

Health & Safety Policy for Newquay Education Trust Newquay Tretherras

On 30 June 2017 the NET Board of Directors adopted the following statement and procedures for the provision of health, safety and welfare of pupils, visitors, employees and contractors involved with activities within their group of academies.

Note: all details are checked as correct at the time of publication

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Statement of Safety Policy

It is the intention of Newquay Education Trust (NET) to provide at all sites a high standard of health, safety & welfare for its staff, pupils & visitors beyond the legal minimum; and wherever practicable, to implement good industry practice; and

1. NET recognises its legal and moral responsibilities to persons who may be adversely affected by activities across the trust.
2. NET is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, visitors, employees and contractors involved with the activities of the trust. NET will seek to ensure that its legal duties and policy objectives are complied with at all times.
3. All foreseeable risks associated with the trust's activities will be identified and removed or controlled through a process of risk assessment and management with the aim of preventing accidents and cases of work related ill health
4. The trust will ensure all employees are competent to do their tasks and to this end, they will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.
5. The trust will seek to inform pupils' parents or guardians of any health and safety issues relevant to their child or children.
6. The arrangements for specific health, safety and welfare matters are detailed in this document.
7. NET will ensure, that this policy and its' supporting documents is kept up-to-date. **A formal review and re-adoption of this policy will be carried out by no later than 1st February 2018, and reviewed annually by the Health and Safety Committee.**
8. NET will consult with our employees on matters affecting their health and safety.

Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare in the trust. The individuals and groups identified below are expected to have read and understood the Academy's policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them. Named individuals with specific responsibilities are listed in Appendix 1.

Directors

The Directors are responsible for ensuring that mechanisms and procedures are in place for health, safety and welfare. The Directors will receive regular reports to enable them, in collaboration with the Chief Executive Officer, to prioritise resources for health, safety and welfare issues.

The Directors have appointed a Safety Director to act as Chair to the Health and Safety sub-Committee, receive information, monitor the implementation policies, procedures and decisions and feedback to the Board of Directors on health, safety and welfare issues.

It is the Directors responsibility to organise, plan and implement health and safety in the trust. The Board of Directors will also measure and review health and safety performance.

The Safety Director is identified in Appendix 1.

Chief Executive Officer (CEO)

The CEO has responsibility for the following but will delegate this responsibility to the Trust's Director of Finance & Estate on a day to day basis:-

- Day-to-day management of all health and safety matters in the trust to deliver the aims and objectives of the health and safety policy;
- Ensuring regular audits are carried out; (an audit is an inspection against standards – the Trust's, HSE or whoever we specify/scope)
- The person/s who will carry out the inspection each term is named in Appendix 1.
- Submitting audit reports to Board of Directors;
- Ensuring action is taken on health, safety and welfare issues;
- Passing on information received on health and safety matters to appropriate people;
- Carrying out accident investigations and acting on the findings/actions;
- Identifying and facilitating staff training needs;
- Liaising with Directors on policy issues and any problems in implementing the health and safety policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Providing necessary facilities for all employees to be consulted on health and safety matters;
- Where contracts are negotiated directly between the trust and contractors, the CEO is also expected to monitor purchasing and contracting procedures, to ensure that their employer's health and safety policy is complied with.
- Ensure a medical needs/asthma audit is updated annually or when an in-year child is admitted and that all medical information is passed on to the relevant staff.

Headteachers, Senior Leadership Teams and other Management Staff

Headteachers, SLTs and other Management staff have responsibility for:-

- Day-to-day management of health and safety in accordance with the health and safety policy;
- Drawing up and reviewing departmental procedures regularly;
- Carrying out regular audits and making reports to the CEO;
- Ensuring action is taken on health, safety and welfare issues;
- Arranging for staff training and information;

- Passing on health and safety information received to appropriate people;
- Acting on reports from staff, the CEO or Directors.
- Ensuring that all necessary risk assessments are being carried out by all relevant staff (e.g. through standing item on staff meeting agenda)

All Employees

All employees have a general responsibility to:

- co-operate with supervisors and managers on health and safety matters
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

In particular, employees have a responsibility for:-

- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures and working methods are followed (e.g. not standing on chairs to reach high displays);
- Ensuring that they undertake all relevant risk assessments involving their children, support staff, themselves, and where relevant members of the public.
- Ensuring protective equipment is used, when needed;
- Participating in inspections and the Health and Safety committee, if appropriate;
- Bringing problems to the relevant manager's attention
- In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety.

Volunteers

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the trust's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified teacher or other relevant paid member of staff.

Volunteers are also expected to read and implement the code of practice supplied to them.

Contractors

Site Managers and other linked staff, under the overall management of the Director of Finance & Estate, are responsible for liaising with contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled.

The Director of Finance & Estate is appointed with the authority of the CEO to request action from the Contractor where conditions are considered to be unsafe.

Persons responsible for liaising with contractors undertaking major works in order to ensure that the risk due to having contractors on site is monitored and controlled is named in Appendix 1.

The person appointed with the authority of the CEO to request action from the Contractor where conditions are considered to be unsafe is named in Appendix 1.

Consultation with employees

Employees will be consulted, including any union-appointed safety representatives.

Consultation with employees is provided by:

- Health & Safety Sub-Committee
- CEO
- Headteachers
- Director of Finance & Estate
- Senior Leadership Teams

Appendix 1 details the employee representatives at the specific site

Risk Register for Trust

A detailed Risk Register will be completed and maintained by the Director of Finance & Estate. This will be reviewed annually or sooner should risk levels change.

Risk Assessments

1. Risk assessments will be undertaken by all staff as appropriate to their areas of responsibility. Staff are responsible for managing the risk assessment process within their classrooms, the academy, and all other activities involving their children, support staff, and others.

Site Managers with support from key H & S personnel are responsible for assessing risks associated with the grounds and building.

The on-line European Education Consultants Risk Assessment Software is available for use by staff where other generic risk assessment paperwork isn't available:

<https://www.eeclive.co.uk/public/Plogon.asp>

Safe Working Procedures - The risk assessments will be used to develop safe working procedures which **must** be followed by all staff. Copies of safe working procedures are available in files held in classrooms or other areas as appropriate.

2. The findings of the risk assessments will be reported to line managers/departmental heads, the Facilities & Compliance Manager and the Director of Finance & Estates as appropriate.

The Education Visits Coordinator (EVC) is responsible for over-seeing and co-signing the safety of Educational Visits out of schools, individual teachers in charge will clear their risk assessments with the EVC.

3. Action required to remove/control risks will be approved by line managers/departmental heads, the Facilities & Compliance Manager or Director of Finance & Estates and other approved staff as appropriate.
4. The persons responsible for ensuring the action required is implemented are line managers/departmental heads, the Facilities & Compliance Manager or Director of Finance & Estates and other approved staff as appropriate.
5. Line managers/departmental heads, the Facilities & Compliance Manager or Director of Finance & Estates and other approved staff as appropriate are responsible for checking that the implemented actions have moved/reduced the risk/s to an acceptable level.
6. Assessments will be reviewed annually or when the work activity changes, whichever is the soonest.
7. Documented Risk assessments will be held by relevant sites and departments.
8. The Director of Finance & Estate, with support from the Facilities & Compliance Manager, is responsible for producing relevant reports for the CEO, Headteachers and Directors.

Competency for tasks and training

All employees will be given health and safety induction training by an appropriate person at each site (this may also involve the Facilities & Compliance Manager and/or the Director of Finance & Estates) when they start work, which should cover basics such as first aid and fire safety. There will also be appropriate job specific health and safety training. In addition training will be provided if risks change, and refresher training when skills are not frequently used.

1. Induction training will be organised by site specific CPD Coordinators.
2. 'On the job'/job specific training to be provided by line managers/departmental heads as appropriate.

3. Specific jobs requiring special training are identified as part of the staff appointment process and/or annual staff review process. All staff are required to continually review their personal CPD and that of their team and bring all training and development requests to their own line manager for consideration prior to submission to the relevant CPD Co-ordinator.
4. On-line training is available from iHasco (Interactive Health and Safety Company) at: <https://app.ihasco.co.uk/training/MTEyMzQ4fG5ld3F1YXI0cmV0aGVycmFzc2Nob29s>
5. Further training and guidance is available from Cornwall Council's Health Safety and Wellbeing Team and via the European Education Consultants Risk Assessment Software: <https://www.eeclive.co.uk/public/Plogon.asp>
5. Training records are kept by the CPD Coordinators and held on personnel files.
6. Training will be identified, arranged and monitored by line managers/departmental heads and the relevant CPD Coordinator.
7. The 'master' induction training pack is kept & updated by the site CPD Coordinator.

Information, instruction & supervision

1. A Health & Safety Law poster will be displayed in a public place in each site.
2. Health & safety advice is available from the Health & Safety Sub-Committee, Cornwall Council – Health Safety & Wellbeing Team, employee representatives, SLTs, the Facilities & Compliance Manager, and Director of Finance & Estate.
3. European Education Consultants Risk Assessment Software: <https://www.eeclive.co.uk/public/Plogon.asp>
4. Supervision of young/new workers & trainees will be arranged & monitored by line managers/departmental heads and CPD Coordinators as appropriate
5. Persons responsible for ensuring employees working at other work places are given relevant Health & Safety information are Trip and visit co-ordinators as part of the risk assessment process, site Education Visit Coordinators, line managers/departmental heads, the Facilities & Compliance Manager, and Director of Finance & Estate as appropriate

Accidents, first aid and work-related ill health

1. A range of First aid boxes are located at each site and listed in Appendix 1
2. Appointed first aiders are employed at every site. Details are listed in Appendix 1.

3. All accidents & cases of work related ill-health must be recorded in the accident book held at each site. Location and responsible persons are listed in Appendix 1.
4. The person responsible for reporting accidents to the Enforcing authority/Cornwall Council (<https://forms.cornwall.gov.uk/riddor/>) is shown in Appendix 1.
6. Health surveillance is required for all employees and their specific tasks related to their daily duties.
7. Health surveillance will be arranged & recorded. Responsible persons are listed in Appendix 1.

First Aid arrangements

NET has assessed the need for first aid provision at each site. A range of fully qualified first aiders holding the First Aid at Work Certificate or Appointed Persons Certificate or attended First Aid for Children Course will be employed. There is also a range of other staff with Emergency First Aid at Work qualification to ensure cover for off-site and holiday activities. Details listed in Appendix 1.

Site Coordinators

First aid coordinators (named in Appendix 1) are responsible for overseeing the arrangements for first aid within the academy. Their duties include ensuring:-

- That first aid equipment is available at strategic points in the academy as identified in Appendix 1.
- that the correct level of first aid equipment is maintained in each first aid box
- Specific equipment e.g. science tech rooms eye rinses, are available where necessary
- that a sufficient number of personnel are trained in first aid procedures
- that first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years)
- undertake the annual medical needs/asthma audit

This person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

First Aiders

The first aiders listed will provide first aid treatment for anyone injured on site during the academy day. They will also provide, as appropriate, first aid cover for

- trips & visits
- extra-curricular activities organised by the academy (e.g. sports events, after school clubs, parents evenings, academy-organised fund raising events, etc.)

First aid cover is not provided for:-

- contractors
- events organised by third parties (fetes, evening clubs, etc.)

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

Allergies

All staff and children who suffer from allergies will be recorded in the medical conditions annual audit with treatments specified. Emergency actions for severe cases will be posted on the notice board in the staffroom, all relevant training taken by staff, and all staff expected to be familiar with procedures. Parent/carers of children new into the academy will have to disclose all relevant medical needs of their child.

Treatment of Injuries

Each site will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.

In emergency situations, the first aider will call (or will instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.

Where there is any doubt about the appropriate course of action, the first aider will be expected to consult with the Health Service helpline:-

NHS Choices 111 (or other appropriate helpline service available)

and, in the case of pupil injuries, with the parents or legal guardians.

Suspected Head, Neck & Spinal Injuries to Pupils

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

The attending first aider, in consultation with the parent/guardian, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/guardian.

In any case where there is any doubt about the pupil's wellbeing, the first aider is expected to contact NHS Choices for advice or 'phone for an ambulance as appropriate.

Other Significant Injuries

Any other serious injury will be notified to the parents/legal guardian by the quickest means possible (normally by phone).

In addition to the procedures above, the Academy will notify parents/legal guardians of any other significant injury by way of either:

- a telephone call;
- a letter;

- or a note in a planner.

Escorting Pupils to Hospital

When it is necessary for a pupil to be taken to hospital, they will be accompanied by a member of staff – unless the pupil's parent or guardian is in attendance. Only staff with appropriate business use insurance on their vehicle may use their vehicle in an emergency to transport a child to hospital.

If an ambulance is used then only one member of staff is required to attend.

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

Medicines

Each site will store medication which has been prescribed by a medical practitioner with written instructions for its use if a member of staff is happy to do so.

The academy will provide non-prescription medication to pupils only if it is supplied by a parent or guardian with written instructions for its use and a member of staff is happy to carry the task out.

In exceptional circumstances this academy will provide non-prescription medication to pupils when consent has been received verbally from a parent or guardian.

The NET policy reserves the right not to dispense medicines if it is felt inappropriate or unsafe.

Named staff approved to dispense medicines is listed in Appendix 1.

Storing of Medicine

All requests for the storage of medication must be accompanied by a consent form completed, signed and dated by the pupil's parent or guardian.

Nominated personnel (Appendix 1) are responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and storing medication.

All medication will be kept in the lockable cupboard in the room listed in Appendix 1.

Medication for personal use by members of staff must also be kept in a secure location and must not be left in classrooms where pupils may be able to gain access.

Medical Log

Consent forms will be kept in the Medical Log and will be kept for the duration of the pupil's attendance at the academy.

The Medical Log will also contain a log of medications dispensed which will include:-

- name of pupil
- name of medication
- "use-by" date
- dose

- time
- date
- signature of dispenser
- comments/reactions

Medical Procedures

Each site will provide a suitable place for the storage & provision of medicines. Where necessary, arrangements will be made for pupils with particular conditions and these are detailed in individual care-plans.

Off-Site Activities

NET has a policy and procedure for off-site activities which includes the assessment of medical needs of all involved in the trip. Named Co-ordinators are listed in Appendix 1.

Accidents

Reporting Officer

The reporting officer (see Appendix 1) is responsible for the collection of information and the completion of the Accident Report. In his/her absence, this role will be fulfilled by Deputy Reporting Officer (see Appendix 1).

All accidents must be recorded in the accident book. The reporting officer will review the book monthly to assess incidents and any possible patterns emerging.

The relevant member of staff attending the incident will record all accidents in the academy's Incident Log, including:-

- List of Specified Dangerous Occurrences (refer to <http://www.legislation.gov.uk/ukxi/1995/3163/schedule/2/made>)
- List of Specified diseases (refer to <http://www.legislation.gov.uk/ukxi/1995/3163/schedule/3/made>)
- All accidents on site to children or adults
- All accidents to members of the public/visitors
- Accidents to pupils which result in a major injury or death
- Accidents to pupils which result in the injured person being taken from the scene of the accident directly to hospital
- Accidents to pupils which may have resulted from a premises/equipment defect
- Accidents to pupils during structured activities
- Accidents to pupils where first aid treatment has been provided.

Accident Investigation

All accident reports will be seen by the Headteacher who will decide if an investigation is necessary. Major incidents will be reported to the Board of Directors.

Accidents Reportable to the Health and Safety Executive

Reports of fatalities, major accidents and over-three-day incidents will be forwarded to the Health and Safety Executive (HSE) as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (<http://www.hse.gov.uk/riddor/>)

Near miss incidents

Cases of incidents where significant injury could have been caused but were fortunately avoided should also be investigated and recorded locally in a near-miss log. Appropriate remedial action should be taken to ensure similar cases are prevented in future.

Monitoring

NET's Director of Finance & Estate, supported by the Facilities & Compliance Manager will lead the monitoring of health and safety. A variety of methods will be used including doing spot check visits, or reactively, e.g. investigating any accidents or ill health.

1. To check working conditions, and ensure our safe working practices are being followed, we will utilise Cornwall Council's Health Safety and Wellbeing Team to provide independent audit of all policies and procedures. Risk assessments undertaken by all staff, including classrooms, offices and Display Screen Assessments etc will support and direct areas for action.
2. Site Headteachers, SLTs and NETS's Director of Finance and Estates, supported by the Facilities & Compliance Manager, are responsible for:
 - investigating accidents,
 - investigating work-related causes of sickness absences.
 - acting on investigation findings to prevent a recurrence.
3. Auditing and/or third party checks of health & safety compliance will be undertaken by Cornwall Council's Health Safety and Wellbeing Team on a half-termly basis.

Emergency procedures, fire and evacuation

1. The person responsible for ensuring fire risk assessments are undertaken and implemented for each site is the Director of Finance & Estate, supported by the Facilities & Compliance Manager and Site Managers.

2. Escape routes are checked on a continual basis by Site Managers and their teams (where appropriate) as part of daily routines.
3. Fire extinguishers are maintained and checked by Site Managers and their teams (where appropriate) on a visual basis within daily routines, with full annual maintenance inspections and remedial work undertaken by an approved contractor within organised property compliance arrangements.
4. Alarms are tested by Site Managers as a weekly inspection, with full annual maintenance inspections and remedial work undertaken by an approved contractor within organised property compliance arrangements.
5. Fire evacuation practice will be undertaken termly as a minimum and at the start of the Autumn Term specifically to provide training for all staff and students.
6. Emergency evacuation procedures will also be practiced once per year in case of a site wide critical incident.

Fire procedures

Fire Officer

The fire officers (see Appendix 1) are responsible for:

- Arranging fire evacuation drills
- Recording the significant results of the fire evacuation drills
- Through the Site Managers ensuring that the Fire Log is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)

All Staff

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

Fire evacuation procedures

Procedures are unique to each site. Specific arrangements for each site are detailed in Appendix 2. Responsible personnel for managing a safe and controlled process are listed in Appendix 1.

Fire fighting

The overriding rule is safety to life, secondary is the risk to buildings. As a result the main aim of this policy is to ensure all people at risk are evacuated from the buildings. Closing of doors and windows during this first stage will help mitigate any risk to buildings as well as assist in the safe evacuation of all occupants.

Only trained staff should use fire fighting equipment and only in instance of high risk to life or scale of fire (based on dynamic risk assessment) is considered safe to tackle.

Emergency services must be called if an assessment of the situation dictates a response is required.

Emergency/Critical Incident evacuation procedure

In the case of site wide critical incidents e.g. a major fire or other significant risk affecting the health and safety of users, the emergency/critical incident evacuation procedure will be implemented in accordance with the trust's critical incident planning policy.

Procedures are unique to each site. Specific arrangements for each site are detailed in Appendix 3

Emergency site closure

Procedure are unique to each site e.g. in case of snow or a site wide critical incident. Specific arrangements for each site are detailed in Appendix 4

Safe handling and use of substances

All sites within NET will assess the risks from all substances hazardous to health. These are known as COSHH assessments and the arrangements for completing these are detailed below.

Persons responsible for assessing risks are listed in Appendix 1. The responsibility includes:

1. identifying all substances which need a COSHH assessment;
2. undertaking COSHH assessments;
3. ensuring that all actions identified in the assessments are implemented;
4. ensuring that all relevant employees are informed about the COSHH assessments;
5. check that new substances can be used safely before they are purchased;

Assessments will be reviewed every year or when the work activity changes, or when accidents or incidents occur, whichever is soonest.

Documented COSHH assessments will be held at office areas related to each of the listed functions and on a central database.

The Control of Hazardous Substances procedure

All substances which may be considered hazardous to health have been assessed using the Health and Safety Executive COSHH Database www.coshh-essentials.org.uk (except in Science – these are covered by the CLEAPSS Hazard system).

COSHH Coordinators

Coordinators (Appendix 1) are responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained. These may be obtained from the Health and Safety Team at Cornwall Council.

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

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

The coordinators are responsible for ensuring that COSHH assessments are also obtained from contractors on site (both regular contractors such as cleaners and from builders, decorators, flooring specialists, etc.) where persons may be affected by their use on site or the storage of such substances / materials may need to be controlled.

In addition, any hazardous substances / materials being used by artists, crafters, etc. must have appropriate COSHH assessments before being used in the academy.

All Staff

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

Safe plant and equipment

Budget holders will be responsible for overseeing the purchase of work equipment.

All work equipment must be purchased from a reputable supplier for the type of equipment that is required.

Before purchase consideration must be given to

- the installation requirements,
- the suitability for purpose,
- the positioning and or the storage of the equipment,
- maintenance requirements (contracts & repairs);
- training and use of the equipment
- second-hand plant and equipment meets health and safety standards before purchase

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

Persons responsible for following this are departmental heads, budget holders, technical support staff, Site Managers, Facilities & Compliance Manager and Director of Finance & Estate. This will include:

1. identifying all equipment/plant needing maintenance;
2. ensuring effective maintenance procedures are drawn up;
3. ensuring that all identified maintenance is implemented;

4. check that new plant and equipment meets health and safety standards before it is purchased.

Any problems found with plant/equipment should be reported to one or more of the relevant people listed above. However:

Dangerous faults must be reported immediately and all equipment removed immediately from active use.

Other equipment may be reported later and if considered not fit for purpose removed from active use.

Checks should always be undertaken prior to use.

Display Screen Equipment (DSE) assessments

NET acknowledges that health and safety hazards may arise from the use of display screen equipment (DSE). It is the intention of NET to ensure that any risks are removed or reduced to a minimum.

Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that inappropriate work practices or poorly set up workstations may encourage the onset of ill health. NET will seek to give information and training to enable a fuller understanding of these issues.

This policy applies where DSE is used by people at work including agency and temporary employees and to all workstations including shared areas.

DSE users are defined as:-

- employees who use display screen equipment as a significant part of their normal work; and
- use DSE for continuous or near continuous spells of an hour or more at a time; and
- use it in this way more or less daily; and
- have to transfer information quickly to or from the display screen equipment; and
- a requirement to apply high levels of attention and concentration;
- or are highly dependent on DSE or have little or no alternative means of completing the work/task.

NET will, in consultation with employees and their representatives:

- a) ensure suitable assessments of workstations are carried out regardless of who provides them, taking account of the DSE used, furniture, equipment, working environment and the employee;
- b) reduce the risks identified in consequence of any assessments to the lowest extent reasonably practicable;

- c) plan activities of users to ensure DSE work is periodically interrupted by breaks or changes of activity;
- d) on request, arrange for the provision of eyesight tests for DSE users;
- e) arrange for the free supply of special corrective glasses where required specifically for working with DSE;
- f) provide information, instruction and training to ensure that DSE users are aware of the potential risks to health and how these can be avoided.

Individual staff will complete the EEC Live on-line self-assessment.

Qualified DSE Assessors named in Appendix 1 will undertake to review DSE arrangements and the on-line self-assessments.

Personal Protective Equipment (PPE)

Specialist Technical Staff, Site Managers, Facilities & Compliance Manager or the Director of Finance & Estate as appropriate will be responsible for the purchase of PPE ensuring that it is of the correct type, is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer. (Where specialist PPE is required staff may wish to refer to Health and Safety Team at Cornwall Council and/or the Health and Safety Executive for advice)

In addition responsible staff will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE. (Replacement PPE must be readily available at all times).

Portable electrical appliances

All NET sites will undertake to inspect and test all portable electrical appliances by a competent person and according to the level of risk posed by individual items. Between 1 and 3 years as best practice guidance recommends.

NET has arranged for these tests to be carried out by trained staff as identified in Appendix 1.

All test certificates will be retained by Site Managers or other approved managers for the duration of the life of the appliance.

Coordinator

Site Managers (see Appendix 1) are responsible for keeping up-to-date inventories of all relevant electrical appliances and for ensuring that all equipment is available for testing.

The Director of Finance & Estate, with the support of the Facilities & Compliance Manager, is responsible for liaising with contractors to arrange fixed wiring inspections (every 5 years), although these can be undertaken on a phased basis.

Personal Items of Equipment

Personal items of electrical equipment **should not** be brought into academy for use by staff or pupils.

If a personal item is required to be used in academy for a one off type event then permission must be sought from the equipment safety coordinator and the equipment must have a current portable appliance certificate and be used with a residual current device.

Where possible rechargeable battery type pieces of electrical equipment should be used.

All Staff

All staff will visually inspect electrical equipment before use for obvious defects.

Defective equipment will not be used and will be reported to the equipment safety coordinator for repair/replacement.

Working at height

When working at height the correct equipment should be used at all times to mitigate the potential risk to health and safety.

No working at height should be undertaken when working alone.

Equipment should meet the Class 1 or 2 standard:

Max Safe Working Load: 175 Kg (27.5 st) for Class 1 and 150 Kg for Class 2. For daily use where onerous conditions of use, carriage & storage occur.

Each ladder must clearly display an up to date safe to use ladder inspection tag and staff must only use ladders that have an in-date tag.

Even with a tag in place it is imperative for users to satisfy themselves that the equipment remains in good order before active use. Any un-safe equipment or concerns about equipment should be reported to the appropriate Site Manager as soon as possible, and where equipment is damaged taken out of use immediately.

Correct use of ladders should follow step ladder safety guide and check-list shown overleaf.

Staff should use a dynamic risk assessment of the work to be undertaken at height. If staff are unsure of what is the right equipment to use advice should be sought by a member of staff who has completed the iHasco on-line training on slips, trips and falls or who has completed the working at height training.

Mobile towers are only to be used by staff who have completed the working at height training course and any excessive high-level work must only be undertaken by fully trained staff.

STEP LADDER SAFETY GUIDE & CHECKLIST

A step ladder is an important piece of equipment. Used correctly and safely a Lyte step ladder will provide many years of reliable use. To help get the most out of your step ladder please read carefully the do's and don'ts displayed here.

For further information please refer to the product safety labels or alternatively the TLA (The Ladder Association) ladder safety guide.

THE RIGHT WAY...

Fully open before use and ensure restraint devices are engaged if fitted

Right height for the job – do not overreach

Good grip - 3 points of contact

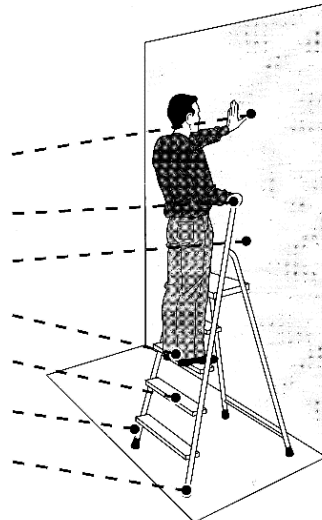
Front towards work

Correct Flat shoes

Clean treads

Four feet in good condition

Firm, level and unmoveable base



THE WRONG WAY...

Do not step off side of ladder

Overhead hazard

Wrong height step for the job - overreaching

No grip on step - only 2 points of contact

Standing on top handrail

Slippers - incorrect footwear

Loose tools

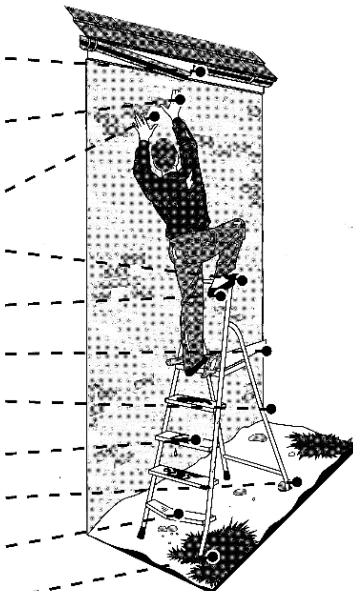
Working side on

Slippery treads

Uneven soft ground, no flat board

Damaged stiles & treads

Missing feet



For more information please refer to product safety labels or contact the Ladder Manufacturers Association

www.lyteladders.co.uk



Hand & arm vibration (HAV)

Before staff are begin work with equipment where HAV has been identified as a hazard, normally by their risk assessment, must complete 'Initial screening questionnaire' then the 'Annual screening questionnaire for health surveillance' every 12 months thereafter. These are to be kept on the staff personal files for future reference.

Staff who use the equipment identified as having HAV as a hazard must also complete a 'HAV NET log' which details when the equipment was used and for how long. Using the 'HAV Grid' the exposure can be calculated and recorded. This must be then passed onto their line manager/Head of department to be kept on file for future reference.

The above risks will largely but possibly not exclusively affect site and grounds staff.

Vehicles – personal, hired and owned

Minibuses (NET vehicles or hired)

All drivers of minibuses are legally required to have D1 on their personal driving licence should they drive a minibus of 3.5 tonnes in weight or more. Where a light weight vehicle is being used e.g. Minibus Lite, under the 3.5 tonnes limit the driver does not need D1 on their licence. However, every driver must have taken and passed a one day Minibus driver awareness course e.g. MIDAS, which is periodically renewed – normally every three years. Licenses are checked on MIDAS renewal/start. Minibuses are serviced at a regular interval, as well as a 12-weekly inspection check.

All drivers are required to inspect the vehicle before travelling using the supplied vehicle check sheet. All issues are to be reported immediately to the responsible person (see Appendix 1) in order that remedial action can be taken as soon as possible.

Use of personal vehicles for work

Where staff elect to use their vehicle for school based activities they must have a minimum of occasional business use insurance cover for their vehicle. This will not normally create any additional cost if undertaken at insurance renewal time.

Staff must also hold a valid driving licence. Staff inform the school they hold business insurance when completing the mileage claim form.

Working Alone

Ideally staff should not work alone at school as there are risks involved, such as assault, accident or sudden illness. However, it is recognised for operational effectiveness, staff will want to work outside of normal hours or in the case of other staff e.g. members of the site team, may be required to work

within pre-defined shift arrangements and other ad-hoc cover arrangements for activities such as evening and weekend lettings, or maintenance duties etc.

Any member of staff (with the exception of Site Staff) wishing to work outside of normal hours or during school holidays, must ensure that at least one other colleague is also on site – ideally within ‘hailing distance’, or with both parties having mobile phones programmed with each other’s numbers, or close and easy access to an internal telephone handset that can dial internal and external numbers, or two-way radio.

However, if you choose to work alone (or are working during a holiday period) on site, or you are part of the team where your shift pattern and contract of employment necessitates lone working, you must take the following precautions:-

- Notify the site team of your presence on site, or, if part of the site team, ensure you have the authority of the Site Manager or other relevant management personnel.
- Complete the visitors’ log (both on arrival and leaving) in case of fire or other emergency to provide a reference for other staff/emergency services to trace and verify staff safety.
- Carry a mobile phone with you.

Contacting the Site Team

Details listed in Appendix 1 under Site Managers.

Limitations on work to be carried out when working alone

- Do not work at heights on a ladder or steps
- Do not go into lofts or any other space in which you might become trapped
- Do not do any tasks involving hazardous tools or materials
- Assess your own physical ability to undertake the task
- Avoid working outside of the site complex
- Lock the doors and close the windows to prevent potential intruder access
- Know the location of your nearest fire exit and how to open it in an emergency
- Know the location of the nearest first aid kit
- If working after dark, always carry a torch when accessing un-lit areas
- When leaving, limit the amount you are carrying to have one hand free
- Ensure someone knows where you are, your estimated time of arrival home and can verify safe arrival at this time
- If you arrive at school or during the period of attendance, and find any sign of intruders, do not enter the building and avoid potentially dangerous confrontation. Instead, call the Police in the first instance followed by the on-site Site staff, or other management personnel.
- Do not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious.
- When working alone, do not attempt any tasks which have been identified as medium or high risk (including a change in the environmental conditions that may affect the level of risk), or which common sense and/or a dynamic risk assessment tells you are potentially hazardous given your own level of expertise and the nature of the task.

Risk Assessment

Regular or routine instances (such as members of the site team working within pre-defined shift patterns) of lone working must be risk assessed using EEC risk assessment procedures.

For occasional or un-planned periods of lone working staff must carry out a dynamic assessment of the risks (i.e. consider the factors relating to the situation at the time), use common sense and follow the requirements of this policy.

Summary

It is established that staff may want on occasions or be required for operational/contractual reasons to work on-site at times outside of the normal hours or in holiday periods. Ideally staff should not find themselves in a lone working situation, however where this is unavoidable, all staff must use practical common sense and undertake a dynamic risk assessment, using the guidance above (although this should not be considered exhaustive), to ensure that the risks are adequately controlled.

Site security

Site Managers are responsible for security of the site when each academy is not in session (overnight, weekends and holidays). This may be delegated to other site team staff as appropriate due to operational needs.

The Director of Finance & Estate, supported by the Facilities & Compliance Manager, in conjunction with Headteachers will review site security at the beginning of each academic year.

Violence

NET has adopted Cornwall Council's policy and guidance on Violence at Work.

Academy Headteachers will be responsible for ensuring

- All staff are aware of the policy
- All staff are aware of the procedures for avoiding violence at work
- All staff are aware of the procedures for dealing with violent incidents
- All staff are aware of the procedures for reporting violent incidents
- All staff are aware of the support facilities available to victims of violence at work
- All incidents of verbal and physical abuse to be recorded using the on-line accident reporting system.

Team Teach

Team teach is a training package for staff utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation. Within this academy the relevant staff are trained in team teach techniques. A specific policy, aimed at the control of pupils, has been adopted and is available to staff.

Arrangements for supervision of students

NET will ensure arrangements are in place for the appropriate supervision of students across any of the academy sites. Specific details may be found at in Appendix 5.

Appendix 1 – Named individuals with responsibilities

Responsibility	Newquay Tretherras																																
Health & Safety Director	Sebastian Parker																																
Delegated responsibility Supported by	CEO – Sue Martin Director of Finance & Estate – Andy Keast Facilities & Compliance Manager – Jon Purshouse																																
Employee representatives	<table> <tr><td>Sarah Goswell</td><td>SLT</td></tr> <tr><td>Andy Keast</td><td>SLT</td></tr> <tr><td>Richard Higginson</td><td>SLT</td></tr> <tr><td>Grahame Jones</td><td>Unions</td></tr> <tr><td>Martin Burnell</td><td>First Aid</td></tr> <tr><td>Jon Purshouse</td><td>Site</td></tr> <tr><td>Andy Saundry</td><td>Science</td></tr> <tr><td>Lee Curtis</td><td>DT</td></tr> <tr><td>Bel Hawson</td><td>DT</td></tr> <tr><td>Craig Richards</td><td>NT Sport</td></tr> <tr><td>Ian Tippett</td><td>Site</td></tr> <tr><td>Brad Bailey</td><td>Site & Vehicles</td></tr> <tr><td>Mark Braham</td><td>ITMS</td></tr> <tr><td>Marco Danieli</td><td>ITMS</td></tr> <tr><td>Cheryl Danby</td><td>Admin</td></tr> <tr><td>Representative</td><td>Catering Team</td></tr> </table>	Sarah Goswell	SLT	Andy Keast	SLT	Richard Higginson	SLT	Grahame Jones	Unions	Martin Burnell	First Aid	Jon Purshouse	Site	Andy Saundry	Science	Lee Curtis	DT	Bel Hawson	DT	Craig Richards	NT Sport	Ian Tippett	Site	Brad Bailey	Site & Vehicles	Mark Braham	ITMS	Marco Danieli	ITMS	Cheryl Danby	Admin	Representative	Catering Team
Sarah Goswell	SLT																																
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Mark Braham	ITMS																																
Marco Danieli	ITMS																																
Cheryl Danby	Admin																																
Representative	Catering Team																																
The persons who will carry out regular inspections are	Andy Keast and Jon Purshouse																																
With the support of	Cornwall Council Health Safety and Wellbeing Team																																
Educational Visit Coordinator	Richard Higginson																																
CPD Coordinator	Jonathan Knight																																
CPD/Training records held by	Betty Sincock																																

Accident book location	Room B2 (First Aid Room)
Accident book responsible person, recording on SIMS and reporting to Cornwall Council via the on-line system: https://forms.cornwall.gov.uk/riddor/	Martin Burnell
Accident investigation	Andy Keast supported by Jon Purshouse and appropriate line managers/departmental head
Reporting Officer (Accidents and Near miss incidents)	Andy Keast (Director of Finance & Estate)
Supported by	Martin Burnell
Deputy Reporting Officer (Accidents and Near miss incidents)	Jon Purshouse
The persons responsible for liaising with contractors undertaking major works in order to ensure that the risk due to having contractors on site is monitored and controlled	Andy Keast (Director of Finance & Estate)
	Jon Purshouse (Facilities & Compliance Manager)
	Ian Tippett (Site Manager) and other site team staff
The persons appointed with the authority of the CEO to request action from the Contractor where conditions are considered to be unsafe	Andy Keast (Director of Finance & Estate)
	Jon Purshouse (Facilities & Compliance Manager)
	Ian Tippett (Site Manager) and other site team staff
First aid coordinators	Martin Burnell
Nominated first aiders	Martin Burnell Cheryl Danby Lisa Mares Outdoor Learning: Richard Higginson Chris Lucas Chris Gard

	In addition the academy has 36 staff with Emergency First Aid qualifications	
First Aid boxes are located	Room B2 Outdoor PE Stores Canteens Site Office Groundsman's Office Dance Studio	
Dispensing of medicines	Martin Burnell Cheryl Danby	
Health surveillance	Andy Keast Jon Purshouse	
Off-site First Aid Coordinators	Chris Lucas Martin Burnell	
Fire Officers	Andy Keast Jon Purshouse	
Fire Evacuation:	<u>Lead</u>	<u>Deputies</u>
Fire Control	Samantha Fairbairn	Sarah Goswell/ Richard Higginson
Control Panel/Comms	Andy Keast	Jon Purshouse
Senior Assembly Area	Richard Higginson	James Hammersley/ Rose Roelofse
Junior Assembly Area	Jacqui McGlynn	Tristan White/ Gemma Harries
Front drive supervision	Nigel Welch	
First Aid/Front drive	Martin Burnell	
Red Care Warning	Ian Tippett	Other site team
Pre-alarm investigation	Jon Purshouse & Site Team	
Full alarm investigation	Jon Purshouse & Site Team	
Fire fighting	Trained staff only and only in instance of high risk to life or scale of fire (based on dynamic risk assessment) is considered safe to tackle.	

COSHH Coordinators	Jon Purshouse (Facilities & Compliance Manager) Technician (Science) Ian Tippett (Site) Lee Curtis / Bel Hawson (DT) Cormac Cleaning Supervisor (Cleaning) Angela Green (Art) Catering Managers (Canteens)
Portable Appliance Testing	In house via: ITMS Team Science technical staff DT technical staff Site Team
Equipment Safety Coordinators	Ian Tippett / Jon Purshouse
DSE Assessor	Andrew Gasiorowski
PPE equipment	Andy Keast (Director of Finance & Estate)
	Jon Purshouse (Facilities & Compliance Manager)
	Specialist Technical Staff Ian Tippett
Minibuses	Brad Bailey Cheryl Danby
Site Manager including school security Contact Number Email	Ian Tippett 07860 572956 Or via walk-talky iwt@tretherras.net or siteteam@tretherras.net

Appendix 2

Newquay Tretherras – Fire evacuation procedure

Each year there will be a series of three “fire” drills at the start of the Autumn Term designed to teach all those new to the school, and to remind the rest, what must happen when the site needs to be evacuated quickly!

Drill 1 - All staff and students are to be aware of this and be prepared to move out. Details of the procedure are:

- Form Tutors have explained the procedures to their forms.
- Staff teaching students at the prescribed period remind students of the procedures.
- In each classroom there should be a fire notice outlining the action to be taken. If there is not one in a room Form Tutor should let the Site Team know by emailing siteservices@tretherras.net or logging a request on the job logging system.
- The assembly areas are prepared with indicators for each form group showing where they should line up.

Drill 2 - Will take place and ONLY THE STAFF will know when it will be.

Drill 3 - Will take place unannounced to anyone except SLT

The Spring and Summer Terms will also have a single separate fire drill test.

Procedure for calling emergency services

During normal building occupation calling emergency services (999) will be authorised by a member of the Senior Leadership Team when an assessment of the situation has been undertaken by the Site Team or other relevant staff.

Outside of normal operational conditions any member of staff or visitor may call emergency services if the scenario dictates an emergency response is required. In these cases also call the Senior Caretaker – Ian Tippett – 07860 572956 to initiate a process to notify SLT and other site staff.

At all times an emergency alarm monitoring service is purchased and this will report the alarm to the Fire Service after checking with the nominated Site contact (Senior Caretaker) in the first instance in case of false alarms. If a false alarm connection is not able to be confirmed the default position is monitoring station to call emergency services.

Procedure for evacuation of buildings

Personnel with specific responsibility for controlling the safe evacuation of the building and managing the assembly process is detailed in Appendix 1.

The alarm will be raised by a continuous ringing of the bell (rather than a pulsing bell that is heard during lesson change).

When this happens ALL staff and students must leave the building as quickly as possible, making for the nearest exit indicated by the direction arrows on the corridor walls.

On leaving a room the windows and door(s) should be closed in order to retard the progress of any potential fire as much as possible.

Movement must be quick and purposeful but not a run. During this time there should be SILENCE, as the emergency services may need to give directions or instruction to people inside the building.

Telephone calls will be made to The Wave, Sports Centre, Bowling Centre and/or WaterWorld as appropriate by Reception to notify off-site groups of an evacuation.

ALL Year 7 and 8 students and their Year Team Staff must go to the Lower School tennis courts and line up in Form Groups as indicated. All students must be silent during this time.

ALL Year 9, 10, 11, 12 and 13 students and their Year Team Staff must go to the back field facing the Astro-pitch fence (Note: this is a change to previous routines due to planned building works on the senior tennis courts), and assemble in their Form Groups as indicated. All students must be silent during this time.

Form Tutors must check the register quickly and inform their Head of Year if anyone is missing. This must then be relayed to the member of the Leadership Team in charge of the assembly area. Senior Registers, late books, Visitors book and the staff signing out diary will be provided by a member of the main office in the Senior School assembly area. Junior Registers held in Reception will be provided by a member of the main office in the Junior School assembly area.

Heads of Year must check to see that all their year staff are present and must let the member of the Leadership Team in charge of the assembly area know if anyone is missing. The main Office Team will check any Supply Staff in the senior tennis court assembly area. If anyone is missing this must be relayed to the member of the Leadership Team in charge of the assembly area.

ALL visitors based in any part of the site and the Support Staff based in the senior half of site must report to a member of the Main Office Team in the senior tennis court assembly area. Canteen Staff working in the Senior Canteen will assemble on the senior tennis courts and will be checked by Catering Manager. The Canteen Staff in the Lower School Canteen will assemble in the play area behind the canteen and will be checked by a designated member of the canteen staff. IT and DT Support Staff will assemble at the lower school junior tennis courts and report to Mark Braham / Cassie Taylor-Hill. Teaching Assistants must report to Fiona Morris in the junior tennis courts.

In ALL cases if anyone is missing this must be relayed via the above process to the member of the Leadership Team in charge of the appropriate assembly area immediately.

Procedure for returning to the building

No-one is to re-enter any part of the Newquay Tretherras buildings until the cause of the alarm has been identified and resolved. The decision to re-admit people into the building will be given by a member of SLT to the Leadership Team member at each assembly area.

Once the "ALL CLEAR" has been given by the member of the Leadership Team in charge of the assembly area, the Heads of Year will take over the dismissal of students.

Following all evacuations

All practices are designed to iron out any problems with the evacuation and if staff notice something that needs to be rectified please contact/email Andy Keast or Jon Purshouse. The same applies to other ad-hoc evacuations that may occur.

RECORDS

A Fire Drill Record is maintained by the Andy Keast or Jon Purshouse which details each event and any actions required following an evacuation. Copies will be retained by Jon Purshouse and the Fire Records file at Reception.

Appendix 3

Newquay Tretherras – Emergency/Critical Incident evacuation procedure

Emergency/Critical Incident Procedure for Evacuation **OFF SITE** Whilst School is in Session

The Headteacher will decide to evacuate the school whilst it is in session following an emergency risk assessment and consultation with SLT. In the event of an emergency where we need to evacuate OFF SITE, please follow this procedure:-

1. A bell will ring to notify staff that the Emergency OFF SITE Closure Procedure is being actioned (the bells will ring like the lesson change bell but they will pulse CONTINUOUSLY).
2. All staff will accompany their classes to the SPORTS CENTRE immediately and please ensure that the evacuation of the school follows the normal procedure and is orderly and calm. Any member of staff who is not accompanying a class should help to supervise students as they walk to the sports centre.
3. Members of the Leadership Team will direct you where to report as you arrive at the Sports Centre. Years 7 and 8 will enter the sports centre through the fire doors at the climbing wall end. Years 9 and 10 will enter the sports centre through the fire exit doors that are in front of you as you descend the pathway steps to the sports centre. Years 11, 12 and 13 will enter the sports centre through the main entrance lobby.
4. Years 7 and 8 will be lined up IN TUTOR GROUPS facing the climbing wall at the far end of the Sports Centre main hall, in the same order as Fire Evacuation.
5. Year 9 will be lined up IN TUTOR GROUPS facing the climbing wall in the middle section of the Sports Centre main hall, in the same order as Fire Evacuation.
6. Year 10 and 11 will be lined up IN TUTOR GROUPS near the entrance end of the Sports Centre main hall, in the same order as Fire Evacuation.
7. Years 12 and 13 should report to the FOYER at the Sports Centre and they will be directed to one of the rooms where they will line up in TUTOR GROUPS.
8. HOY and tutors please report to where your tutor group is located. Tutors will issued with a paper register to take and will report absences to the HOY in the usual way. Please remain with students until you are dismissed by a member of the Leadership Team.
9. All support tutors are asked to support their HOYs and year teams.
10. In the event that we are unable to return to the school buildings, the Headteacher will decide to close the school whilst it is in session following a risk assessment and consultation with the Chair of Newquay Education Trust and SLT. ARK will contact bus companies to ensure that the buses can pick the students up from school.
11. The Head of Year/Deputy Head of Year/ tutors will be asked to sign students out to catch their bus or to leave the premises; but only if their parent has given written consent or you

are in receipt of a text or telephone call from home giving permission for students to be released. Existing consents will be recorded on your paper register copy.

12. The Leadership Team will be linked as follows:

TMW Year 7 and 8
JMG Year 7 and 8
SG Year 9
AKS Year 9
RCR Year 10
RMH Year 10
GEH Year 11
RJH Year 11
JAH Year 12 and 13
SAF/ARK Communications (with MRB/MD)

13. All support staff must consult their line manager for permission to leave.

Appendix 4

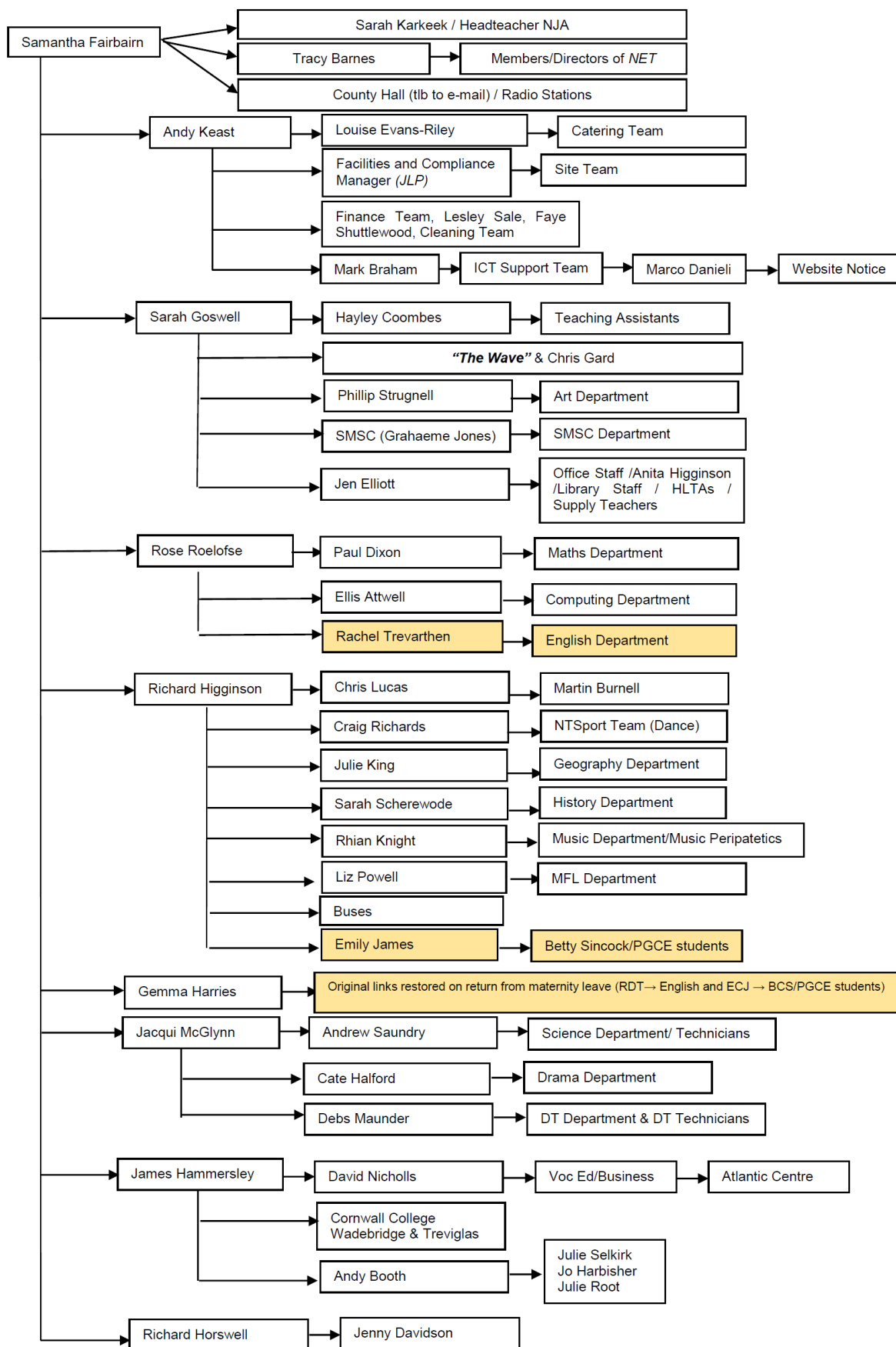
Newquay Tretherras – Emergency closure procedure

Emergency Closure Procedure Whilst School is in Session:

The Headteacher will decide to close the school whilst it is in session following a risk assessment and consultation with the CEO, Chair of NET Board and SLT. The Director of Finance & Estate will contact bus companies to ensure that the buses can pick the students up from school. In the event of an emergency closure, please follow this procedure:-

1. A general text will go out to all parents from the school office warning them of the school closure.
2. A bell will ring to notify staff that the Emergency Closure Procedure is being actioned (the bells will pulse, like the lesson change bell, but last approximately 15 seconds).
3. Staff teaching/TAs supporting Year 7 and 8 classes escort students to the Junior Hall.
4. Staff teaching/TAs supporting Year 9 classes escort students to the Senior Hall.
5. Staff teaching/TAs supporting Year 10 and 11 classes escort students to the Sports Hall.
6. Tutors/TAs report to the Hall in which their Tutor group is located (after escorting their class to the appropriate Hall) and remain with the students until they are dismissed by a member of the Leadership Team.
7. In each location a senior member of staff, Head of Year/Deputy Head of Year will sign students out to catch their bus or to leave the premises; if their parent has given written consent or on receipt of a text or telephone call from home giving permission for students to be released.
8. Leadership Team will be linked as follows:-
 - TMW To supervise buses at Junior end, then go to Year 7 and 8
 - JMG Year 7 and 8
 - SG To supervise buses at Senior end, then go to Year 9
 - AKS Year 9
 - RCR Year 10 and 11
 - GEH Year 10 and 11
 - RJH Year 10 and 11
 - SAF Year 10 and 11
 - JAH/AJB Year 12 and 13
 - ARK Office/Communications
9. All of the support staff must consult their line manager for permission to leave.

Emergency Closure Procedure – cascade system before school is in session:



Appendix 5

Newquay Tretherras - arrangements for supervision of students

Newquay Education Trust is open from 8.00am to 4.30pm on weekdays during term times.

- **Locations between Academy opening and lesson start time**
Teaching staff are available and on duty through directed time in form rooms and corridors.
- **Locations at break and lunchtimes**
Corridors, Senior hall, Junior hall, back field, Tennis courts, Senior car park, Art block and Year 9 social area. There are four senior staff at lunchtimes and up to 18 staff at break times patrolling the site.
- **Locations between end of lessons and Academy closing time**
Duty staff are allocated to the Main Car Park, main entrance, Junior bus bay, Senior bus bay, back field, link corridor and main corridor between 3.00pm and 3.15pm to supervise students leaving the site. After 3.15 students may use the Library and selected ICT rooms for homework and private study, otherwise students are only permitted on the campus if they are participating in clubs or planned activities.
- **Areas to be used by pupils outside lesson times**
Students are permitted in form rooms outside of lesson times apart from some DT and science rooms, they may also use the corridors, canteen, library and outside spaces which are supervised by duty staff.

Parents have been advised that students may be dropped off and collected in the Junior bus bay and Newquay Sports Centre. Duty Staff supervise students getting on the buses and being collected by parents. Students are allowed to wait in reception pending the arrival of parents.