



POLICY 7

HEALTH AND SAFETY POLICY

Policy reviewed by	Bursar
Governors' Committee	Full Board
Approval / Oversight	Approval
Date reviewed	Michaelmas 2023
Approved by Governors	11 December 2023
Next review date	Michaelmas 2024

TRURO HIGH SCHOOL

HEALTH AND SAFELY

Introduction

This policy sets out Truro High School's commitment to ensuring appropriate standards of Health and Safety are applied in all its activities and describes the systems in place for achieving the objectives outlined in the Policy Statement (see below).

This policy is applicable to all staff, visitors, volunteers and pupils, including those in the EYFS.

This policy has regard for Health and Safety at Work Act 1974, and other relevant legislation.

The policy should be read in conjunction with the following school documents:

- Child Protection and Safeguarding Policy
- Behaviour Policy
- Educational Visits and Off-Site Activities Policy
- No Smoking Policy
- Emergency Situations Policy and Plan
- Campus Security Policy
- Risk Assessment Policy
- Fire Safety Policy
- First Aid & Medical Provision Policy
- Asbestos Management
- Lone Working Policy
- Lockdown Procedures
- Bomb Threat Procedures.

The Senior Leadership Team (SLT) will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment in which its pupils, employees, contractors and other persons affected by the school operations can work.

The SLT will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will consult on a regular basis with all employees/staff representatives with regards to health and safety issues. It will provide the necessary safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means.

The policy is divided into 4 sections:

Section A

The Health and Safety Policy Statement

This sets out the School's intent, commitment, ethos and aims and objectives towards health and safety.

Section B

The Organisation for the Management of Health and Safety

This sets out their key responsibilities within the School's health and safety structure.

Section C

The Arrangements for Implementing the Health and Safety Policy

This describes the practical arrangements, systems and procedures in place for managing health and safety and implementing the policy.

Section D

Specific Risk Topics

Describes specific risk topics where there are special health and safety procedures.

SECTION A: HEALTH AND SAFETY POLICY STATEMENT

Truro High School attaches the utmost importance to the safety, health and welfare of its pupils, employees, visitors and general public. The School will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives. The Governors bear ultimate responsibility to provide leadership, although in practice day-to-day responsibilities are delegated to the SLT with the lead responsibility falling to the Bursar.

The School's work programmes will, so far as is reasonably practicable, adopt good safety practices. These will include:

- The provision of adequate information, instruction, training and supervision for employees including:
 - Temporary employees and contractors, volunteers and self-employed adults;
 - The provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant and systems of work;
 - The provision of a safe and healthy place of work, including access and egress to and from the premises and adequate facilities and arrangements for the welfare of employees at work;
 - Consideration for the safety of pupils, parents, contractors and any others accessing the premises, including those who hire or undertake leisure activities.
- The safe use, storage, handling and transport of articles and substances.

Co-operation

All aspects of health and safety remain an SLT responsibility. However, a safe and healthy workplace can only be achieved with the full co-operation of every employee.

Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the School owes a duty of care, namely people who may come into contact with their work, such as pupils, parents and visitors. To achieve this employees must:

- Obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the school risk assessments;
- Exercise their awareness, alertness, self-control and common sense at work;
- Behave in a manner that does not put themselves or anyone in their care at risk;
- Report promptly to their line manager all hazards, potential hazards, defects in equipment and any shortcomings in the School's work systems or procedures.

Employees should be aware that the School will apply disciplinary procedures to any employee who is in breach of the School's Health and Safety Policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the School's operations, and for those who may become involved in them.

Policy review

This policy will be reviewed regularly. In conducting the policy reviews, due regard will be given to the following:

- The elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.
- Consideration of risks to safety as a result of the following:
 - Dealing with physical, chemical and biological hazards, such as machinery safety, chemical safety, asbestos in the school building, water quality, and the use of radioactive material;
 - Contractors in school;
 - Vehicle movements within the school grounds;
 - Workplace arrangements, including housekeeping;
 - School trips;
 - Centres licensed by the Adventure Activity Licensing Authority;
 - Work experience arrangements;
 - Violence to staff;
 - School security;
 - Stress management;
 - Letting of school premises to outside bodies;
 - Pupils with special educational needs and disabilities;
 - Any area on site deemed to offer additional risk, e.g. swimming pool.

Advice and support

The School retains the services of a Health and Safety Advisor as part of their annual insurance premiums. The Advisor carries out bi-annual health and safety audits of the site, practices and procedures as well as the School's fire risk assessment. Advice is available to all staff either on-line or by telephone and contact details are held by the Bursar.

Health and safety management

The Governors have overall responsibility for the implementation of the policy and will ensure that sufficient financial provision is made available to support the policy.

In order to achieve the aims and objectives of the School's Health and Safety Policy issues will be brought regularly to the attention of the SLT and during termly Health and Safety Committee meetings and Governors' Full Board meetings.



Chair of Governors:

Date: 11 December 2023



Headmistress:

Date: 11 December 2023

SECTION B: THE ORGANISATION FOR THE MANAGEMENT OF HEALTH AND SAFETY

The Health and Safety at Work Act 1974 places a duty on all employers and employees to safeguard so far as is reasonably practicable, the health, safety and welfare of those who may be affected by work activities, including pupils and visitors. They must ensure that all premises, equipment and substances are safe and without risk to health.

Board of Governors

The Governing Body has ultimate responsibility for setting health and safety policy, objectives and targets. The Governors appoint a board level lead to monitor policy and procedures. This Governor attends termly meetings of the Health and Safety Committee. Currently the Governor with responsibility for Health and Safety is Revd Canon Dr. Lynda Barley.

SLT

It is the responsibility of the SLT and, in particular the Headmistress and Bursar, to be responsible for the day-to-day compliance with the Health and Safety Policy.

Headmistress & Bursar

The health and safety responsibilities of the Headmistress and the Bursar are as follows:

- Co-ordinating the day-to-day activities of the running of the whole School in accordance with the Health and Safety Policy;
- Liaison with Governors, advisers and enforcement agencies on policy issues and any problems implementing the Health and Safety Policy;
- Monitoring Health and Safety support (see above) and programming the on-site support to specific areas in order of priority;
- Ensuring recommendations from Health and Safety Reports are acted upon promptly;
- Making regular reports to Governors on health and safety at Full Board meeting;
- Ensuring any health and safety related action, where appropriate, is taken swiftly;
- Passing on information received on health and safety matters to appropriate people;
- Carrying out investigations as necessary;
- Co-operation with and providing necessary facilities for staff and trade union representatives.

The Health and Safety Committee meets as required and termly where necessary. Bursar is responsible for setting the agenda, gathering reports and chairing meetings.

Heads of Faculty, Estates Manager, Lettings & Operations Manager and other line managers

Their main functions are as follows:

- Day-to-day management of health and safety activities in accordance with the Health and Safety Policy;
- Drawing-up and reviewing health and safety procedures, including making sure risk assessments have been conducted for their faculty/department activities, where appropriate;
- Carrying out regular inspections and making reports to the Headmistress and/or Bursar, if required;
- Hazard analysis and assistance in the production and the maintenance of risk assessments related to faculty/department activities;
- Arranging for staff training and information;
- Maintenance of health and safety standards;
- Notifying appropriate staff of any new or revised health and safety information;
- Acting on health and safety reports made by other staff.

Teachers, technicians, non-teaching staff

Their main functions are as follows:

- Day-to-day management of health and safety within their department and the carrying out of active safety in the School;
- Checking classrooms/work areas are safe;
- Checking safety of equipment before and during use;
- Ensuring safe procedures are used and maintained;
- Assisting in hazard analysis and risk assessment;
- Assessing the need for and ensuring that personal protective equipment is used;
- Defect and hazard reporting;
- Specialist tasks, e.g. first aid, swimming pool safety;
- Participating in inspections and Health and Safety Committee, as required;
- Bringing problems to the attention of the relevant line manager.

Other persons on site

All other persons on site, to include pupils, parents, visitors and contractors, should follow the advice and instruction of any member of staff who accompanies them. Contractors are particularly required to follow the School's Health and Safety procedures as instructed.

Any person on site may report any Health and Safety concern to any member of staff or to The Bursar via reception.

Training

Training is provided to ensure all staff are able to conduct, control and deliver activities safely. This starts with the induction programme and continues with in-house updates, specialist training by external providers and online training. Health and safety training will be aligned to each individual's functions. Separate training is provided in fire safety, risk assessments and first aid.

Consultation

The School will consult with employees on health and safety matters. All members of the Health and Safety Committee consult staff in their areas on health and safety matters and bring any points raised to committee meetings. However, any member of staff, or of the school community, is encouraged to raise any health and safety concerns at any point. Issues should be brought to the attention of the Bursar.

The School will consult with staff before introducing any measure which may substantially affect their health and safety at work or introducing any new technology which has health and safety consequences.

SECTION C: ARRANGEMENTS FOR IMPLEMENTING THE HEALTH AND SAFETY POLICY

Health and Safety Committee

The Health and Safety Committee comprises:

- Deputy Head
- Head of Prep (also the Prep School's Educational Visits Co-ordinator)
- Bursar (Chair)
- Estates Manager
- Head of Co-Curricular and Extra-Curricular (also the Senior School's Educational Visits Co-ordinator)
- Director of Academic Operations & Partnerships
- Lettings and Operations Manager
- School Nurse
- Catering Manager
- Representative(s) of the Governing Body for Health & Safety

Health and safety standard agenda items

The Committee reports specifically on the following standing agenda items and records performance:

- Reportable Accidents, sickness and injury since last meeting and any future medical concerns or shortfalls;
- Report from the Estates Manager on site and security issues including changes to the workplace that may affect H&S documentation;
- Staff training;
- Enforcement notices from the Health & Safety Executive (HSE);
- Findings and action plans following audits or safety inspections;
- Findings and action plans following fire and lockdown drills;
- Reviewing and updating H&S documentation.

Health & Safety Codes of Practice

The School will comply with the HSE's Approved Codes of Practice (ACOP) and their publications relevant to the school environment. Their content will form part of the training to staff.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

There is a need to pay heed to accidents that occur on school site or during the course of school activities, whether they affect pupils, staff or visitors to the School, and to examine the cause of such accidents to prevent a recurrence. The regulations require that for specified accidents, ill-health and dangerous occurrences a RIDDOR report is made to the HSE. The list of reportable incidents includes death, major injury and incapacitation for a period of more than seven days (not counting the day on which the accident happened). A full list of accidents and incidents which must be reported can be found on the HSE website ([click here](#)).

Any RIDDOR accident or incident must be reported to the School Nurse and the Bursar immediately. The School Nurse is responsible for completing RIDDOR reports.

The School is not required to report other injuries, but injuries which result in incapacitation must be recorded in the School's Accident Book. Employers have a duty in law to investigate the circumstances of every accident reported (or entered into the Accident Book) which results in personal injury to one of its employees.

Any accident or incident that could give rise to a claim must be reported to the School's insurers.

Duty of staff

Every member of staff who is injured at work must inform his/her line manager as soon as possible after the accident took place and ensure that the incident is recorded in the School's Accident Book.

Minor injuries and the Accident Book

All minor accidents (e.g. minor cuts and bruises) to staff, pupils and visitors should be recorded in the Accident Book held by the School Nurse in the Health Centre.

In the event that any person suffers an accident arising out of, or in connection with, work which results in that person being off work, the line manager must notify the Headmistress or Bursar.

Proactive health and safety inspections

The School is committed to measure and review health and safety using both reactive and proactive measures. The reactive measures will normally be accident and injury reporting. The proactive measures will be achieved by taking the initiative before things go wrong. This will be conducted by active monitoring and regular health and safety audits/inspections.

The Bursar will identify the schedule of inspections for the insurers Health and Safety Advisor according to priority and will liaise with line managers prior to the inspection taking place. The Advisor will produce detailed reports of findings which will be acted upon as swiftly as possible. These written reports will be one of the main proactive methods by which continuous improvement is made to the health and safety culture and infrastructure of the School.

Emergency procedures

The action to be taken in the event of an emergency will depend on the severity and nature of the incident. The School has specific procedures for fire evacuation, lockdown and bomb threat. The School's First Aid, Medical Provision and Administration of Medicines Policy and Educational Visits and Off-Site Activities Policy outline procedures for dealing with emergencies in these areas. In addition, there is an Emergency Situations Policy and Plan.

In the case of a severe incident:

- Call emergency services – dial 999 (or 9999 from school phone);
- Call for assistance from other staff;
- Remove personnel from the site to a safe area;
- Record the names of witnesses;
- Record the incident in the accident book;
- If the incident is covered by RIDDOR, ensure procedures outlined above are followed.

In the case of an intermediate incident:

- Call for assistance from other staff, if necessary;
- Record the incident in the accident book;
- Inform the Bursar, who will determine whether the incident needs to be reported to any outside body.

In the case of a routine incident:

- Record the incident in the accident book;
- Inform the Bursar.

In the event of emergency contact the Headmistress 07395 789719 or Bursar 07551 956880.

SECTION D: SPECIFIC RISK TOPICS

1. Asbestos

The School has a detailed Asbestos Register recording where asbestos is located around the School and each location is identified with an appropriate and easily recognisable label. The register is reviewed bi-annually by a third part contractor and was last reviewed in April 2023. The School will endeavour to remove asbestos permanently and safely whenever the opportunity arises. However, the Estates Manager must be consulted before any work is carried out by a contractor or member of staff which involves puncturing any surface identified as containing asbestos. If asbestos is discovered during school or contractual work in the workplace, work must cease immediately and the Estates Manager and Bursar must be informed. Typical sites for asbestos include ceiling tiles, asbestos cement roves and wall sheets, sprayed asbestos coatings of structural members, loft insulation and asbestos gaskets. Asbestos has its own set of Regulations (Control of Asbestos Regulations). These cover the need for a risk assessment, the method statement covering removal and disposal, air monitoring procedure and the control measures to be used. The HSE legislative amendment 1992 introduced the need for additional asbestos awareness training covering the following:

- Health risks caused by exposure to asbestos;
- Materials likely to contain asbestos and where they may be found;
- Methods used to reduce asbestos during work;
- Action to be taken if asbestos is discovered.

This training is provided to staff through the National College. A register of trained staff is kept by the Bursar.

The Estates Manager is responsible for the identification, management and, where appropriate, the removal of materials containing or suspected of containing asbestos. A register of materials containing or suspected of containing asbestos is maintained by him. Under no circumstances should any material containing or suspected of containing asbestos be subject to any maintenance, alteration or removal without consulting the Estates Manager. Should any member of staff, pupil or visitor become aware of damage to material containing or suspected of containing asbestos, the Estates Manager should be informed immediately. All projects requiring the removal of asbestos are contracted out to a registered contractor who assumes responsibility for reporting notifiable work.

2. Catering Contractors

The School's catering contractors (Sodexo) have in place their own, full set of health and safety policies and procedures. They have their own full set of policies and procedures. The principles of co-operation, co-ordination and communication are applied to ensure that all contractors adhere to the most stringent health and safety controls. The Bursar meets regularly with both contractors.

3. Contractors

The School has legal responsibility as an occupier of premises to all who have recourse to those premises, including contractors undertaking any work. No contractor should be exposed to risk or allowed to knowingly introduce any risk into the premises. The Estates Manager will make arrangements for the monitoring of the contractor's operation, and if necessary will require him/her to take steps to remedy any faults identified in the system of work being undertaken.

It is to the mutual advantage of the School and the contractor that responsibility to each other and their employees is clearly recognised and understood and that, by co-operation, the highest possible standard of safety and hygienic operation is achieved during the course of the contract. Prior to beginning any work on school premises the contractor is required to complete a 'Conditions for Contractors' form and sign an appropriate declaration. The School has a "recommended contractors" list from whom further information is sought prior to being awarded contracts. Information should include insurance cover, H&S information, procedures for the use of sub-contractors and professional or trade accreditations or memberships.

All contractors are required to report to Main Reception to be issued with a visitor's pass and to sign-in using the on-line signing in system. They are required to verify their identity and the company they work

for with identification. In cases where the contractor's company has provided a Letter of Assurance, a green lanyard will be issued and the contractor is able to work unsupervised. All other contractors are issued with a red lanyard and supervised throughout their visit. All contractors are briefed about the School before commencing work. This briefing will include, but not be limited to, guidance on safeguarding, School rules, fire procedures, site hazards, asbestos management and permit to work.

Except in the case of an emergency, contractors can only carry out work in the boarding houses when they are unoccupied. Boarding staff are always notified in advance when work is to be carried out.

4. Control of Substances Hazardous to Health (COSHH)

The object of the COSHH regulations is to prevent ill-health due to the exposure to hazardous substances. The School has a responsibility to ensure suitable and sufficient control measures to:

- identify hazards and potentially significant risks;
- take action to reduce and control risks;
- keep control measure under regular review.

The School must ensure that all chemicals used on the site:

- Have been registered and assessed;
- Are appropriate to the tasks for which they are required;
- Are the safest available product;
- Measures have been taken to control risks.
- Are stored in appropriate, locked cupboards

Line managers and the Estates Manager are responsible for ensuring that COSHH assessments are carried out, a register kept and appropriate controls are implemented within their areas of responsibility. Assessments should be reviewed and updated when a change in substance is made. They are also responsible for keeping records of the assessments which should be available for inspection when required. The control measures to be adopted are as follows:

- Eliminate exposure to the substance;
- Substitute the hazardous substance with a non-hazardous substance;
- Implement supervisory or engineering (ventilation) controls;
- Provide personal protective equipment (PPE).

The Science department use CLEAPPS risk assessments. The Estates team receive training via National College.

5. No Smoking Policy

The School publishes a separate No Smoking Policy.

6. Electrical Safety

The School recognises the potentially fatal hazards associated with electrical supply. The Electricity at Work Regulations 1989 requires employers to ensure, so far as is reasonably practicable, that all electrical equipment and installations are safe and without risk to health. The School has a programme of fixed electrical wiring inspections, which are carried out by a competent contractor.

Reporting of faults

Staff must ensure that electrical faults and hazards are reported immediately to the Estates Manager, who must ensure that the relevant corrective action is taken immediately.

Faulty equipment

Once a faulty piece of equipment is identified, it must not be used under any circumstances and, if possible, (without risk to personal safety) it should be isolated from the mains supply. If there is any likelihood of the equipment being reconnected by mistake, the plug should be removed.

PAT testing (general)

All portable electrical equipment at Truro High School will receive regular portable appliance tests, by a suitably qualified person and any defects rectified before being issued or re-issued to staff.

PAT testing (boarders' electrical possessions)

Boarders will have items within their personal possessions that are electrical (e.g. hair dryers and straighteners, mobiles, laptops, etc.). In order to make sure that these potentially high-risk items do not pose a fire hazard, they will be checked each September. Further tests are carried out at regular intervals as required and boarders are prohibited from using any electrical equipment which has not been tested or has failed a test. Boarding staff make regular checks on equipment.

Attempted repairs

No person is to attempt to repair any faulty electrical appliances or carry out any electrical work without being qualified and without having management authority, suitable training and correct equipment. When such work has been carried out the equipment must be subject to a relevant test.

Record keeping

The Estates Manager will keep a record of all formal PAT inspections and repairs carried out to equipment or installations.

Under no circumstances must electrical equipment be used if a fault is recognised and repairs may only be carried out by either an approved electrical contractor or a qualified electrician.

7. Fire Safety Policy

The School publishes a separate Fire Safety Policy.

8. First Aid and Health Centre

The School recognises its responsibility to provide first aid and will ensure that staff and pupils have access to adequate facilities and materials at all times during the working day. The Health and Safety at Work Act 1974 imposes a general duty on employers to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees. This extends to the provision of appropriate first aid facilities. This act is reinforced by the Health and Safety (First Aid) Regulations 1981. These regulations set the basic requirements for the provision at work of first aid equipment, facilities and appropriately qualified personnel. These requirements have been further expanded and updated by the production of the *First Aid Approved Code of Practice and Guidance* (2013 amended 2018).

The School Nurse is responsible for:

- An assessment of first aid needs so that adequate provision can be made for the School;
- Maintaining the School's Accident Book;
- Keeping records and monitoring First Aid training;

- The School's Health Centre Handbook.

In addition, designated Heads of Faculty and other line managers are responsible for ensuring that adequate numbers of appropriately stocked first aid boxes are available and appropriate first aid signage and information is displayed within their areas of responsibility.

The School has a separate policy on first aid.

9. Gas Safety

The School recognises that gas is an extremely dangerous substance that can be lethal if inhaled and injurious if it burns uncontrolled or explodes. The basic precautions and maintenance checks contained in this section must be established to ensure that any potential hazards associated with gas are controlled.

We ensure that all work carried out on gas systems and appliances and their use are in accordance with the requirements of the Gas Safety (Installation and Use) Regulations 1998 as amended, and related Approved Code of Practice. All companies and individuals carrying out gas work must be registered with the appropriate competency authority.

Note: The Regulations define 'gas fittings' as including gas pipework, valves, regulators, meters, and fittings apparatus and appliances designed for use by gas consumers for the purposes of heating, lighting, cooking or other reasons (except for the purpose of an industrial process undertaken on industrial premises). The definition does not include disposable gas cylinders or cartridges, gas storage vessels or any part of a distribution main or other up-stream pipe or service pipe.

Gas inspections

All gas equipment and installations are subject to annual inspection by the approved contractors who provide a full register of the equipment/fittings. The documentation is kept by the Estates Manager.

In the event of an emergency

In the event of an emergency, the gas supply should be immediately shut off at the emergency control point and the area should be ventilated. If gas continues to escape after the emergency control has been closed, the gas supplier emergency service should be contacted and occupants should be evacuated and moved to a distance of at least 250m away from the building. Re-entry is prohibited until it is confirmed safe to do so by the gas supply engineer. It is important that all sources of ignition are extinguished. Emergency control points must not be re-opened until all steps have been taken to prevent the re-escape of gas. There is a national freephone emergency service telephone number: 0800 111999. Under no circumstances must gas equipment be used if a fault is recognised and repairs must only be carried out by the site gas contractor or a nominated qualified gas fitter.

10. Ground Keeping and Horticultural Safety

The School recognises that employees involved in grounds keeping or horticultural tasks are exposed to risks associated with machinery. Other risks associated with chemicals, electrical equipment, noise and manual handling are covered in the relevant sections of the manual. There are no specific regulations relating to the work of grounds keepers and workers in related jobs. Employers are, however, required by the Health and Safety at Work Act 1974 to ensure, so far as is reasonably practicable, the health and safety of employees and others who may be affected by what they do or fail to do.

There are other specific regulations and acts which may also apply to the activities carried out by grounds keepers, such as the Food and Environment Protection Act 1985, which sets standards for pesticide use, and the Control of Pesticides Regulations 1986 (as amended 1997), which deals with the competence of persons using pesticides.

The Estates Manager is responsible for overseeing the health and safety of staff employed in grounds keeping duties. In addition, he is responsible for ensuring that machinery and equipment used to carry out grounds keeping duties comply with the relevant legislation and more specifically that such work equipment is suitable for the intended use and for the purpose and conditions in which it is used. It is maintained in a safe condition so that staff, pupils and others health and safety is not put at risk. Inspected to ensure that

it is and continues to be safe for use. Any inspection should be carried out by a competent person and records kept.

11. Legionella

Legionella is an airborne bacterium and is found in a variety of water sources. Contact with this bacterium can cause a form of pneumonia; this disease is known as Legionnaires' Disease. The organism is found in water supplies, particularly air conditioning cooling towers and plumbing systems. It is thought that the organism gains nutrient from the sludge in the bottom of calorifiers and cooling tower ponds and gains access to the respiratory system of a susceptible person, by inhalation of the droplets in water vapour. The disease cannot be contracted through drinking contaminated water.

The School has implemented arrangements to prevent the growth of legionella bacteria in water systems in accordance with the HSE's 'Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems' and 'HSG274 Legionnaire's disease: Technical guidance'. *Note that if you are a healthcare establishment it would be sensible to also refer to Health Technical Memorandum 0401: Safe Water in Healthcare Premises (or the Scottish HTM 04-01).*

These arrangements include:

- Assessment of Legionnaires' disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor, Aquastore.
- appointment of the Estates Manager as 'responsible person' with authority and responsibility for day to day implementation of the universal precautions and testing specified in the HSE's ACoP and any particular precautions specified in the risk assessment
- the maintenance of records of all applicable maintenance and testing which are held by the Estates Manager together with a copy of the risk assessment and details of the competent person who conducted it
- monitoring by The Bursar to check the records and confirm that the precautions have been implemented.

In the event of difficulties in implementing the risk control programme, or test results falling outside of the required limits, the Estates Manager reports this immediately to The Bursar and additional resources, water treatment contractors or plumbing specialists are employed as necessary to resolve the causes.

All plumbing alterations are carried out by trained plumbers in order to ensure compliance with water regulations and byelaws.

Aquastorage perform annual tank clean & disinfections and carry out a bi-annual risk assessment of the School's facilities (last completed in August 2023).

12. Manual Handling

The term 'manual handling' is defined as the movement of a load by human effort alone; up to 25% of all reported accidents, particularly back injuries, are caused by poor manual handling techniques. The School recognises that every effort must be made to prevent these injuries. The Manual Handling Operations Regulations 1992 provide a structured approach to minimising the risk of injury associated with this common work activity.

Every measure should be taken to limit the opportunities for injury as a result of manual handling but it is usually not possible to eliminate all manual handling. It is the responsibility of Heads of Faculty and line managers to make their staff aware of these procedures and to ensure risk assessments are completed prior to manual handling activities taking place. If a member of staff feels the task set is beyond his/her capability he/she must bring this to the attention of the Estates Manager who will provide the necessary assistance. The following notes outline the correct techniques to follow when handling large or awkward loads.

Advice on picking up an object

- **Preparation**
 - NEVER attempt to carry anything too heavy or where the shape inhibits your movement. Get Help.
 - Plan the move. Determine where you are taking the item and whether there is a clear space already available to receive it. If lifting to shoulder height, check that there is somewhere to rest it mid-way, e.g. a bench or shelf. Ensure your vision over the top of the load will not be obstructed.
 - Try the object for weight first by lifting one corner slightly. Determine which side is heaviest.
- **Lifting**
 - Stand firmly - feet about 12 to 15 inches apart.
 - Stand close to the object with one foot slightly in front of the other and pointing in the direction of the movement.
 - Bend the knees.
 - Back should be held straight with chin tucked in.
 - Grip the object firmly but safely within the bounds of your reach. If this is not possible, get help.
 - Do not jerk the object as you lift, keep your movements smooth.
- **Putting down an object**
 - Use the whole of the hand and not just the fingertips.
 - Use mainly your leg muscles not your arms or back.
 - Keep the load close to the body and keep the heaviest side towards your trunk.
 - Keep your back straight and lower the object by bending your knees.
 - Keep the movement as smooth as possible.
 - Avoid trapping your fingers by putting the load down askew and adjusting afterwards.
- **Pushing/pulling a heavy object**
 - Ensure the path you intend to push/pull across is clear and smooth.
 - Tuck the chin in.
 - Keep the back and arms as straight as possible.
 - TO PUSH - Thrust with the front-foot and use the back-foot to maintain balance.
 - TO PULL - Thrust with the back-foot and use the front to maintain balance.
- **Some simple practical guidance**
 - STOP AND THINK BEFORE YOU LIFT.
 - CHECK THAT THE AREA TO WHERE YOU INTEND TO MOVE THE LOAD IS CLEAR AND NOT OBSTRUCTED.
 - PLACE YOUR FEET CAREFULLY.
 - GET A FIRM GRIP.
 - BEND YOUR KNEES AND KEEP YOUR BACK AS STRAIGHT AS POSSIBLE.
 - DON'T JERK AS YOU LIFT BUT KEEP A SMOOTH ACTION.
 - MOVE YOUR FEET BUT DON'T TWIST YOUR TRUNK AND KEEP THE LOAD CLOSE TO YOUR BODY.
 - PUT THE LOAD DOWN FIRST, THEN ADJUST IT.
 - IF IN DOUBT, ASK FOR HELP.

13. Trips and Slips

To prevent trips and slips, all areas are to be kept clean, tidy, free from unnecessary hazards. Circulation areas, such as walkways, paths, corridors and stairs, must be kept clear of obstructions. There must be safe access and egress from the workplace. All workplaces must be kept free of trip hazards.

14. Working at Height

The School recognises the Work at Height Regulations 2005 and seeks to ensure full compliance. Where reasonable, practicable work at height is to be avoided. Where such work is unavoidable, the proposed task is to be risk assessed and a safe system of work is to be adopted.

The majority of such work is undertaken by members of the Estates Team. Regular training, condition surveys and records of the access equipment, ladders, towers, etc. should be part of the routine cycle.

Use of the ladders in conjunction with the theatre lighting and stage sets should only be carried out in accordance with the agreed safe system of work and by trained staff.

Teachers and support staff requiring access to high shelves, noticeboards and the like should limit their use to kick steps or folding steps with a maximum of three steps, with platform height being no higher than 750mm off the ground. The unit should incorporate a vertical handrail allowing the user additional stability.

All ladders must meet required HSE standards. Any new ladders purchased by the School for the use of staff must be classified as 'professional'; ladders purchased prior to the change in the standards can be classified as 'trade' or 'industrial'. The Estates team inspect all ladders monthly and records are kept of the inspections. Working at Height training is provided by an external provider to members of the Estates team. Working at Height awareness training is provided to other staff via National College.

15. Minibus Procedures

The school policy on driving minibuses should be read in conjunction with the publication *Driving school minibuses: Advice for schools and local authorities* (HM Government, September 2013).

The School has a duty to take all reasonable precautions to ensure minibuses are operated safely. As a non-profit organisation, the School has an exemption from complying fully with the Public Service Vehicle Regulations and the Passenger Carrying Vehicle Driver Licensing Requirements. All drivers of the school minibuses must be between the ages of 21 and 70 and have held a full driving licence for more than two years. Those over the age of 70 must be notified to the insurers. In addition, the School requires all drivers of minibuses:

- To have passed the Minibus Driver Awareness Safety Driving Test.
- To hold a D1 endorsement on their licence, if driving the larger vehicles (over 3.5 tonnes).
- In line with our Recruitment Policy, no driver with a current or spent conviction for drink driving will be permitted to drive a School minibus.

The Bursar maintains a register of authorised drivers.

The following factors are to be paramount when operating the minibus:

- Safety of pupils and staff;
- Reduction of damage to property;
- Reduction of damage to vehicles and equipment.

School minibuses cannot be used on or off School property without prior authorisation and booking through the Bursar.

It is the responsibility of each person driving to make simple safety checks **before** setting off, e.g. lights, brakes, mirrors, oil, water, tyres, and to complete the 'Minibus Daily Worksheet' at the end of each journey.

The Estates Manager is responsible for carrying out the weekly routine safety and maintenance checks and

ensuring that the vehicles are serviced in accordance with the manufacturer's recommendations.

There are restrictions on driving hours and specified rest breaks in place in order to ensure the safety of all participants. These can be found in Appendix 6 of the RoSPA's publication, *Minibus Safety: A Code of Practice* (August 2015). In addition to this guidance, the School sets the following restrictions:

- No driver is permitted to drive more than nine hours in one day;
- A driver who has already undertaken half a day's work (four hours), is not permitted to drive for more than three hours;
- A driver who has already undertaken a full day's work (eight hours), is not permitted to drive for more than two hours.

16. On-site Vehicle Movement

The School is committed to keeping the site safe for pupils, staff and visitors alike without risk from traffic. Day-to-day responsibility for planning, monitoring and controlling on-site movements and for car parking is delegated to the Bursar, who is assisted by the Estates Team. A variety of traffic calming measures and other controls are in place such as speed humps and car park barriers.

The maximum speed limit is 10mph in School Lane and 5mph in all school car parks. This limit is not to be exceeded.

A risk assessment for vehicle movement on site is reviewed annually and, where practical, deliveries and waste collections are scheduled for times outside of normal School opening hours.

17. Personal Protective Equipment

The School recognises that staff must be provided with appropriate personal protective equipment (PPE) for any task requiring it. The general provision and use of personal protective equipment is controlled by the Personal Protective Equipment at Work Regulations 2002. PPE is defined as 'all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects them against one or more risks to their health and safety'. Examples include eye protection, safety boots, gloves, helmets and aprons.

The Estates Manager and any other designated line managers are responsible for the provision and use of PPE within their areas of responsibility and must ensure:

- PPE is used only as a last resort because other precautions cannot adequately control the risk of injury or ill-health;
- PPE is supplied and used by employees, pupils and other persons, where appropriate, wherever there are risks to health and safety that cannot be adequately controlled in other ways;
- An assessment is made as to the suitability of the PPE to be provided in controlling the risks of injury or ill-health, e.g. the assessment must consider the type and standard of ear defenders or eye protection needed;
- PPE complies with UK Legislation and is marked accordingly (CE);
- PPE is maintained to ensure it continues to provide the degree of protection for which it was designed (maintenance includes cleaning, disinfecting, examination, replacement, repair and testing, and manufacturers' guidelines should be observed);
- PPE is stored appropriately to protect it from contamination, loss or damage;
- Suitable information, instruction and training is provided to persons to ensure PPE is used effectively;
- PPE is used in accordance with instructions issued by management and the manufacturer and adequate levels of training and supervision are provided to ensure it is used and used properly.

18. Stress at Work

The School is fully committed to introduce measures for combating stress to its employees whilst engaged on school business and/or on school premises. The School will give full support to any staff who report mental or physical suffering as a result of work-related stress. Any reports of stress will in no way be seen as an adverse reflection on an individuals' ability to perform his/her duties satisfactorily. All reports made will be treated in the strictest confidence, unless otherwise directed by the individual concerned. For all confirmed cases of stress, the School will provide local support help towards the employee's recovery and make available means for professional counselling, if required.

19. Violence to Staff

The School takes very seriously any incidents of violence towards staff. Any such incidents should be reported immediately to the Headmistress, who will initiate an investigation into the matter and then take appropriate action. In the case of violence committed by pupils, this action will be in line with the School's Rewards and Sanctions Policy.

Should there be a pupil at Truro High School with a propensity for violent outbursts, the School will mitigate risks to staff through training of key staff, the employment of de-escalation tactics and risk assessment.

20. Swimming Pool Safety

The School recognises that risks to pupils and other users exist in the use and maintenance of the school swimming pool. The Pool Manager, in conjunction with the Estates Manager, is responsible for carrying out the appropriate risk assessments of the swimming pool and the immediate surroundings (e.g. changing rooms and plant room). In addition, he is responsible for compiling, maintaining and communicating the following:

- The School's Swimming Pool Operating Procedures;
- The Emergency Action Plan.

A copy of both is located at the pool. Further copies are available from the Pool Manager. All staff who use the pool should read and understand these procedures. The Estates Manager is responsible for the appropriate plant room procedures and water treatment measures.

21. Display Screen Equipment

It is recognised that visual display equipment (DSE) may affect users and employers therefore must identify how many genuine visual display unit users there are and to assess the risks to the health and safety of those users from the use of display screen equipment. Employers must also assess the workstations and identify all necessary ergonomic preventive and protective measures needed. DSE training is provided via Hettle Andrews One to minimise risks. All staff who regularly use DSE (i.e. used daily and for an hour or more at a time) are required to undertake the training and risk assessment using the One system.

22. Work Experience – Health and Safety Considerations

Work experience can provide an important opportunity for students to show employers what they are capable of doing and is an important stepping-stone towards employment. The School employs the Education Business Partnership (EBP) of Cornwall Council to assess the health and safety of work experience placements undertaken by Truro High School pupils. EBP adhere to the standards and guidance laid out by the HSE. No pupil may undertake a work experience placement under the aegis of the School unless EBP has confirmed the suitability of the employer and the placement.

23. Lone Working

The School has a separate policy on lone working.