



CAMBORNE SCIENCE & INTERNATIONAL ACADEMY

THE CSIA TRUST HEALTH AND SAFETY POLICY

INCORPORATING SITES AT:
CAMBORNE SCIENCE & INTERNATIONAL ACADEMY
AND
NEXUS

POLICY OWNER
V GOUGH

DATE APPROVED BY BOARDS OF TRUSTEES
FEBRUARY 2018

NEXT REVIEW
FEBRUARY 2020

Policy Statement

1. The CSIA Trust recognises its legal and moral responsibilities to persons who may be adversely affected by school activities.
2. The Trust is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its students, visitors, employees and contractors involved with the activities of the Trust. The Trust will seek to ensure that its legal duties and policy objectives are complied with at all times.
3. All foreseeable risks associated with the member school's activities will be identified and removed or controlled through a process of risk assessment and management.
4. All employees will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.
5. The Trust will seek to inform students' parents or guardians of any health and safety issues relevant to their child or children.
6. The arrangements for health, safety and welfare are detailed in the attached "Organisation and Arrangements" sections.
7. All named personnel within the Health & Safety Policy will sign in acknowledgement of their responsibilities with regard to compliance and understanding. Their views will be sought on policy operation as part of the Annual Policy Review.

Principal _____

Chair of Trustees _____

Competent Health and Safety Advice

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

Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare in the Trust's schools. The individuals and groups identified below are expected to have read and understood the Trust's policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them.

Trustees, Governors, SLT, all staff

The Board of Trustees of The CSIA Trust recognises and accepts its responsibility for providing a safe and healthy environment for its staff, students, visitors and contractors across all Trust premises. The Trustees and Governors are responsible for ensuring that mechanisms and procedures are in place for health, safety and welfare.

The responsibility for the implementation of this Trust policy at Academy level rests with the Local Governing Body and the Principal. The Local Governors have appointed a Health & Safety Committee to meet as the need arises to receive information, monitor the implementation of policies, procedures and decisions and feed back to the Board on health, safety and welfare issues.

The Health and Safety Committee are:

- Business Manager, Premises Manager, SENCo/Deputy SENCo, a representative from the Trust's Competent Advisors, the First Aid Co-ordinator and such Staff Representatives as are appropriate.
- Regular Staff Representatives include DOLs for PE/DT/Science/Art, the VP & Director of Nexus and members of support staff

This group will report back to the Board annually via the Business Manager.

The Principal

The Principal has responsibility for:

- Day-to-day management of all health and safety matters in the academy in accordance with the Health & Safety Policy;
- Ensuring regular termly inspections are carried out;
- Submitting inspection reports to Governors;
- Ensuring action is taken on health, safety and welfare issues;
- Passing on information received on health and safety matters to appropriate people;
- Carrying out accident investigations;
- Identifying and facilitating staff training needs;
- Liaising with Trustees and Governors on policy issues and any problems in implementing the Health & Safety Policy;
- Co-operating with and providing necessary facilities for trades union safety representatives.

- Where contracts are negotiated directly between the academy and the contractor, the Principal is also expected to monitor purchasing and contracting procedures, to ensure that their employer's Health & Safety Policy is complied with.

Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff (i.e. the school's "Safety Manager"). These functions have been delegated to the **Business Manager**.

It is the responsibility of any delegated officer to report any relevant or critical occurrences or other recent issues that might bear or impact on the Principal by exception. The delegated officer is to forward in the summer term a report for the Principal on exceptions/incidences that have been reported during the year. The report is to also include accident report/outcomes and the extent of liaison with Trade Unions on health and safety issues.

Senior Leadership & Faculty/Department Heads

Senior Leadership staff and Faculty/Department Heads have responsibilities for:

- Day-to-day management of health and safety in accordance with the Health & Safety Policy;
- Drawing up and reviewing departmental procedures regularly;
- Carrying out regular inspections and making reports to the Principal;
- Ensuring action is taken on health, safety and welfare issues;
- Arranging for staff training and information;
- Passing on health and safety information received to appropriate people;
- Acting on reports from staff, the Principal, the LA or Governors.
- Ensuring health and safety issues are reported by staff and discussed at departmental meetings, and reporting them to SLT.
- Ensuring that all necessary risk assessments are being carried out by all relevant staff (e.g. through standing item on staff meeting agenda)
- Ensuring that all risk assessments are reviewed periodically (as indicated by the EEC software) or following incidents or significant changes in workplace or systems of work.

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 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 & Safety Committee, if appropriate;
- Bringing problems to the relevant manager's attention
- Ensuring that they undertake all relevant risk assessments involving their students, support staff, themselves, and where relevant, members of the public.

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

Volunteers

Volunteers have a responsibility to act in accordance with the Trust's policies and procedures for health and safety 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 permanent member of CSIA Trust staff.

Specific Health, Safety and Welfare Policy and Procedures

Procedures apply in all Trust academies, except where specified otherwise

First Aid

The Academy has assessed the need for first aid provision and will ensure that an adequate number of first aid trained personnel is available at all times where employees and students are present on the premises.

Coordinator:

The **First Aid Co-ordinator** is responsible for overseeing the arrangements for first aid within the Academy. Their duties include ensuring:-

- That first aid equipment is available at strategic points in the Academy. Locations at Camborne Science & International Academy are:

Reception, Art room 12, DT9, DT6, DT3, PE, 6th Form, Room 41, Room 58, Outside ICT staffroom, Maths staff room, Room 21, SDC, Science Staffroom, KS4 PSW Office, Science Technician Office

For Nexus campus provision refer to page 17.

- That the correct level of first aid equipment is maintained in each first aid box
- That a sufficient number of personnel are trained in first aid procedures – Full list is kept up to date in liaison with the HR Manager and is available in the Personnel Office.
- That 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, and will ensure incidents reportable under RIDDOR are entered in good time onto the reporting system (see Accidents section below).

First Aiders

The Trust HR Department holds a full list of all Trust staff who have been trained to provide first aid. 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

- educational visits

- extra-curricular activities organised by the Academy (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.)

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 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 will instruct another member of staff to call) 999 and request that an ambulance and paramedics attend and, in the case of student injuries, with the parents or legal guardians.

Suspected Head, Neck & Spinal Injuries to Students

In the event of a suspected head, neck or spinal injury to a student it is the policy of the Trust, in addition to the normal first aid procedures, that the student's parent/guardian is contacted and informed of the injury.

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 telephone for an ambulance as appropriate.

Escorting Students to Hospital

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

The member of staff may travel to the hospital in their own vehicle rather than in the ambulance with the student unless the student is overly distressed or confused. This decision should be made in consultation with the attending paramedics and the parent/guardian if he or she is immediately contactable. The member of staff should ensure that they arrive promptly at the hospital to meet the student as they are admitted to casualty.

The member of staff will stay with the student until a parent or guardian arrives and responsibility is handed over.

Medicines in School

Refer to 'Managing Medicines Policy'.

Accidents

Reporting Officer

The **First Aid Co-ordinator** is responsible for the collection of information and the completion of the on-line accident report. In their absence, the **Front Office Manager** will fulfil this role

All accidents must be reported to the reporting officer.

The **First Aid Co-ordinator** will record all accidents. The following incidents will be recorded and reported using the on-line accident reporting system:-

- Specified Dangerous Occurrences (refer to HSE website or HSW Service information for list)
- Specified diseases (refer to HSE website or HSW Service information for list)
- All employee accidents
- All contractor accidents
- All accidents to members of the public/visitors
- Accidents to students which result in a major injury or death
- Accidents to students which result in the injured person being taken from the scene of the accident directly to hospital
- Accidents to students which may have resulted from a premises/equipment defect
- Accidents to students during structured activities
- Accidents to students where first aid treatment has been provided.

All other incidents will be recorded in the Academy's Day Book/Incident Log.

Accident Investigation

All significant accident reports will be seen by the **Business Manager**, who will decide if an investigation is necessary. Investigation reports will be entered onto the on-line accident reporting system. Major incidents will be reported to the Principal and to the Health and Safety Committee.

All on-line reports are sent electronically to the HSW Services section at County Hall and are reviewed by a Senior Health, Safety and Wellbeing Advisor.

Accidents Reportable to the Health and Safety Executive

Reports of fatalities, major accidents and over-three-day incidents are automatically forwarded to the Health and Safety Executive (HSE) the Senior HSW Advisor (Cornwall Council, under the terms of the HSW SLA) as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Council's HSW Services section will liaise with the HSE on these incidents.

Fire

Fire Officer

The person responsible for organising the school's fire precautions is the **Premises Manager**.

In their absence, the **Business Manager** will fulfil this role.

The Fire Officer is responsible for:

- In cooperation with the Principal and members of SLT, arranging a fire evacuation drill at the beginning of the academic year and at least once every term
- 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.), and also ensuring that the Business Manager has reviewed and signed off the fire log on termly basis.

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.

This procedure will form part of the induction process for new staff and will be issued by email to all staff at the beginning of every academic year. Additionally, a single briefing will be held at the start of every year to remind staff of the procedures. A register will be taken at the briefing to ensure all staff are present.

Evacuation and Registration Procedures – Camborne Science & International Academy (main site)

A plan of the Academy detailing fire evacuation routes is found on each classroom door.

- In case of fire, staff will use the nearest break-glass call point to raise alarm
- The **Premises Manager** will immediately go to the main Fire Panel (Reception), and will inform SLT about the location of the fire.
- The **Front Office Manager** is responsible for taking out the student registers for years 7 – 13 for teaching staff to collect in the Assembly Point. The **Vlth Form Administrator** is responsible for taking out Vlth Form signing in/out book and collecting the Vlth Form registers from the Front Office Manager.
- The **HR Manager** is to co-ordinate the taking of registers of teachers.
- The **Cover Co-ordinator** is to take the register of supply and support staff
- A member of **Reception staff** is to take the register of visitors and contractors

- All staff, students and visitors will use the nearest fire exit to evacuate to the Assembly point (tennis courts). Each class teacher is responsible for ensuring all students evacuate in timely and quiet manner
- The Fire Service is called automatically by the monitoring service, unless contacted by the Academy in advance to warn of either a drill or false alarm.
- A Personal emergency evacuation plan is in place for all persons who may require one – wheelchair users, persons using crutches etc.
- Reception has the lift keys, as does any Teaching Assistant assigned to disabled students. Lifts should not be used in the event of a fire or fire evacuation. Evacuation chairs are placed at required access / refuge points for disabled students with individual evacuation plans
- Reception maintains radio contact with SLT on channel 1.
- Contingency arrangements are in place if quick return to the building is prohibited (see emergency procedures file)

Additional Information/Responsibilities

- Break/lunch time – leave by the nearest available exit. The **Front Office Manager** will print the registers from the last lesson and distribute them to tutors at the assembly point.
- Staff to sign in and out using the staff log book located at the Reception hatch if they arrive/leave the premises outside of their standard contracted hours.
- All visitors are to sign in and out, no matter how long they are going to be on site.
- After school activities – staff to take register at the beginning of the session and accompany the students to the Assembly point.
- Holidays (revision sessions, staff coming to work, planned activities) – only the main entrance is opened during holidays; all staff, visitors and contractors are to sign in using designated log books on the front desk; students sign in on prepared sheets, according to the location of the session. In the event of evacuation, The **Premises Manager** (or **Site Team** member on site) will go to Reception to attend to the fire panel, and will nominate a second available staff member to take all log books and signing sheets to the assembly point and distribute them to other members of staff to complete the roll call for the students, visitors and contractors.

Out of hours emergency contacts

- Kestrel Guards will contact CSIA key holders.
- Alarm monitoring company contact (East Midlands Contact Centre) – 0844 8099980

Electricity

The Academy will undertake to inspect and test all portable electrical appliances by a competent person at least once every two years and will arrange for these tests to be carried out by an approved contractor. All test certificates will be kept with the **Premises Manager** for the duration of the life of the appliance.

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 **Premises Manager** is also responsible for liaising with any approved contractor to arrange for a whole school fixed wiring inspection.

All Staff

All staff will visually inspect electrical equipment before use for obvious defects. Defective equipment will not be used and will be reported to **Site Team** for repair/replacement.

Work Equipment

The **Premises Manager** will be 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 & repairs);
- training and use of the equipment

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

Working Alone

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

In such circumstances, the Academy will assess the risk to these individuals using the EEC Risk Assessment Software 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 Premises Manager's office.

Staff working outside of normal school hours must sign in to ensure that the Site Team are aware of their presence on the premises. Anybody working outside normal school hours must have due regard for their own personal safety.

Academy Security

The on duty member of **Site Team** (CSIA main site)/**Cleaner** (CSIA Nexus site) in charge is the person who is responsible for the security of the Academy at the end of the day by ensuring that doors, windows, skylights etc. are secured.

The **Site Team** are responsible for carrying out checks of the premises during the school holidays.

Call out arrangements

The Academy has introduced call out arrangements that reduce the possibility of injury to staff and which ensures that if an incident occurs support will be provided. The Security Company (Kestrel Guards) will attend; the company may contact a member of staff from the key holder list. No member of Academy staff should enter the site on their own following activation of the alarm. These arrangements are described in risk assessment and Safe Working Procedure documents available from the **Premises Manager**.

Arrangements for Supervision of Students

Students are expected to be in school from 8.20am to 2.45pm during which time supervision will be provided. At break and lunchtimes the Academy operates a supervision system consisting of SLT, teachers and other support staff being on duty in assigned areas. The Academy also, for the added protection of staff and students, operates a closed circuit television camera system which has been expanded to include internal cameras.

All year groups have designated supervised areas for use during break and lunchtimes.

Breakfast club operates before school from 8am and is staffed appropriately. After school activities are supervised by the staff running them and operate until 4pm.

Students who miss their bus or lifts are to report to front reception for help and support regarding their safe return home.

During school holidays the Academy will remain open during normal office hours and staffed by a rota of support staff in addition to Site and IT staff. Students are not permitted to enter the building without being accompanied by a member of staff or authorised adult.

Any ex-students wishing to visit the Academy must make formal arrangements with a member of staff prior to the visit and sign in at the front office.

Violence

The CSIA Trust believes that there is no place for violence in our academy community. All staff, students and visitors have a responsibility to ensure that they treat all with dignity and respect and seek to avoid violence. If violence occurs it is a serious incident and the Academy's response is reflected in its stance. Both staff and students have a responsibility to report situations/incidences of actual violence and where they perceive that a risk for potential violence exists.

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, students or visitors to this academy which may include police involvement where appropriate.

Responsible Person

The **Business Manager**, 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 student when they are in a crisis situation. A specific policy, aimed at the control of students, has been adopted. A list of trained staff is maintained by the HR Manager.

Risk Assessment

The Academy will carry out risk assessments for all activities using the European Education Consultants Risk Assessment Software, with the exception of Educational Visits, where a paper-based system is used.

The software indicates when risk assessments need to be reviewed. Risk assessments are also reviewed following incidents or significant changes in personnel, workplace or systems of work. The system is monitored by the Business Manager, Premises Manager and Department Heads.

The **Business Manager** and **Premises Manager** are responsible for managing the risk assessment process and producing relevant reports for the Principal and the Governors.

Department Heads are responsible for ensuring the appropriate risk assessments are carried out for their specialist areas, with assistance from the Trust Health and Safety Competent Advisor (HSW Service, Cornwall Council) and HSW Co-ordinator (Cornwall Council).

Copies of risk assessments are accessed on the EEC Risk assessment software, or are available from the Business Manager, Premises Manager, Department Heads or HSW Co-ordinator.

Safe Working Procedures

The risk assessments have been used to develop safe working procedures which must be followed by all staff. Copies of safe working procedures have been provided to all Heads of Departments and are also available from the Business Manager, Premises Manager, Department Heads or HSW Co-ordinator.

The Control of Hazardous Substances

All substances which may be considered hazardous to health have been assessed using the Council's COSHH Database (except in Science – these are covered by the CLEAPSS Hazcard system). Assessments have been returned to the school and copies are available in the COSHH file or from the Health and Safety Advisor. They have also been issued in the risk assessment folder to Department Heads where applicable.

COSHH Coordinator

The **Premises Manager** and **Directors of Learning for Science and DT and Art/Photography** are responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from Cornwall Council.

The co-ordinators are responsible for ensuring that COSHH assessments are seen and understood by those staff who are exposed to the product/substance.

The co-ordinator is also responsible for ensuring that any updated COSHH assessments received are seen and understood by those who are exposed to the product/substance and that the COSHH file is kept up-to-date.

All Staff

All staff must ensure that they do not use any potentially hazardous substance without first familiarising themselves with the requirements of the COSHH assessment.

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 school 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** and **Heads of Department** 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 above persons 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.

Health and Safety Training

Identification of Training Needs

The Academy has carried out an evaluation of the health and safety training needs of staff. The Cornwall Council Training Matrix for Schools and Other Educational Establishments has been used as the starting point of this evaluation. A prioritised plan for delivery of training has been put in place where the evaluation has identified a need. The **Business Manager** is responsible for carrying out the

evaluation of training needs and presenting recommendations to the Principal and the Governing Body as part of the annual Health and Safety Report.

Induction Training

Line managers are responsible for providing Health & Safety induction to all new employees on their teams; the induction process is managed and overseen by the HR Manager. Specific job and task related induction is included in the induction training provided by the team leader. Records of induction are kept by the HR Manager.

H&S and Fire Safety Awareness Training

Basic Health & Safety and Fire Safety Awareness training is mandatory for all employees; completed using training materials available on the school network. Line managers are responsible for ensuring that the training has been completed by their team members; the process will be overseen by the HR Manager.

Staff Responsibilities

Staff must attend health and safety and/or any other mandatory training provided by the Academy.

Display Screen Equipment

Workstation Assessment

The **HR 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.

Equipment

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

Eye Tests for Display Screen Equipment Users

Refer to the Trust Expenses Policy

Working at height

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

Step stools in the school must be at one of the minimum standards or class:

- BS 7377
- EN 14183
- GS Approved
- Have a maximum capacity rating of 150kgs.

Stepladders and ladders in the school 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)

- GS Approved (wherever this marking/standard is used)

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.

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

Training:

It is a legal requirement that all persons must be appropriately trained before they use any access equipment. Refresher training is required at least every three years.

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 Principal/Premises Manager 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 work at height may be required to be undertaken using stepladders, staff members must be trained first by the Premises Manager; alternatively, this training may be provided by any external competent training course provider. This training will cover:

1. The Academy's work at height policy requirements.
2. HSE Working at heights guidance information
3. Specific safe working procedures and risk assessment
4. Academy safe working procedures for work at height.

Ladders and step ladders (high risk) – for accessing roofs, Site Staff must attend a formal stepladder and ladder safety training course.

In addition, all staff are expected to be familiar with Academy safe working procedures for using stepladders and putting up displays.

Manual Handling

Manual Handling Operations means any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force (Manual Handling Operations Regulations 1992).

Manual Handling is frequently carried out by staff employed by the Academy. Manual handling causes a known risk of musculo-skeletal injuries. This policy has been adapted to provide clarity and consistency of manual handling guidelines within the academy.

The following will be taken into consideration which may affect individual capabilities of employees:

- General Physical Capability

- A risk of injury will be considered unacceptable if a specific manual handling technique cannot be carried out by most reasonably fit and healthy employees. An employee can decide whether or not they can manage the tasks to be performed. However, the Principal has a duty to ensure the employee is physically capable of completing the task without injury.
- People with health problems
 - Conditions such as recent injury, hernia, back problems, heart conditions or other risk increasing factors should be taken into consideration before an employee is asked to do manual handling work. If there is any uncertainty, medical advice should be sought. The Equality Act may require employers to make adjustments if they would allow a person with a disability to do the work safely and satisfactorily.
- New and expectant mothers
 - The law requires employers to make allowances for pregnant women and those at high risk after childbirth to prevent injury from the physical work involved in manual handling procedures. A risk assessment must be carried out on the expectant mother and reviewed monthly as long as the expectant mother continues to work.
- Young workers, including students engaged in lesson-related activities (e.g. moving PE equipment)
 - Extra care is required to ensure that young people, up to the age of 18, are not exposed to the risks from manual handling. Extra precautions or close supervision are needed. Accidents and incidents occurring at work that result in musculo-skeletal injury will be thoroughly analysed.

Avoidance of risk

The Academy will eliminate, as far as is reasonably practicable, the need for its employees to carry out any manual handling tasks that involve a risk of injury.

Assessment of risk

The risk to staff has been assessed and documented where manual handling operations cannot be avoided. The risk assessments for regular tasks are kept in area Health & Safety files, and are also available on the EEC system. Safe working procedure for manual handling have been prepared and placed in all relevant Health & Safety files.

Reduction of risk

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

Responsibility for assessment

The **Business Manager** and the **Premises Manager** are responsible for managing the risk assessment process and producing relevant reports for the Principal and the Governors.

Department Heads are responsible for ensuring the appropriate risk assessments are carried out for their specialist areas, and that the assessments are brought to attention of all relevant staff.

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 will 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.

The Academy will ensure all relevant employees receive information and training in manual handling. The purpose of this is to:

- Inform employees of legislation, policies and procedures they must follow to reduce the risk of injury.
- Inform employees of their responsibility to look after their health and safety and that of those who may be affected by their actions.
- Provide practical advice and training on best practice in manual handling.

The **Business Manager, Premises Manager** and **Departmental Heads** are responsible for ensuring all relevant employees attend training sessions.

Specific Health, Safety and Welfare Responsibilities and Procedures

Nexus site

N.B The provisions below relate to specific arrangements on the Nexus site, unless otherwise indicated all other provisions remain as detailed in the main body of the Trust's policy above.

First aid

The **Responsible Receptionist** is responsible for overseeing the arrangements for first aid on site, and for liaising with the First Aid Co-ordinator to ensure:

- That first aid equipment is available at strategic points across the site in the following locations:
Reception, DT room, all three Science laboratories
- That the correct level of first aid equipment is maintained in each first aid box
- That a sufficient number of personnel are trained in first aid procedures – see attached list

Accidents

The **Responsible Receptionist** is responsible for the collection of information and entering into the Nexus accident book. For reportable incidents the appropriate form is completed for submission onto the Cornwall Council Online Accident Reporting system.

Fire

The person responsible for organising the school's fire precautions is **the Premises Manager**.

Evacuation and Registration Procedures

- In case of fire, staff will use the nearest break-glass call point to raise alarm.
- The **Nexus Caretaker** will immediately go to the main Fire Panel (Old Grammar School building), will inform Reception about the location of the fire, and proceed to the Assembly point.
- The on-site SLT member will go to the Fire Panel in the Lower School, contact the Nexus Caretaker (mobile/radio) and proceed to the Assembly Point.
- All staff, students and visitors will use the nearest fire exit to evacuate to the Assembly point (playground in front of the Lower School). Each Class teacher is responsible for ensuring all students evacuate in timely and quiet manner.
- Site plan with evacuation routes highlighted is displayed in every area.
- Fire Service is called automatically by the monitoring service, unless contacted by the Receptionist/nominated other (in case of false alarm)
- The Receptionist will print classroom registers, take the Visitors Log book and Fire Logbook and proceed to the Assembly point.
- SLT member on site will take list of emergency contact numbers and proceed to the Assembly point.

- Assembly point –
 - Receptionist will take the register of support staff and visitors and report to the SLT member
 - class teachers will take register of students and report to the SLT member
 - the SLT member will take register of teaching staff.
- SLT member on site will liaise with the Fire Service once they have arrived on site.
- A Personal emergency evacuation plan is in place for all persons who may require one – wheelchair users, persons using crutches etc.
- In case quick return to the buildings on Nexus site is not possible, all staff and students will relocate to Camborne Science & International Academy main site at Cranberry Road.

APPENDIX 1

All named personnel confirm that they are familiar with their responsibilities as detailed in this Policy via policy sign off using Google Classrooms.

Named personnel with responsibilities – Camborne Science & International Academy (Main site)

Title	Name	Key Holder?
Executive Principal/Principal	Ian Kenworthy	
Business Manager	Viki Gough	KH
Premises Manager	David Cross	KH
HR Manager	Tina Grego (temporary)	
Network Manager	Tim Stuka	KH
First Aid Co-ordinator	Carmen True	
Front Office Manager	Deborah Budge	
Attendance Officer	Jill Bowden	
Vlth Form Administrator	Lyn Green	
Cover Co-ordinator	Claire Lyddon	
Director of Learning, DT	Tristan Burt	
Director of Learning, Science	Vicky Holland-Lloyd	
Head of Department, Art	Hannah Jameson	
Site Team	Phil Toy	KH
	Richard Stevens	KH
	Stephen Vaughan	KH
	Neil Browning	

Named personnel with responsibilities – Camborne Science & International Academy (Nexus site)

Title	Name	Key Holders
Vice Principal & Director of Nexus	Jo Foster	KH
Deputy Director of Nexus	Dan Chapman	KH
Receptionist	Elizabeth Ellis	
Nexus Caretaker	Matt Shepherd	KH
Premises Manager	David Cross	KH
Business Manager	Viki Gough	

APPENDIX 2

First Aid trained personnel – Camborne Science & International Academy (all sites)

A full and up to date record of all first aid trained staff is maintained by the HR Manager and available on request.

APPENDIX 3

Team Teach trained personnel – Camborne Science & International Academy (all sites)

A full and up to date record of all Team Teach trained staff is maintained by the HR Manager and available on request.