

Health and Safety Policy

Version Control

Version:	1.3.1
Applies To:	All TPAT employees, Governing Boards, Trust Board, Contractors, Consultants & Visitors
Date of Review:	14.01.2025
Date of Policy Review Working party approval:	14.05.2025
Review Date:	July 2026
Author:	Christopher Pickles (Director Operations)
Owner:	Jenny Blunden OBE (Chief Executive Officer)

Document Control

Date	Author	Version	Reason for Change
01/05/2024	CJ Pickles	1.1	Annual check
06/01/2025	CJ Pickles	1.2	Revision to incorporate legislative, statutory, best practice and internal structural changes
29/01/2025	CJ Pickles	1.3.1	Update following policy review group feedback

Appendices to Health and Safety Policy

A - 0	See table of contents – p2
--------------	----------------------------

Contents

1. HEALTH AND SAFETY – STATEMENT OF INTENT	3
2. ROLES AND RESPONSIBILITIES.....	4
3. RISK ASSESSMENTS.....	9
4. HEALTH AND SAFETY INFORMATION	9
5. TRAINING.....	10
6. ACCIDENT REPORTING AND INVESTIGATION.....	11
7. FUTHER READING AND REFERENCE	11
APPENDIX A – Management of Asbestos	13
APPENDIX B – Contractor Management.....	14
APPENDIX C - Control of Substances Hazardous to Health (COSHH).....	15
APPENDIX D – Mobility and Accessibility Support.....	16
APPENDIX E - Display Screen Equipment.....	17
APPENDIX F – Driving of travelling to a place of work.....	18
APPENDIX G – Minibus and Fleet Operations.....	19
APPENDIX H – Administration of Medicine	23
APPENDIX I – Food Safety	25
APPENDIX J – ELECTRICAL SAFETY	27
APPENDIX K – GAS INSTALLATION AND SAFETY	28
APPENDIX L – GYM AND PLAYGROUND EQUIPMENT.....	29
APPENDIX M – STAFF WELFARE.....	30
APPENDIX N – SCHOOL TRIPS AND VISITS	31
APPENDIX O – OTHER	32

1. HEALTH AND SAFETY – STATEMENT OF INTENT

Truro and Penwith Academy Trust recognises its legal duty of care to its employees, pupils and others who may be affected by the Trust’s activities. It also recognises the management of health and safety is a business critical function. We as a Trust will endeavour to:

- Always make the Health and Safety Policy available for all employees.
- Monitor for continuous improvement in our health and safety performance by setting targets consistent with the aims of the Health and Safety Policy.
- Routinely monitor and report to the Board of Trustees as required, who will ensure that the necessary resources are provided to support the Policy fully.
- Ensure that all personnel, employees or contractors are aware of their delegated health and safety responsibilities and are fully trained and competent to undertake the task asked of them.
- Ensure the Trust complies with current legislation regulations and standards and codes of practice.
- Communicate with employees on all matters affecting their Health Safety and Wellbeing.
- Carryout a regular review of all Risk Assessments, identifying proportionate and pragmatic solutions ensuring the risk is reduced.
- Encourage all staff contractors and visitors to identify and report all hazards so that we can all contribute towards improving safety throughout the Trust.
- Maintain our premises, providing and maintaining safe plant and equipment ensuring a safe working environment for all.
- Ensure our emergency procedures are in place across the Trust for dealing with all health and safety and safeguarding issues.
- Where risks cannot be removed they will be treated by substitution, the use of physical controls or, safe systems of work or as a last resort through use of personal protective equipment.
- Ensure employees undertake training, where required, to ensure they can carry out their duties in a safe manner.
- Provide and maintain safe routes of access/egress as required under The Regulatory Reform (Fire Safety) Order 2005. To follow best practice where possible.
- Not to intentionally or recklessly interfere with any rules or equipment provided by the School/Academy and/or Trust in the interests of Health, Safety or Welfare.
- Ensure a current copy of the Health and Safety policy is available for staff, contractors and visitors to view at all times.

The Health and Safety Policy will be reviewed annually and revised as necessary to reflect changes to the Trust activities or any changes to legislation. Any changes to the Policy will be presented to the Board of Trustees. This will then be brought to the attention of all employees’, visitors, contractors of the Trust.

Signed: _____ Date: 23/05/2024



(CEO Trust)



Signed: Date: 20/06/2025

(Headteacher)

2. ROLES AND RESPONSIBILITIES

The Trustees have overall responsibility for ensuring that the Truro and Penwith Academy Trust (TPAT) statutory obligations in respect of health and safety are met.

The Chief Executive Officer (CEO), Trust Head of Health, Safety and Estates, Headteachers along with all TPAT employees are responsible for ensuring that satisfactory arrangements exist within their remit for meeting those obligations and how they will be met will be laid down in safety policy statements. They will also take all reasonable steps to identify and reduce hazards to a minimum. To assist in this all employees and pupils must be aware of their own and others safety in any of the Trust's activities, both on and off the Trust sites.

2.1 Trustees

The Trustees have overall responsibility for ensuring that TPAT statutory obligations in respect of health and safety are met. They will in particular:

- a. Monitor the effectiveness of TPAT health and safety policies and the safe working procedures described within them and shall revise and amend them as required.
- b. Identify all employees having direct responsibility for particular safety matters and other employees who are specifically delegated to assist the Trustees and Headteachers in the management of Health and Safety at each of our Academies/Schools. Such delegated responsibility must be defined as appropriate
- c. Carry out an annual health and safety performance review of this policy

2.2 Chief Executive Officer (CEO)

The CEO has responsibility for implementing this Policy within each Academy/School within the Trust. They will:

- a. Ensure that satisfactory arrangements exist within each Academy for meeting those obligations, working with the HUB Facility Managers to ensure that suitable inspection schedules, preventative maintenance programmes and working procedures are established, which enables the Trust to fulfil its Health and Safety and compliance obligations under all current legislation.
- b. Have arrangements in place to draw the attention of all employees working within the Trust, to the Trust's Health and Safety policies and procedures and of any relevant safety guidelines and information issued by the Head of Health, Safety and Estates.

2.3 Head of Health, Safety and Estates

The Head of Health, Safety and Estates is the designated Health and Safety Officer for the Trust. They will ensure all arrangements for the dissemination of information and for the instruction of employees,

pupils, contractors and visitors on safety matters and to make recommendations on the extent to which staff are trained. This will include:

- a. Facilitate arrangements for informing employees, children and pupils of relevant safety procedures and appropriately inform all other users.
- b. Ensure all Risk Assessments meet the latest government guidance
- c. Ensure that regular safety inspections are undertaken throughout all the Trust Schools including audits as required.
- d. Undertake annual reviews of the overall Health and Safety Policy and Risk Assessments, COSHH Assessments.
- e. Ensure all arrangements for the implementation of a compliant accident reporting procedure are robust and draw this to the attention of all employees within the Trust as necessary. This includes ensuring all RIDDOR reportable accidents are reported in a timely manner. Where required investigations are carried out, relevant actions are taken.
- f. Support the Trustees by working with Operational teams to ensure that employees with control of resources, both financial and other, give due regard to Health and safety.
- g. Support the Trustees by working with the academies/schools to ensure that suitable inspection schedules, preventative maintenance programmes and working procedures are established which enable the Trust to fulfil its Health and Safety obligations. Ensuring all approved contractors are duly qualified and competent to carry out the task asked of them.
- h. Ensure the Head Teacher is carrying out the implementation, monitoring and development of all Health and Safety policies within the school.
- i. Monitor general advice on safety matters issued by relevant bodies and give advice on its application to the Board of Trustees, Management team and schools.
- j. Drive the implementation of all relevant Health and Safety policies and procedures throughout the Trust. Monitor as required.
- k. Investigate any specific Health and Safety issues identified within the Trust schools: taking or recommending, as appropriate, remedial action in a timely manner.
- l. Co-ordinate arrangements for the design and implementation of safe working procedures and practices throughout the Trust
- m. Ensure the School has arranged for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe.
- n. Monitor the activities of third-party contractors present on Trust sites and report any safety concerns to the relevant parties.
- o. Monitor the Trust compliance level through the Safesmart safety portal, reporting any areas of concern to TPAT Senior Leadership Team as required.

2.4 Headteacher

The Headteacher is responsible for:

- a. Ensuring that all procedures and systems of work are designed to take account of reasonable Health and Safety considerations and are always properly supervised. Ensuring all employees, visitors and contractors abide by TPAT Health and Safety Policy at all times.
- b. Ensuring all TPAT policies are adopted and disseminated to all staff, volunteers and visitors where appropriate.

- c. Ensuring all new and updated policies are understood by the academy/school Local Monitoring Committee (LMC).
- d. Ensuring that the academy/school always has the correct resources required to deliver all guidance from the Trust and the Government.
- e. Ensuring that the internal management and implementation of the Trust and individual Academy's Health and Safety Policy and procedures takes place and is adhered to.
- f. Ensuring that the Health and Safety training needs of all staff are identified, and appropriate training provided.
- g. Ensuring that sufficient and appropriate local Risk Assessments are carried out and effective control measures are put in place and implemented by staff, contractors, visitors and volunteers.
- h. Ensuring that parents are kept informed on any Health and Safety issues and procedures in place to effectively manage Health and Safety within the academy/school.
- i. Providing an annual Health and Safety Summary Report to TPAT.
- j. Ensuring the health, safety and welfare of staff, students/pupils, visitors, contractors and any other person using the school premises.
- k. Appointing members to the Health and Safety Management Group and directing that health, safety and security issues are put on the agenda of all appropriate meetings throughout the school. Minutes of these meeting are to be sent to the Trusts Head of Health Safety and Estates for review and or comment.
- l. Arranging for appropriate supervision of students/pupils by carrying out periodic safety reviews and Audits.
- m. Carrying out a risk assessment of all heavy traffic doors, to ascertain the need for finger guards. Finger-guards only need to be fitted in areas of high risk.
- n. Ensuring that new members of staff receive health and safety information as part of the induction training, along with any required training to allow them to carry out their contracted work as required.
- o. Organising appropriate testing and inspection of systems and equipment within their premises and should ensure compliance with legal duties and industry standards.
- p. Ensuring all staff training is current, recorded and entered onto SafeSmart.

2.5 Local Monitoring Committee (LMC)

The LMC is asked to support the Headteacher in ensuring their (Headteacher) responsibilities are managed effectively and to escalate concerns to the Trust Head of Health and Safety, copying in the Head of Governance if applicable.

2.6 TPAT Staff

All TPAT staff must ensure they:

- a. Take reasonable care of their own safety and that of others affected by their actions
- b. Undertake training available on safe smart to give them a guidance on covid-19 in educational settings
- c. Observe all safety rules and procedures noting these may vary between sites
- d. Always comply with the Health and Safety Policy, along with all Trust policies and procedures

- e. Always conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- f. Dress sensibly and safely for their working environment or occupation
- g. Comply with the TPAT Code of Conduct
- h. Always use all safety equipment and/or personal protective equipment / clothing as directed
- i. Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- j. Maintain all equipment in good condition and report defects to their supervisor in a timely manner
- k. Report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- l. Report all accidents or near misses to their supervisor whether an injury is sustained or not, ensuring all accidents are recorded on the Trust's Safesmart portal in a timely manner in accordance with given timescales.
- m. Attend as requested any Health and Safety training courses and meetings
- n. Observe all laid down procedures for processes, materials and substances used
- o. Observe the fire evacuation procedure and the position of all fire equipment and fire exit routes and muster points
- p. First aiders are to ensure they use the correct supplied PPE, when treating an individual.

2.7 Pupils

All pupils must ensure that they:

- a. Co-operate with Teachers and school employees on health and safety matters
- b. Not interfere with anything provided to safeguard their own health and safety
- c. Take reasonable care of their own health and safety
- d. Report all health and safety concerns to a member of school staff.
- e. Inform a member of staff if they feel unwell.

2.8 Visitors and Volunteers

- a. All visitors and other users of the school premises are expected, as far as reasonably possible, to observe the Health and Safety Rules of the Trust. It is the responsibility of contractors and their employees to read and comply with the Trust Health and Safety Policy.
- b. All visitors must always sign in at Reception and wear an identification badge. Visitors must hand back their identity badge and sign out when they leave.
- c. No mobile telephones or cameras are to be used on school property at any time, without the express permission of the Headteacher.
- d. All visitors must adhere to the school's safeguarding guidelines and policy and undertake the necessary DBS checks as required.

2.9 Parents

- a. Parents must follow visitors' guidelines when entering the school
- b. Parents are expected to support the Trust in any health and safety matter reported to them on newsletters and letters sent home.

- c. Parents must be familiar with and respectful of school policies and adhere to the Parent & Visitor Code of Conduct Policy.

2.10 Safety & Trade Union Representatives

Trade Union representatives have the right to:

- a. Investigate potential hazards and to examine the causes of accidents in the workplace.
- b. Investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work.
- c. Make representations to the Headteacher and or the Trust, as appropriate, on general matters affecting the health, safety and welfare of employees.
- d. Participate as an elected union representative in the work of the schools Health and Safety committee.
- e. Carry out workplace health, safety and welfare inspections, reporting their findings to the Headteacher and or safety committee and the Trust's Head of Health, Safety and Estates.
- f. None of the above functions given to a Health and Safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions
- g. All union representatives have access to Safesmart, this gives access to all Risk Assessments. They will also have available the latest guidance issued from the Trust.

2.10 Employee Liaison with Contractors

- a. Employees working in proximity to contractors on a TPAT site have a responsibility to take appropriate action and report any concerns to the Headteacher if they observe a contractor, or their operative, using any unsafe working practice or item of equipment which the employee considers to be dangerous or have the potential for danger.
- b. Employees must ensure that contractors arriving on site report to Reception so that all Contractors are checked against the school's central record, any contractor not on the school's central record must be accompanied at all times or refused entry to the School and its grounds.
- c. The Asbestos register is to be read and signed at each visit by a contractor before commencing work.
- d. Schools must not directly commission contractors without the express permission of TPAT HUB Facility Manager's and must adhere to the standard set out within the Procurement and Contract Management Policy
- e. Contractors must be qualified and competent to conduct tasks at a TPAT site, and provide a Risk and Method statement prior to the conduct of any contracted works.

2.11 Enforcing Authority

The Health and Safety Executive are the Enforcing Authority for the Trust. If any enforcement officer arrives at School, they must inform the Trust's Head of Health, Safety and Estates. If they arrive for a visit, then they must be granted full access to the school and must always be accompanied. This also applies if the local Fire and Rescue Officer or Building Control Officers are to visit school.

2.12 Information Sharing

- a. It is the duty of all employees to co-operate with the Senior Management in fulfilling our legal obligations in relation to The Health and Safety at Work Act 1974.
- b. Employees must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare at any time.
- c. Employees, visitors, contractors and volunteers are to report any safeguarding concerns to the schools safeguarding representative or Headteacher as soon as possible.
- d. Employees are required to notify to management of any unsafe activity, item or situation as soon as possible.

2.13 Employee Consultation

Employees will be encouraged to report any concerns regarding Health and Safety by means of emailing the Headteacher or reporting through the school health and safety committee or the completion of a maintenance or defect request.

Recognised Trade Unions are invited to appoint representatives within each school.

3. RISK ASSESSMENTS

All staff must ensure they use the new template for all Risk Assessments. This can be found both within the Risk Management Policy on the Intranet and on SafeSmart.

All risk assessments must be reviewed regularly and if any of the hazards vary., or in the event of an accident or incident.

4. HEALTH AND SAFETY INFORMATION

4.1 Employee Information

- a. The Trust Health and Safety Policy is available at all times on the intranet and a hard copy, must be displayed publicly in each school.
- b. New employees will be given Health and Safety information and training on their induction, this will include any additional training required to allow them to competently carry out their role. A Health and Safety Induction Checklist will be issued to all employees on commencement of work for the Trust or School as per the TPAT Induction Policy

4.2 Information for Pupils, Visitors, Contractors and Volunteers

- a. Health and Safety Information for pupils will be given at assemblies and in lessons as required.
- b. Information for parents will be given on the school website, in parent handbooks and through letters and newsletters along with the school's text message service.
- c. Information on safeguarding and Fire procedures for visitors and volunteers will be provided during the signing in procedure at school reception.
- d. Information for contractors, will be passed to them via email from the school premises team, some information may also be issued via the Head of Health, Safety and Estates. All visiting contractors

must be given access to the school's Asbestos register by way of hard copy or the schools UKNAR QR code.

5. TRAINING

The Trust will ensure employees carry out training, where required, to ensure they can always undertake their duties in a safe and competent manner.

It is recommended practice for each school within the Trust to have a member of their SLT with a minimum of a Level 3 IOSH Managing Safely Qualification. In larger settings it is additionally recommended that a minimum of two staff complete the training.

5.1 Training and Recording

Any statutory training required to enable a member of staff to safely carry out their duties, will be identified by the Headteacher, and the Head of Health, Safety and Estates. Staff must complete mandatory Health and Safety training as identified on the Training Matrix issued to all Head teachers.

It is the responsibility of each employee to ensure they keep their training up to current legislation. Failure to do so may result in disciplinary action being taken.

Online training is available on the Safesmart portal. This is available for all employees who have been identified as having training requirements as a result of their role or their particular circumstances. Records of this training must be retained for monitoring and Audit purposes. Training not available on the Safesmart portal, must be agreed with your line manager.

It is the responsibility of each employee to ensure they keep their required training up to date, giving their line manager adequate time to release them to carry out any out of school training.

5.2 Reviewing and Monitoring

The school must always follow current guidance issued by the Trust and government, regarding safe working practices in educational settings. This information can be found on the schools' safe smart portal, along with up to date guidance issued by the Trusts Senior management.

The annual review of all matters relating to Health and Safety will be reported to the Board of Trustees for review and monitoring. This will include all key performance indicators this will need to include, all RIDDOR reportable accidents along with Near Misses. The report will need to include Health and Safety training requirements, safeguarding incidents and any Health and Safety Executive site visits. The Trust's Head of Health, Safety & Estates will report to the Board the findings of any Internal Audit and inspections carried out over the last year.

All Risk Assessments must be reviewed annually; this is to ensure any changes have been considered since the last Risk Assessment was completed. Any reviewed Risk Assessments are to be signed by the Headteacher and held on file. They must be cascaded to the relevant employees, contractors and visitors along with all volunteers. All new Risk Assessments are to be completed using the new formatted Risk

Assessment template, this can be found on the Safesmart portal under the TPAT New Risk assessments. Completed risk assessments must be uploaded to the school's Safesmart portal.

6. ACCIDENT REPORTING AND INVESTIGATION

Any serious accident or injury or near miss are to be reported on the Safesmart portal, the Headteacher must be informed immediately. Accident forms can be found on the Safesmart portal as well as with all first aid boxes, forms must be completed as soon as practically possible.

All significant incidents that are dangerous or near-miss situations are to be reported to the Head of Health, Safety and Estates and the Headteacher. An immediate investigation into the incident should be carried out in order to identify the cause of the incident and measures taken to prevent a reoccurrence. The findings are to be sent to the Head of Health, Safety and Estates for information and reporting to the Board of Trustees as required.

All accidents must be reported on Safesmart no longer than 72 hours from the time of the accidents, this is to allow the Head of Health, Safety and Estates time to investigate the accident/incident prior to reporting it to the Health and Safety Executive (HSE).

7. FUTHER READING AND REFERENCE

TPAT has a suite of specialist policies for the following areas to be adhered to complementing the wider Health and Safety Policy. These include:

- Fire Safety Policy
- First Aid Policy
- Management of Contractors Policy
- Business Continuity and Critical Incident (including lockdown)
- Safeguarding Policy

Signed:



Jennifer
Blunden

Date:

TPAT CEO

Signed:



Anita Firth

Date:

TPAT Chair of Trustees

Signed:



John Eddy

Date:

TPAT Head of Health,
Safety and Estates



Michelle Dunleavy

Signed:

Date:

Headteacher

APPENDICES

APPENDIX	TITLE	Version Control	Date Revised
A	Management of Asbestos		
B	Contractor Management		
C	COSHH		
D	Mobility and Accessibility Support		
E	Display Screen Equipment		
F	Staff Driving		
G	Minibus & Fleet Operations		
H	Administration of Medicine		
I	Food Safety		
J	Electrical Safety		
K	Gas Installation & Safety		
L	Gym and Playground Equipment		
M	Staff Welfare		
N	School Trips and Visits		
O	Other		

APPENDIX A – Management of Asbestos

1. To assist the Trust in achieving its objectives the School will protect employees, pupil's contractor's visitors and volunteers potentially exposed to asbestos as far as is reasonably practicable. No work that could disturb asbestos will be allowed to take place, **unless** the correct protocols have been agreed and are in place, only approved and qualified asbestos removal companies will be permitted to carry out such works.
2. The Trusts Head of Health, Safety and Estates will oversee the Risk Assessments and Safe working practices for these works. Every school must, by law, have an Asbestos Survey, Asbestos Management Plan and, if appropriate, an annual inspection of known Asbestos Containing Materials (ACM) within the school site.
3. All staff should be made aware of where there are ACM within the school site. Locations of ACM can be found within the school's Asbestos Management Plan.
4. If you notice any material that causes you concern or you become aware of any damage to asbestos containing material (ACM), you must report it immediately to your Line Manager Headteacher or premises team. Who will trigger the protocols ensuring the area made safe and the materials tested
5. Any breach or disturbance of the known asbestos must be reported to the Trusts Head of Health, Safety and Estates along with the Headteacher, the area must be cordoned off, the school will be required to contact the Trusts approved contractor to carry out the cleaning and making safe of the area.
6. **ALL** contractors **must** read and sign the Asbestos register upon arrival at the school prior to any commencement of any works.

The school must ensure they keep their Asbestos register up to date and ensure all changes are recorded within the register.

APPENDIX B – Contractor Management

1. The Trust will, co-ordinate, control and monitor the activities of contractors to effectively minimise any risks presented to employees, children staff visitors and volunteers and members of the public.
2. The Trust recognise that they have a duty of care to those contractors' employees working on their premises, will retain and maintain a register of the Trusts approved contractors including holding information for each including their Health and Safety policy and procedures, letter of assurance, insurances, Risk Assessments and safe working practices. The Trusts Head of Health, Safety and Estates will monitor by constantly reviewing and sanctions will be applied because of poor Health and Safety performance including written warnings, suspension and removal from the register.
3. TPAT will ensure all contractors who require being part of a trade body are checked for their registration, this must be documented and kept on the contractors file, held within the contractor's management element of the safe smart portal.
4. If a local site/school wishes to use a contractor who is not currently registered on the Supplier List the school must seek exceptional request via TPAT Procurement Lead and/or Director of Operations as applicable
5. For further detail please see TPAT Management of Contractors Policy.

APPENDIX C - Control of Substances Hazardous to Health (COSHH)

1. The Trust will take all reasonable steps to ensure exposure to all employees' pupils' visitors and volunteers to substances hazardous to health is prevented or at least controlled to within statutory limits.
2. All staff must undertake COSHH training on Safesmart as identified by the Training Matrix issued to all Head teachers.
3. Employees must not put themselves in harm's way by using any Hazardous substance, without consulting the information safety sheet provided and ensuring they are trained and competent to use the product provided. Staff should also be trained in the use and storage of all Personal Protective Equipment. All staff must sign for all PPE provided to them, ensuring the correct PPE is purchased for the product they are using, this information can be found on the products data sheet. Staff must not share PPE; if specialist PPE is required it is recommended that you contact the supplier for specialist advice.
4. Only the Sypol self-service portal is to be used for generating COSHH Risk assessment
5. The school must ensure that all hand sanitizers, soaps and cleaning products, have a current COSHH Assessment and all staff using the product must read and understand the safe use of any new chemicals.
6. Please refer to the Trust COSHH Policy for further information.

APPENDIX D – Mobility and Accessibility Support

The Trust will give full and proper consideration to the needs of employees, volunteer's, pupils and visitors who require either mobility or additional assistance.

The Trust will:

- a. Treat all disabled employees, pupils and visitors with respect and dignity, both in the provision of a safe working environment and with equitable access to all the school's facilities
- b. Ensure that Risk Assessments are undertaken to ensure all needs are met and carry out reasonable adjustments to the premises and/or employment arrangements where possible
- c. Report any employees found treating their disabled colleagues with less than the expected standards of respect and dignity
- d. In an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises, ensure this information is shared with the Employees and Fire Marshalls.
- e. The disabled or adapted toilet must have a disabled call alarm fitted, this will require weekly testing and recording on the Safesmart system.

APPENDIX E - Display Screen Equipment

1. All reasonable steps will be taken by the Trust to assure the Health and Safety of employees and pupils who work with display screen equipment.
2. Schools must ensure that staff working on DSE for more than 60 minutes cumulatively throughout a working day undertake the DSE Awareness Training and ensuing Risk Assessment on SafeSmart. Line managers to act upon outcomes of the Risk Assessment as reasonably practicable.
3. Once the line manager review is complete the indifferences will require updating on the risk Assessment, this will require reviewing should any changes be made to the working station. All DSE Risk Assessments must be reviewed every twelve months.

APPENDIX F – Driving of travelling to a place of work

Driving is an integral part to some roles within the Trust and as such requires driving on company business. Drivers will remain responsible for their own safety and that of others and must always comply with the Highway Code and Road Traffic Act.

All drivers claiming mileage allowance must hold valid **business insurance** on the vehicle they are claiming mileage allowance for. The vehicle must have a valid MOT certificate where required.

All drivers are reminded they should not drive if they are feeling unwell or if they know the vehicle, they are using is not road worthy.

F.1 Line Managers' Responsibilities

It is the responsibility of Line Managers to ensure that staff understand their responsibilities as set out in this policy. They must:

- a. Support random sampling and checking of driver and vehicle related documentation.
- b. Challenge unsafe attitudes and behaviours and encourage staff to drive safely, leading by personal example.
- c. Take account of any health or personal concerns that could impair an employee's ability to drive safely whilst on Academy Trust business.
- d. Review motoring convictions reported to them by staff and assess the impact this may have on the ability of the employee to fulfil their duties.

F.2 - Fatigue

Truro and Penwith Academy Trust employees must not drive on Trust business while tired. They should not start a journey if over-tired nor drive for an excessive number of hours:

- a. Journey timings should be planned to enable a break of at least 15 minutes to be taken every two hours of driving;
- b. When driving long distances for work employees and/or their Line Managers should risk assess the whole day, considering the amount of time spent working and travel times, traffic and weather conditions; lone working must also be factored in when compiling a risk Assessment.
- c. The Trust recognises that many employees want to return home at night. Staff and Line Managers, however, must discuss and plan work schedules so that there is not a need to drive when they may be tired.
- d. If the journey destination likely to take more than three hours to reach, an overnight stay must be considered.
- e. The law requires that drivers must tell the Licensing Authority without delay about the onset or worsening of any health condition likely to impair their ability to drive safely. Examples are giddiness, fainting, blackouts, epilepsy, diabetes, angina, coronaries, high blood pressure, vision disorders, mental illness, alcoholism, drug taking, and loss of (or loss of use of) a limb. Drivers are reminded not to use mobile phones when driving, unless the driver is using a legal hands-free device.

APPENDIX G – Minibus and Fleet Operations

The Trust has a duty to ensure the safety of staff and pupils on and off the premises including transport between place of work or during school trips.

G1. General Arrangements/Responsibilities:

- a. The school must ensure that have an onsite traffic management plan
- b. These arrangements apply to all mini-buses, whether Trust owned or hired. Any staff who drive mini-buses will receive appropriate training.
- c. All trips abroad are to be approved by the Headteacher and insurance administrator.

G2. Specific Driver Requirements

- a. All drivers must have held a car (category B1) driver's licence for vehicles defined as a minibus 'lite' or a category D licence to drive vehicles weighing over 3.5t;
- b. All drivers must complete a Trust approved mini-bus driver training programme (MIDAS scheme) and have completed both theory and practical tests (including the use of accessible mini-buses where necessary). Drivers are required to attend refresher training every three years;
- c. Where drivers hold the PCV category on their licence (not the D1 entitlement) the MIDAS training must be completed three years after passing their PCV.
- d. A PCV licence is required when driving mini-buses in other European countries.
- e. Specific criteria for driving minibus 'lite' vehicles as per the published November 2024 briefing note, highlights as follow:
 - i) The driver is over 21 and have held a category B license for at least 2 years
 - ii) The minibus is used by a non-commercial body for social purposes
 - iii) The driver receives no payment other than the recovery of out of pocket expenses (e.g. fuel and parking costs)
 - iv) The vehicle is driven on a voluntary basis
 - v) The total weight of the minibus including passengers is not more than 3.5 tonnes – plus up to 750kg of equipment for disabled passengers
 - vi) They do not tow a trailer

G3. Additional Vehicle Use requirements

- a. The Trust vehicles cannot be used on or off Academy property without prior authorisation and booking;
- b. All drivers must submit their driver's licence annually to the administration team for inspection, this must be recorded;
- c. All drivers must notify their Line Manager of any offences and any pending prosecutions;
- d. All drivers must inform their Line Manager of any medical condition that could affect their ability to drive safely.

- e. It is the responsibility of the driver to make simple pre-journey vehicle safety checks, e.g., lights, brakes, mirrors, tyres (which would have been covered during the MIDAS and/or PCV training). This must be recorded in the vehicle logbook.

G4. Pre-use vehicle checks:

Before using a TPAT vehicle, the driver must:

- a. Carry out a pre-use vehicle check; this is required to be recorded in the vehicle log book
- b. Allow sufficient time to drive allowing for traffic, poor weather and rest breaks
- c. Ensure sufficient rest
- d. Be physically fit, with zero alcohol level and not under the influence of drugs that may affect their ability to drive
- e. Adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety. Carry out a visual inspection of the vehicle which includes tyre pressure checks and that the windscreen and glass is clean and can be seen through
- f. Check brakes to see that they are functioning correctly
- g. Ensure that mirrors and seat are in the correct driving position
- h. Check that all lights are functioning correctly
- i. Ensure that all seat belts are being worn. This includes all passengers who must wear a seat belt
- j. Ensure that the windscreen washer system works and that wipers are functioning correctly
- k. Ensure that the vehicle is correctly loaded and that no more than the maximum number of passengers are being carried
- l. Emergency exits must not be blocked
- m. Ensure that all doors correctly open and close
- n. Check that you have enough fuel for your full journey
- o. As soon as possible after moving off, the driver should carry out a running brake test and at the same time, check the operation of the seat belts
- p. Make sure that no rubbish is left on the vehicle and ensure that no malicious damage has occurred to the interior of the vehicle
- q. At the end of the journey the driver must lock and make the vehicle secure. Keys should only be taken just prior to the use of the mini-bus. The keys should be returned immediately after use.

G5. During Use

While operating a vehicle, TPAT drivers must:

- a. At intervals throughout the journey, all instruments and warning lights should be checked, and necessary action taken if a fault is indicated
- b. Whilst driving, drivers must:
- c. Drive in accordance with the applicable law
- d. Take regular rest breaks every 2-3 hours or at first signs of tiredness
- e. Always Remain in control of the vehicle
 - f. Do not smoke in the vehicle at any time, or allow anyone to smoke in the vehicle
 - g. Do not use a mobile phone or other electronic device.

- h. At the end of each working week the vehicle logbook, will require the responsible person's signature.

G6. General requirements and conditions:

- a. Employees must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit
- b. Employees must not carry unauthorised passengers or unauthorised loads
- c. Employees must not use vehicles for unauthorised purposes
- d. Employees must not load vehicles above the stated capacity
- e. All drivers who are on medication must inform the responsible person/ Headteacher. Failure to do this may result in suspension of driving duties.
- f. After each period of one year, the school Secretary will check all current drivers to ensure that they are still fit to drive and meet the requirements above.
- g. Three years after a driver has been on the list, they will be submitted for a short refresher familiarisation course.
- h. It is the Trust's policy that if there is a trip which involves a driver being in charge on an extended day, then a second adult should accompany the party and that person should be competent to share the driving to reduce the possibility of driver fatigue. An extended day is anything beyond 7.00 pm when the driver started work at 8.45 am.
- i. A driver who breaks the speed limit will be responsible for paying his/her own fines. Similarly fines imposed for incorrect car parking or negligent driving will be the responsibility of the driver. Any damage caused to the minibuses through incorrect use, may result in the driver being asked to contribute fully or partially to any excess payable by the Trust.
- j. Passengers should wear seat belts and always remain in their seats until instructed otherwise
- k. Passengers should never distract the driver by shouting, etc.
- l. Passengers must make sure that escape routes are not blocked by bags, etc.
- m. Pupils are Ambassadors of the School and must never bring its name into disrepute by gesturing, etc.
- n. Passengers found to have vandalised the vehicle may face a ban from using it again and be required to pay for damages.

G7. Accident Procedures

- a. If an accident occurs and any personal injury or damage to third party property is involved, then the driver must stop.
- b. He/she must be prepared to give their name and address and details of the owner of the vehicle to a Police Officer or any other person having reasonable grounds to ask.
- c. If for any reason the driver is not able to give these details then he/she must report in person to a Police Station as soon as practically possible, otherwise an offence is committed and, in any event, not later than twenty-four hours afterwards.
- d. For minor accidents report the accident immediately to the school and complete the appropriate forms for onward transmission to our insurers.
- e. Serious accidents should be reported directly to the Headteacher as soon as possible.

G8. Breakdown and Recovery

TPAT vehicles are covered for breakdown and recovery. Details of how to contact the providers and our membership numbers are available from TPAT and should be held within the vehicle.

G9. Monthly Checks

- a. All vehicles must contain first aid boxes which are checked at the end of each term. Any use of the first aid kit must always be reported as soon as possible thereby maintaining a full first aid kit.
- b. Any defects in the vehicle noted by staff should be notified immediately to the nominated person who will then determine whether the vehicle should be taken off the road and repairs carried out.
- c. Vehicles are to be serviced in line with the manufacturer's recommendations.

G10. Refuelling

- a. The vehicle should NEVER be left low or without fuel, as this would present problems and disruptions for the next driver using the vehicle.
- b. With this in mind, each vehicle may have a designated fuel card for drivers to use to refuel the vehicle at convenient time.
- c. These cards will be accepted at all major fuel sites where the cards logo is displayed and would most likely include all major oil companies and supermarket forecourts.
- d. All fuel receipts should be given to the nominated person at school on the day of purchase.

APPENDIX H – Administration of Medicine

TPAT recognises that some pupils/students will require medication during the school day or for trips and visits. All TPAT schools Trust will adopt and follow the Department for Education’s guidance on managing medicines in schools and early year settings (see ‘DfE: *Supporting pupils at school with medical conditions*’ dated December 2015)

Roles and Responsibilities:

H1. TPAT settings will:

- a. Ensure sufficient staff are suitably trained
- b. Ensure all relevant staff will be made aware of a child’s condition
- c. Ensure cover arrangements in cases of staff absence or staff turnover
- d. Provide briefings to supply teachers as applicable
- e. Conduct risk assessments for school visits and other school activities outside the normal timetable
- f. Monitor individual healthcare plans

H2. Parents/Carers are required to:

- a. Provide school settings with sufficient and up-to-date information about their child’s medical needs
- b. Carry out any action agreed as part of an individual healthcare plan they have agreed to as part of its implementation e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times

H3. General Principles

- a. Medicines will only be administered at school when it would be detrimental to a child’s health or school attendance not to do so
- b. No child under 16 should be given prescription or non-prescription medicines without their parent’s written consent
- c. A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medications e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed
- d. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside of school hours
- e. Schools should only accept prescribed medications if these are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exceptions to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pumps rather than its original container.
- f. When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps
- g. A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so but passing it to another child for use is an offence. Monitoring

arrangements may be necessary. TPAT schools should otherwise keep controlled drugs that have been prescribed for a pupil securely in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of controlled drug held.

- h. School staff may administer a controlled drug to the child for whom it has been prescribed. Staff administer medicines should do so in accordance with the prescribers' instructions. Schools are to keep a record of all medicines administered to individuals' children, stating when at, how and how much was administered, when and by who. Any side effects for the medication to be administered at schools should be noted.

APPENDIX I – Food Safety

General. All staff who handle food being prepared for pupils or prepared within the classroom or school setting must have a minimum Level 2 Food Hygiene Qualification along with a Food Allergens qualification.

I1 - Liaising with the Environmental Health Officer (EHO) and HSE inspector

It is important that the law relating to Food and Health and Safety is fully complied with as noncompliance may lead to:

- Legal notices
- Restriction of use of equipment or activity in a food zone
- Prosecution
- Closure
- Restriction of food handlers working in the food environment.

All of which result in adverse publicity which reflects poorly on the Trust and all its employees.

Therefore, if the EHO/HSE inspector visits, staff must conduct the following practices:

- Introduce to the Headteacher
- Carry out a credential check (they all carry official ID from their employers)
- Co-operate fully with the inspector
- After the inspection the Headteacher should request the inspector gives a brief summary of the action required. Make notes of the points requiring your action.
- The name of the EHO inspector should be recorded and request that copies of correspondence should be sent to the Headteacher.
- Where the inspection is of the kitchen and provision of catering the involvement of the Headteacher may not be required if no significant issues have been identified.
- Action in Case of Statutory Notice or Legal Proceedings
- If, after the completion of the inspection, the inspector intimates that it is his/her intention to serve a statutory notice then:
 - Request a verbal indication of the items which will require your attention (make a detailed note of these)
 - Enquire as to the time period you are to be allowed for compliance
 - Inform the Headteacher and Trust Head of Health, Safety & Estates immediately.

I3 - Action in Case of Alleged Food Complaint or Food Poisoning

- a. DO NOT ADMIT LIABILITY
- b. Log time and date of complaint and further communications
- c. Ask the following questions of the complainant and log the replies.
 - Name
 - Home address
 - Telephone number
 - Record the details of the complaint
 - Manufacturer's name
 - Supplier's name

- All codes, i.e., date, production
 - Description of complaint, e.g., small area of mould to about 1/3 of surface or contained a sliver of glass approx. 2cm x 0.5cm
- d. In cases of alleged food poisoning complete an illness report form (Accident Form)
- e. Obtain the following details from the Kitchen Manager on the meals that are alleged to have caused a problem including:
- Full details of suppliers and delivery dates
 - Full details of preparation of the foods consumed by the complainant
 - All available records relating to HACCP controls
 - Details of the number of meals served of the same type as the offending meal /dish
 - Information on any staff illness.
 - Request to keep the food item if available for further investigation
 - In cases of alleged food poisoning, if any leftovers of the suspect food are available double wrap and seal in a plastic bag, label and freeze. Label and mark food – **'NOT TO BE USED FOR HUMAN CONSUMPTION'** in addition to details of the date and time frozen.
 - If necessary, contact the local EHO for advice. Record the time and name of the officer you have spoken too
 - DO NOT DELAY AS A PROMPT INVESTIGATION WILL BE NECESSARY
- f. Inform the Head of Health, Safety and Estates who will advise further as required.

APPENDIX J – ELECTRICAL SAFETY

1. All reasonable steps will be taken to secure the Health and Safety of employees, volunteers and pupils and members of the public who use electrical equipment. This includes the provision, regular testing and maintenance of safe electrical equipment.
2. All employees will visually inspect electrical equipment before use for obvious defects and treat all leads and cables with care. Any equipment they see is damaged, defective, worn or abused must be reported to the Premises Team and/or the Headteacher immediately for repair or replacement and not used, or disposed of correctly. All contractors engaged by the school must be NICEIC or equivalent. Schools must follow the Trust's information on engaging contractors within the Contractors Registration Form.
3. Electrical awareness training is available within the schools Safe smart training portal, under the health and safety at work training.

APPENDIX K – GAS INSTALLATION AND SAFETY

1. The Trust is committed to achieving high standards of health and safety for all employees, visitors, parents and others. For these reasons employing and assessing the arrangements of contractors that are competent to work on gas installations and appliances – servicing, repairing or installing, is highly significant to supporting these aims.
2. To assist the Trust in achieving this objective the Head of Health, Safety and Estates will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the regulations and the Safety in the Installation. The Trust will be responsible for ensuring ALL approved contractors are a member of the Gas safe body.
3. No work is to be carried out in any Trust school on any gas installation or appliance by an unqualified engineer.
4. Reports and certification relating to gas safety and equipment inspections must be uploaded to SafeSmart within two weeks of the certificate being issued

APPENDIX L – GYM AND PLAYGROUND EQUIPMENT

1. The Trust is committed to ensuring all gym and play equipment is safe and subject to suitable adult supervision when in use.
2. To assist the Trust in achieving its objectives each school having gym and/or play equipment will contract an annual assessment of each site's equipment by a competent contractor, implement necessary measures to remedy any risks found because of the assessment.
3. All equipment will be visually checked prior to use and any concerns raised with the site manager or Headteacher. If a piece of equipment is found to be in a poor state of repair or deemed dangerous, this must not be used until it is repaired or replaced.
4. All equipment must be independently inspected by the Trust's approved contractor and a full report must be issued and a copy sent to the Trust's Head of Health, Safety and Estates for review and auditing purpose.
5. All reports and certification retaining to gym and play equipment inspections must be uploaded SafeSmart

APPENDIX M – STAFF WELFARE

1. The Trust will ensure welfare facilities are available for staff at work which are in line with The Workplace (Health Safety and Welfare) Regulation and accompanying guidance, which will include:

- Toilets and wash hand basins, with soap and towels or a hand-dryer;
- Drinking water;
- A place to store clothing (and somewhere to change if special clothing is worn for work);
- Somewhere to rest and eat meals, away from their place of work.

1.1 Sanitary Conveniences

The Trust will provide suitable sanitary conveniences for the use of staff to the levels laid out in the Workplace (Health Safety and Welfare) Regulation and accompanying guidance.

Number of toilets and washbasins for **mixed use (or women only)**:

Number of people at work	Number of toilets	Number of washbasins
1-5	1	1
6-25	2	2
26-50	3	3
51-75	4	4
76-100	5	5

APPENDIX N – SCHOOL TRIPS AND VISITS

1. TPAT settings must ensure they have an Educational Visits Coordinator (EVC) and that they have appropriate, in-date, training.
2. All school trips will require a set of Risk Assessments to be completed by the Trip lead teacher, these will require reading and signing by the Headteacher, along with all staff and volunteers who are attending the trip.
3. Children with additional needs for the trip will require a separate set of Risk Assessments to be completed, this again will require the Headteacher to read and sign the Risk Assessment along with all staff who are going on the trip. The parents or guardian of the child will also be required to see a copy of the Risk Assessment.
4. All trips Risk assessment should consider the need for First aiders, this will require a minimum of one full trained first aider along with one emergency first aider. Thought should be given to the activity and location of the event.
5. High risk activities such as canoeing, overnight stays or trips more than 49 miles away from school will require the involvement of Cornwall Outdoors, their website can be found at www.cornwalloutdoors.org. The school will need to ensure there is adequate time allowed for Cornwall Outdoors to review and liaise with the school to ensure there is all the correct mechanism in place, prior to the trip or activity taking place. If you are not sure if your trip will require Cornwall outdoors over viewing of your Risk Assessments, please contact the Trust Head of Health, Safety & Estates who will be able to help you with your request. For guidance and advice please refer to the school's Educational Visits and Outdoor Learning Policy

APPENDIX O – OTHER

O.1 Housekeeping

1. The Trust recognises that slips, trips and falls are the largest cause of accidents in schools and will take all necessary precautions to keep these incidents to a minimum. It is the responsibility of all staff, children, contractors, visitors and volunteers, to notify the school office of any Housekeeping issues they come across to ensure they are removed as soon as possible.

1.2 It is the responsibility of all staff, students, contractors and visitors to ensure all rubbish is put in to the bin provided, the school must ensure they have a licenced contractor in place to make regular collections of the school's waste.

O.2 Specialist Waste

1. Any specialist waste requiring removal from the school must be removed in accordance to the Health and Safety guidelines, these can be found at www.hse.gov.uk/waste
2. The school will need to ensure they are issued with a full waste disposal notice for any waste removed from site.
3. Waste Transfer Notices, issued for controlled waste must be kept for 2 years and uploaded to SafeSmart

O.3 Legionella

1. The Trust is committed to preventing the build-up of Legionella organisms in its water systems and to prevent the inhalation of infected water droplets. They will ensure that all water tanks, taps, and shower heads are periodically cleaned to current legislation.
2. Water testing is to be carried out by a qualified and competent contractor and chlorination of the tanks undertaken when results indicate this is necessary. The school will be responsible to ensure all monthly results are inspected to ensure there are no areas on non-compliance, any issues found within the monthly report must be addressed in a timely manner. Information can be found on the Health and Safety Executive web site at www.hse.gov.uk/legionnaires/
3. The Legionella Risk Assessment must be carried out by an independent assessor, this will need to be carried out at a maximum of no greater than two years, and a copy of the assessment must be uploaded to the Safesmart portal or sent to the Trust Head of Health, Safety & Estates.
4. The HUB Facility Manager's will support to have a plan in place with an action plan to ensure they carry out all urgent issues raised in the report and carry out the repairs in a timely manner.

O.4 Lone Working

1. The Trust recognises that they have a duty to identify and manage the increased risk to the Health and Safety of their employees whilst working remotely from their usual workplace or persons working outside of “normal” working hours.
2. In such circumstances, these risks will be identified and managed using suitable controls to ensure that all risks are minimised in consultation with the Trust’s Head of Health and Safety, and Estates or Headteacher.
3. No staff are to work alone without the ability to raise the alarm, this can be achieved with the use of a mobile telephone. No member of staff is to work alone without informing their line manager or Headteacher’s permission. For information and guidance please refer to the Trust’s Lone Working Policy and ensure all staff are aware.

O.5 Manual Handling

1. The Trust is committed to ensuring that employees do not undertake tasks involving pushing, pulling, carrying or moving items which over reach their individual limits.
2. The Trust/school will make every effort to redesign the task to either remove or reduce the associated risks. This will be achieved by new Risk Assessments, along with training for site teams and teaching and support staff.
3. The training is available on the training portal of Safesmart. If a team member has a higher level qualification this will need to be evidenced through uploading to SafeSmart.
4. The Trust will make available appropriate information, instruction, training and supervision and ensure that risk assessments for manual handling tasks are undertaken and distributed to all employees.

O.6 New and Expectant Mothers

1. The Trust recognises that the general precautions taken to protect the health and safety of the workforce may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.
2. Should you become pregnant or are returning to work after having a baby, then you are requested to notify your Headteacher and or line manager at the earliest possible opportunity, so a Risk Assessment can be carried out. The Risk Assessment will require updating every four weeks, these will need to be printed and signed by both parties. A copy is to be issued to the expectant mother and a copy held on her personal file for reference.
3. Once a mother returns to work, a new Risk Assessment may need to be compiled dependant on her individual needs and requirements.

4. Any necessary control measures will be implemented and reviewed regularly. Where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay.
5. New or expectant mothers should inform their Headteacher of any changes which may affect the Risk Assessment including any medical conditions, incidents or medical recommendations.

O7. Off-site visits /Home visits

1. The Trust believes that pupils can derive immense educational benefit by participating in off-site visits, activities, and experiences both at home and abroad and will actively promote off-site visits to be undertaken in a safe and effective manner by ensuring that:
 - All employees follow Trust procedures and guidance notes when organising off-site visits
 - All off-site visits have an educational purpose and pre-determined clear educational objectives
 - All participants in activities will be identified as group members associated with the Trust
 - All pupils will have full access to each visit that is appropriate to their class year, regardless of their abilities, therefore developing the 'whole child'
 - Visits should never be carried out by a single member of staff, they should always be accompanied by a second member of staff
 - An appointment should always be made to give the parent / staff member time to arrange to have 2nd person with them should they wish
 - Notes should always be made and filed of any visits or meetings.
2. The procedures and guidance notes will be reviewed at least annually, and its implementation monitored by the appointed Outdoor Education Advisor and the Educational Visits Co-ordinators
3. All Educational Visits Co-ordinators must undertake a DFE approved training course and ensure that they attend refresher training at least every three years.

O8. Radiation Control

1. The Trust will endeavour to comply with both the spirit and detailed requirements of the Ionising Radiation Regulations as appropriate in reducing radiation exposure to employees to a level as low as reasonably achievable and at least to a level below which the detailed requirements of these regulations are deemed not to apply.
2. Under the new regulations every school using radiation MUST register with the Health and Safety Executive, this can be completed on line at www.hes.gov.uk/ionisingradiation .

O9. Security

1. The Trust recognises and accepts their corporate responsibility to provide a safe and secure environment for pupils, employees, visitors, contractors, and volunteers and will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

2. The Trust will provide employees with enough resources, information, and training to implement the security procedures.
3. The Trust will, where appropriate, be informed of breaches and failures of the security system to enable them to take any corrective action as necessary to ensure the safety and security of the pupils and employees.
4. All schools should have procedures in place, should a breach in security take place in the school day, a full school lockdown policy will require to be implemented immediately. Staff will require regular training to ensure they are fully aware of their roles and responsibilities. A copy of the school's policy is required to be uploaded to the Trust's Safe smart for review and if deemed necessary changes to the policy.

O10. Smoking and Vaping

1. The Trust operates a strict no smoking/vaping policy on all its sites.
2. Smoking and vaping or being in possession of lit cigarettes, cigars, pipes, or use of electronic cigarettes is not permitted on Trust premises inside or outside of any buildings occupied or utilised by Truro and Penwith Academy Trust employees, students, and visitors, or in vehicles owned or leased by the Academy Trust. Failure to abide by this policy may result in disciplinary action being taken.

O11. Violence at Work

1. The Trust will take all reasonable precautions to reduce the risk of employees being subjected to violence whilst at work. Any acts of violence towards an employee of the Trust will not be tolerated, this must be reported to the police. An incident form will need to be completed and uploaded to the safe smart portal.
2. This will require an incident form being completed on the Safesmart portal 24 hours of an incident.

O12. Working at Heights

1. The Trust will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.
2. All work undertaken at height within the Trust must be conducted safely and comply with all current guidance and legislation and strictly follow the Trust's Working at Heights Policy in relation to the task. This will require a Risk Assessment to be carried out for the more dangerous tasks.
3. No member of staff is to use a step ladder or to work at height if they have not undergone the correct training required. If contractors are working at heights, they must follow the Trust's Permit to Work issued by the school. A copy must be filed and kept on record for auditing purposes. Training is available from the Trust's Head of Health, Safety and Estates on request.

4. All ladders must be to current industry standards and fit for the purpose they have been purchased for, they will require a visual inspection monthly, this will require recording on the Safesmart portal.

All working at heights risk assessments and method statements must meet the following British Standards:

- BS EN 3632008 Personal Fall Protection Equipment
- BS EN 131 (2018) Non - domestic Step Ladders
- BS EN 1004-1:2020 Mobile Access Towers
- BS EN 131 (2020) Non – domestic Access Ladders

O13. Work Equipment

1. The Trust will take all reasonable steps to ensure the safety of all employees working with equipment provided to assist them in their work as well as others who may be affected by the machinery, or electrical equipment.
2. The Trust will ensure that any new equipment is designed, supplied and maintained to work in a safe manner recommended by the manufacture and will inform and train employees to safely and competently use the equipment provided for them.
3. Any equipment found to be damaged or in a poor state of repair or an electrical item failing the PAT testing, must be removed for repair or until replacement is supplied.

O14. Working Time Regulations

1. The Trust supports the implementation of the basic provisions expressed in the Working Time Regulations as part of its obligations to ensure the Health and Safety of all employees, including full and part time, temporary and casual employees, work placements and young workers.