in using a provider. In addition the school will be responsible for assessing the risk of other activities connected to the approved educational activity. For example, the travel to and from an event/location etc.

All licenced providers should have Enhanced Criminal Records checks for staff working with children or on their sites. The school 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 trust also has public liability insurance and school visit insurance with Zurich. Parents can also take out their own insurance from reputable insurance providers if they chose to do so.

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.

The trust advises schools to start with general supervision ratios of:

- School year - Nursery 1 to 4
- School year – Reception 1 to 8
- School years – Y1 to Y6 1 to 8
- School years – Y4 –Y6 1 to 15
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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 of their responsibility and duty of care towards the children in their care whilst in a supervisory capacity.

School trips 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.'