



LISKEARD SCHOOL & COMMUNITY COLLEGE (LSCC)

Health & Safety Policy

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15/02/21	0.1	Initial draft – for review
24/02/21	0.2	Headmaster review
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21/09/22	2.0	Headmaster Changeover & Annex A role changes
18/11/22	2.1	Revision to p36 'Traffic Management'
08/06/23	3.0	Revision to Annex A roles and removal of named person (Ops Man)

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Headteacher: Dan Wendon



SUPPORTING ANNEXES

Annexes	Date	Title
A	08/06/23	Named Individuals with responsibilities
B	15/02/21	Fire, Emergency Evacuation & Registration Procedures
C	15/02/21	Lockdown Procedures
D	15/02/21	First Aid Procedures
E	15/02/21	Traffic Management Procedures
F	16/02/21	Managing Contractors – Permit to Work (PTW)

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Introduction

This policy has been revised due to changes to the structures of Liskeard School & Community College (known from hereon as 'LSCC') and personalities occupying key H&S roles.

From 09 April 2021 the Local Governing Body of LSCC adopts the following statement and procedures for the provision of health, safety and wellbeing of students, employees, visitors and contractors involved with the activities of LSCC.

Section 1 - Statement of Health & Safety Policy

1. The Local Governing Committee of LSCC recognises its legal and moral responsibilities to persons who may be adversely affected by LSCC activities.
2. LSCC is committed to ensuring, as far as reasonably practicable, the health, safety and wellbeing of its students, visitors, employees and contractors involved with the activities of the LSCC. LSCC will seek to ensure that its legal duties and policy objectives are complied with at all times.
3. All foreseeable risks associated with the LSCC's activities will be identified and removed or controlled through a process of risk assessment, risk mitigation and risk management.
4. All employees will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.
5. LSCC will seek to inform students, parents or carers of any health and safety issues relevant to their child.
6. The arrangements for health, safety and wellbeing are detailed in the attached "Responsibilities" section.
7. LSCC will ensure, as far as is reasonably practicable, 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 May 2024.
8. LSCC expects staff to use common sense to inform their actions alongside agreed and accepted practice as laid down in this document. This is in acknowledgement that unplanned and unpredictable events can occur which go beyond anything that can be reasonably expected or planned for.

Section 2 - Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health, safety and wellbeing within LSCC. The individuals and groups identified are expected to have read and understood LSCC's policies and procedures for ensuring health, safety and wellbeing and to conduct their duties in accordance with them. Named individuals with specific responsibilities are listed in Annex A (note this may be updated as individuals change, without revision requiring LGC approval – the Headteacher will have discretionary authority).

Local Governors

The Local Governing Committee is responsible for ensuring that mechanisms and procedures are in place for health, safety and wellbeing. Local Governors will receive

regular reports to enable them, in collaboration with the Headteacher, to prioritise resources for health, safety and wellbeing issues.

Local Governors have appointed a Health, Safety and Premises Local Governor to receive information, monitor the implementation of policies, procedures and decisions and feedback to the Local Governing Committee on health, safety and wellbeing issues.

The Health, Safety and Premises Local Governor is identified in Annex A.

Headteacher

The Headteacher has responsibility for:

- Day-to-day management of all health and safety matters in LSCC in accordance with the health & safety policy;
- Nominating a lead person to ensure students with medical conditions are identified and properly supported in LSCC and support staff who are implementing a student health care plan;
- Ensuring regular inspections are carried out; the person/s that will carry out the inspection each term is named in Annex A;
- Submitting inspection reports to governors;
- Ensuring action is taken on health, safety and wellbeing issues;
- Passing on information received on health, safety and wellbeing matters to appropriate people;
- Carrying out accident investigations (or designating a responsible person);
- Chairing the School's Health, Safety and Wellbeing Committee;
- Identifying and facilitating staff training needs;
- Liaising with governors on policy issues and any problems in implementing the health, safety and wellbeing policy;
- Co-operating with and providing necessary facilities for trade union safety representatives;
- Providing necessary facilities for all employees to be consulted on health and safety matters;
- Where contracts are negotiated directly between LSCC and the contractor, the Headteacher is also expected to monitor purchasing and contracting procedures, to ensure that their employer's health, safety and wellbeing policy is complied with;
- Ensure that the annual 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.

The person 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 Annex A.

The person(s) appointed with the authority of the Headteacher to request action from the contractor where conditions are considered to be unsafe are named in Annex A.

Management Staff

Management staff have responsibility for:

- Day-to-day management of health, safety and wellbeing in accordance with the health, safety and wellbeing policy;
- Drawing up and reviewing departmental procedures regularly;
- Carrying out regular inspections and making reports to the Headteacher;
- Ensuring action is taken on health, safety and wellbeing issues;
- Arranging for staff training and information;
- Passing on health, safety and wellbeing information to appropriate people;
- Acting on reports from staff, the Headteacher or Governors;
- Ensuring that all necessary risk assessments are being carried out by all relevant staff (e.g. through standing item on staff meeting agenda).

Employees

All employees have a general responsibility, as far as reasonably practicable, to ensure the health, safety and wellbeing of themselves and others who may be affected by anything they do or fail to do. In particular, employees have a responsibility for:

- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring that they undertake all relevant risk assessments involving their students, support staff, themselves, and where relevant, contractors, visitors or members of the public;
- Ensuring protective equipment is used, when needed;
- Participating in inspections and the Health, Safety and Wellbeing 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, safety and wellbeing.

Volunteers

Volunteers are considered to be unpaid employees and as such have the same responsibility as other employees, including to act in accordance with the LSCC's policies and procedures for health, safety and wellbeing and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act independently only with express permission and following all safeguarding checks – in all other occasions they will be supported by permanent staff.

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

Section 3 – Arrangements

A. First Aid

LSCC has assessed the need for first aid provision and has identified that a minimum of **1** fully qualified first aider holding a Level 3 first aid at work qualification is required. In order to provide adequate emergency first aid on trips and visits, other staff may undertake Level 2 emergency first aid training.

Coordinator

The first aid coordinator (named in Annex A) is responsible for overseeing the arrangements for first aid within LSCC in co-ordination with the Operations Manager. Their duties include ensuring:

- That first aid equipment is available and fully equipped at strategic points in LSCC including Reception, ARC, kitchens, vehicles and classrooms;
- that the correct level of first aid equipment is maintained in each first aid box;
- that a sufficient number of personnel are trained in first aid procedures;
- that first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years);
- that the list of first aiders is kept up to date and displayed;
- that a record of all treatment provided to students is kept;
- that the LSCC accident book is kept up to date, and that incidents are reported via the Estates and Facilities Development Manager (EFDM) online to Cornwall HSW (known as the AssessNet system) when required;
- that the annual medical needs/asthma audit is undertaken.

This person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury and report any observations to the Operations Manager.

First Aiders

The first aiders listed in Annex A will provide first aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first aid cover for:

- trips and visits;
- extra-curricular activities organised by LSCC (e.g. sports events, after-school clubs, parents' evenings, LSCC-organised fund raising events, etc.);
- First aid cover is not provided for:
 - contractors working outside of the school day;
 - events organised by third parties (fêtes, 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 and near misses to the site manager (see Reporting of Accidents section).

Lists of first aiders and their contact details will be kept and displayed in the Operations Manager's office. The duty first aider can be raised in emergency via radio on Channel 1.

LSCC Insurance Arrangements

LSCC is covered by public liability insurance policies which will indemnify staff against any claims against them arising from the administration of first aid or medicine in accordance with this policy. A copy of the insurance certificate is on LSCC website and is displayed in Reception.

B. Administration of Medicines and Treatments

Medication

LSCC has a designated safe, lockable place to store students' medication and has a nominated person who controls access to this place.

Prescribed Medication

Where the student's doctor or other clinician has prescribed any form of medication or other treatment that the student requires, or may require, during school days, LSCC will ensure that the student is able to access their medication or treatment in the safest, efficient and stress-free manner for the individual student.

The method in which medication or treatment will be made available or administered will be agreed in advance with the student's parents/carers.

In the event of a medical condition the administration of medication and treatment will be agreed and recorded in the Individual Health Care Plan (IHCP).

Where medication or treatment is not part of a long term medical condition but is only required for a finite period, for example the completion of a course of antibiotics, the student's parents/carers will be required to sign a Parental Agreement for LSCC to administer medicine.

The procedure followed for the administration of medicine or treatment includes the following options in consultation with LSCC staff, parents/carers and the student:

- The medicine will be held by LSCC in the designated place and a member of staff will give it to the student and remain in attendance while the student administers the treatment. This method is suitable for use when a parent/carer is concerned that the student may forget to take the medication. In these situations, LSCC will maintain a diary showing which students are due to take medication and when and if necessary will remind the student that medication is due;
- The medicine will be held by LSCC in the designated safe storage container and a trained member of staff will help the student administer the treatment. This method is suitable for use with younger students. In these situations, LSCC will maintain a diary showing which students are due to take medication and when and if necessary will remind the student to report for medication;
- The student carries their own medication/treatment with them and administers it themselves as required; in these instances, LSCC is responsible for ensuring that the student has a suitable place to take their treatment in private if required and to ensure that staff are made aware that the student may need to leave a lesson or other activity to administer treatment so that they may do so without their actions being questioned or drawn to the attention of other students. Protocols for carrying or storing the medication and for restricting access by other students will be agreed in the student's Individual Health Care Plan;

In instances where LSCC is involved in administering medicine, or supervising the student's own administration, the record of regular medicine administered to an individual student

form must be completed and kept with the student's Individual Health Plan or the parental agreement form for schools to administer medication form, whichever is appropriate.

If a student refuses to take their medication, staff will accept their decision and inform their parents/carers immediately.

Non-prescribed Medication

Some students may request for pain relief (analgesics) at LSCC e.g. paracetemol. LSCC staff will not routinely issue non-prescribed medication as they will not know whether students have taken previous doses or whether medication would interact with other medication taken.

Only in the following situations can exceptions be made:

- a. On the direction of the First Aid co-ordinator (parental/carer permission must still be sought)
- b. If permission is given expressly by a parent/guardian
- c. As part of an individual health care plan

In each case where non-prescribed medication is used:

- a. It must be in accordance with manufacturers' instructions and warnings
- b. Must not exceed recommended dose
- c. Must have checked to see when previous doses have been taken/given
- d. Must only be expressly with parent/carer permission (and this must be recorded)
- e. **Students under 16 should never be given aspirin unless prescribed**

Staff have discretion not to issue pain relief if they have safeguarding concerns. If a student suffers from pain regularly the parents/carers should be encouraged to seek medical advice.

Staff Medication

Medication for personal use by members of staff must also be kept in a secure location to prevent unauthorised access.

Storage of Medicines

Wherever possible, students will be able to access their medicines/relevant devices in the agreed location for self-medication, quickly and easily. On LSCC trips the first aider accompanying the trip must carry any medication that would normally be available in the LSCC.

Student asthma inhalers, provided by the parent/carer, will be held by the LSCC for emergency use, as per the Department of Health's protocol.

Disposal of Medicines

It is the responsibility of the parents to collect unused medicines from LSCC and dispose of them accordingly. LSCC's nominated person for the supervision of first aid and medication must check all medical stores at the end of the academic year to ensure that all medicines have been collected. In the event that a student's parents/carers fail to remove the

medication after two reminders the nominated person must arrange for the medicines to be taken to a dispensing chemist or pharmacy for safe disposal.

Off-Site Activities

LSCC has a policy and procedure for off-site activities which includes the assessment of medical needs of all involved in the trip.

C. Students with Special Medical Needs – Individual Health Care Plans

Some students have medical conditions that, if not properly managed, could limit their access to education. Conditions include, but are not limited to:

- Epilepsy;
- Asthma;
- Severe allergies (some of which may result in anaphylactic shock);
- Diabetes.

Such students are regarded as having special medical needs. Most students with special medical needs are able to attend LSCC regularly and LSCC provides support to enable them to take part in all activities, unless evidence from a clinician/GP states that this is not possible.

LSCC considers what reasonable adjustments it might make to enable students with special medical needs to participate fully and safely on LSCC visits. The risk assessment for each trip will take account of any additional steps needed to ensure that students with special medical conditions are fully included.

LSCC will not send students with medical needs home frequently or create unnecessary barriers to students participating in any aspect of LSCC life; however, LSCC staff may need to take extra care in supervising some activities to make sure that these students, and others, are not put at risk.

LSCC appreciates that students with the same medical condition do not necessarily require the same treatment. In order that the treatment that is best suited to the individual student is provided, an Individual Health Care Plan will be prepared for every student with special medical needs to help identify the necessary safety measures to support these students.

Parents/carers have prime responsibility for their child's health and should provide LSCC with information about their child's medical condition. Parents/carers, the student if he/she is mature enough, and medical professionals should give details about the condition and its treatment, about the impact of the condition on the student and their learning needs and any additional background information and identify any practical training requirements for LSCC staff.

When LSCC is first notified of a student's medical condition, the student's parents/carers will be invited to meet with LSCC staff to complete and agree the Individual Health Care Plan and to discuss any other arrangements that LSCC can make to help the student to fit in as normally as possible with LSCC life.

At this meeting LSCC will ask the parents/carers to confirm whether they want the student's condition kept confidential and if so to agree on who must be informed and what additional arrangements will be required to help maintain the student's privacy.

The plan must be agreed in time for the start of the relevant academic term for a new student starting at an LSCC or no longer than two weeks after a new diagnosis, or in the case of a new student moving to LSCC mid-term.

Students with Health Needs who cannot attend LSCC

LSCC is committed to providing education for students, who because of ill health are unable to attend school as per the statutory guidance, Jan 2013.¹

An IHCP will be written in each case as defined by Section C, but with a focus on how to provide facility to the student in an alternate setting (likely residential). It will ensure the education received is of a good quality, allows them to take appropriate qualifications, prevents them from slipping behind their peers in school and allows them to reintegrate successfully back into school as soon as possible.

Any IHCP will be bespoke to the student – there are no 'hard and fast' rules. LSCC will be dynamic, thoughtful and considerate of the situation both of the student and family.

LSCC will use electronic media to complement any face-face learning that can be delivered.

LSCC may require to liaise with the LA if the health-care need is likely to be ongoing – in all cases minimal delay and disruption will be the primary influence in arranging appropriate provision (as a general principle – the threshold for LA assistance and intervention is 15 or more school days in one absence).

LSCC will develop an individually tailored reintegration plan for each student following a long-term absence. LSCC will also consider whether any reasonable adjustments are required to provide suitable access to the student.

The exams manager will liaise with awarding bodies and make special arrangements for any student with long-term health needs and will seek information from LA, healthcare workers if required.

D. Accidents

Reporting Officer

The reporting officer (see Annex A) 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 Annex A).

¹ Department for Education (DfE) *Ensuring a good education for children who cannot attend school because of health needs*. Accessed 16/02/21

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/941900/health_needs_guidance_accessible.pdf

All accidents, near misses and undesirable circumstances or dangerous occurrences 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, near misses and undesirable circumstances or dangerous occurrences in the LSCC's accident book, including:

- All accidents or incidents on site involving students or staff, members of the public, visitors or contractors;
- Specified Dangerous Occurrences (refer to [http://www.legislation.gov.uk/ksi/1995/3163/schedule/2/made for list](http://www.legislation.gov.uk/ksi/1995/3163/schedule/2/made-for-list));
- Specified diseases (refer to [www.legislation.gov.uk/ksi/1995/3163/schedule/3/made for list](http://www.legislation.gov.uk/ksi/1995/3163/schedule/3/made-for-list)).

Accident Investigation

All accident reports will be seen by the Headteacher who will decide if an investigation is necessary.

Accident investigations will be conducted by those staff listed at Annex A.

Major incidents will be reported to the Health, Safety and Premises Governor.

Accidents Reportable to the Health and Safety Executive.

Reports of fatalities, major accidents and over-seven-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) www.hse.gov.uk/riddor/. This will be achieved through online reporting (via AssessNet) to and consultation with the LSCC's Competent Persons at Cornwall HSW (see Annex A).

E. Fire

Fire Officer

The Health, Safety and Premises Governor and the Headteacher are responsible for organising LSCC's fire precautions.

The Fire Officer is responsible for:

- Arranging a fire evacuation drill at the beginning of the LSCC year and at least once every term (once per half-term where practical);
- Recording the significant results of the fire evacuation drills;
- Ensuring that the Fire Log is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, annual fire extinguisher checks, training etc).

All Staff

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

Evacuation and Registration Procedures are detailed at Annex B.

Evacuation procedures are displayed in the appropriate areas.

Fire Assembly Points

These are detailed at Annex B.

Personal Emergency Evacuation Plans (PEEPs)

Any person (student, staff, visitor) that may not be able to evacuate the building in an emergency without assistance will require a PEEP, including for temporary conditions. For students with an Individual Health Care Plan, any requirement for a PEEP will be considered under that process and will form part of that plan. Completion of PEEP forms will be as follows:

- Students - to be completed by the SENDCo for conditions requiring an Individual Health Care Plan;
- Students - to be completed by the First Aid Co-ordinator for injuries/temporary conditions;
- Staff - to be completed by the Line Manager.

The Operations Manager (and in his absence the Site Manager) will assist in developing the PEEP as required.

F. Electricity

LSCC will undertake to inspect and test all portable electrical appliances by a competent person at a frequency appropriate to the equipment's use. LSCC has arranged for these tests to be carried out internally as identified in Annex A other than for ICT suites, which are undertaken by LSCC's property compliance contractor. All test certificates will be kept in the Operations Manager's office for the duration of the life of the appliance.

LSCC's fixed wiring will be inspected every 5 years – this was last completed in 2022.

Coordinator

The Equipment Safety Coordinator (see Annex A) is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

The Equipment Safety Coordinator is also responsible for liaising with contractors to arrange for a whole site fixed wiring inspection every 5 years.

Personal Items of Equipment

Where possible, rechargeable battery pieces of equipment should be used.

Personal items of mains electrical equipment should not be brought into LSCC for use by staff or students - if there is an educational need, LSCC should resource the requirement.

If a personal item is required to be used in LSCC 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 preferably be used with a residual current device.

All Staff

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

Defective or suspected defective equipment will not be used, will be disconnected and removed to prevent others from using it, and will be reported to the equipment safety coordinator for repair/replacement (this can be done via the online Helpdesk).

G. Work Equipment

The Operations Manager, Finance Manager, EFDM and IT Manager (as relevant), will be responsible for overseeing the purchase of all work equipment.

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

Before purchase, consideration must be given to:

- the installation requirements;
- the suitability for purpose;
- the positioning and or the storage of the equipment;
- maintenance requirements (contracts and repairs);
- PAT testing, where required;
- training and safe use of the equipment.

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

Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 1992 explain what is required to protect staff from any risks associated with Display Screen Equipment (DSE) (e.g. computers and laptops). These Regulations only apply to staff that regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more). These staff are known as DSE users and a formal assessment must be undertaken. These Regulations do not apply to staff who use DSE infrequently or for short periods of time. However, controls may still be useful for these staff.

As employer we ensure that:

- workstations are analysed to assess and reduce risks;
- controls are in place;
- information and training is provided;
- eye and eyesight tests are provided on request from DSE users, together with funding towards special spectacles if needed for DSE work beyond the normal prescription;
- assessments are undertaken when the user or DSE changes.

H. Working Alone

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

In such circumstances, both LSCC and the individual will assess the risk to employees and will introduce suitable controls to ensure that all risks are minimised.

Any staff wishing to work outside normal LSCC hours must inform a member of the Senior Leadership Team and the EFDM giving as much notice as possible. Permission may be refused if it is not possible to secure the site.

LSCC Security

The EFDM is the person who is responsible for the security of LSCC at the end of the day by ensuring that doors, windows, skylights etc. are secured and that alarms are set. He may designate this duty to a deputy in his absence.

The EFDM is also responsible for carrying out checks of the premises during LSCC holidays. He may designate this duty to a deputy in his absence.

LSCC Staff Responding to Call Outs

Staff nominated as out of hours' key holders are sometimes required to attend site following the activation of the alarm. In all cases of alarm call out the Security Company (see Annex A) and, as necessary, the Police will attend contacting the Headteacher by email if there is no break-in or by phone straight away if an incident has occurred.

Call Out Arrangements

LSCC has introduced call out arrangements that reduce the possibility of injury to staff and which ensures that if an incident occurs support will be provided.

Security Company Attendance

In any call out situation it is preferable to meet the Security Guard off site, before travelling to the site. This ensures that there will be at least two people present on arriving on site. The Security Guards have received the relevant training and will follow their procedures, which may require LSCC staff to stay off site until their checks have been made.

Police Attendance

In any call out situation it is preferable to meet the police off site or at a police station before travelling to site. This ensures that there will be at least two people present on arriving on site.

An employee should never enter a building alone unless there is an urgent and important need to do so before assistance arrives.

No employee is expected to enter a building where it is believed that there is a significant risk.

I. Violence

The Headteacher is 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 (the same online procedure as for accident reporting);
- 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.

J. Supervision of Students

LSCC will be open to students from 0830 to 1530 on normal school days, other than on Bank holidays. Between these times supervision will be provided.

After school activities, period 5 lessons, clubs and detentions are supervised by staff and generally run until 1630 daily.

Students will not be allowed on site outside of these times unless it is an organised activity supported by parent/carer consent forms (including arrangements for safe travel home) that is published in the weekly Bulletin.

During a CV-19 outbreak students may be restricted to certain zones/access points. Students will not be permitted outside these zones without the prior permission of a member of staff – or in case of emergency.

K. Risk Assessment

The staff will carry out risk assessments for all activities using appropriate methodologies.

The staff are responsible for managing the risk assessment process within their classrooms, the school, and all other activities involving their students, support staff, and others.

The EFDM is responsible for assessing risks associated with the grounds and buildings.

The Educational Visits Coordinator (EVC) is responsible for over-seeing and co-ordinating the safety of Educational Visits out of schools and individual teachers in charge will confirm with the EVC that their RAs are in place.

The Headteacher is responsible for producing relevant reports for the Governors.

Copies of risk assessments are available for activities in files held in each classroom and are available for general site and whole school activities online in the shared area (N: Drive).

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 on the shared drive and hard copies held in the Site Manager's Office and Operations Manager's Office.

L. Management of Contractors

Contracted works onsite is a high level risk activity that must be managed dynamically and diligently. As such the following steps must be taken before any contractor is permitted to work at LSCC

- Establish competence – confirm experience, health & safety policy and practice, training & competence, supervision arrangements – safeguarding letter (if to be unsupervised within LSCC operating hours)
- Define the job
- Identify hazards
- Assessment of risks
- Eliminate and reduce the risks
- Specify H&S conditions

On arrival at site the contractor must:

- Sign in & out – and be issued with either RED (escorted) or GREEN (unescooted) accreditation depending on their safeguarding status
- Meet with a member of the site team who will:
 - Confirm site contact details and actions on fire/emergency/critical incident
 - Reinforce pertinent H&S information and site rules (inclusive asbestos register if applicable)
 - Check the job, issue permit to work (PTW) or hot works permit and allow work to begin
 - Review job regularly throughout cycle (as agreed, within scope, special arrangements needed, timings changes, changes to personnel etc)
 - Review the job on completion, note & record lessons learned

Further details regarding PTW, hot works and other instructions can be found at Annex G.

M. Personal Protective Equipment (PPE)

Personal protective equipment must be supplied to control the hazard as a last resort, i.e. where the hazard cannot be reduced to an acceptable level of risk by other means.

Where identified by the process of Risk or Coshh assessment, personal protective equipment will be supplied to staff or students.

Examples include eye protection, hearing protection, gloves, high visibility wear, helmets, footwear, protection from the weather.

The EFDM 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 the EFDM will refer to LSCC's HSW advisors for advice.

In addition, they will ensure that suitable arrangements are in place for storage, cleaning and replacement of PPE. Replacement PPE must be readily available at all times. Activities must cease if PPE is not available.

Staff

When issued with PPE, persons are required to wear it where identified by Risk/Coshh assessments, use it correctly, keep it clean, store it correctly and report any faults so that replacements can be provided.

Activities must cease if PPE is not available.

N. Control of Substances Hazardous to Health (COSHH)

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 where these are covered by the CLEAPSS Hazard system).

COSHH Coordinator

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

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

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

The COSHH Coordinator is responsible for ensuring that COSHH assessments are also obtained from contractors on site (both regular contracts such as caterers 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 LSCC.

All Staff

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

O. Asbestos

Due to the era that many of the buildings were constructed (pre 2000), asbestos is present and precautions need to be taken to manage the risks it presents.

In the majority of cases the presence of asbestos on site can be easily managed with the asbestos bearing materials remaining in situ and undisturbed.

Our asbestos risk management process includes:

- Training – key staff are trained in asbestos awareness (EFDM, Caretaker, Operations Manager);
- Inspection – the facilities are regularly inspected by experts from Cormac (or sub-contracted by CC);
- Plan – the known and unconfirmed potential high risk areas are indicated on the asbestos plan, which is reviewed and updated at each inspection;

- Management – the asbestos management plan states our risk control mechanisms and is reviewed and updated at each inspection (this is held online and can be accessed via the EFDM);
- Awareness – our procedure for managing work on site, including via contractors, requires the asbestos register to be reviewed and signed by those undertaking work on the fabric of the building;
- Disposal – any asbestos bearing materials will be safely removed supported by a process of risk assessment, with the engagement of specialist contractors where required.

P. Wellbeing

The general, long-term care of students and staff is equally important to their more immediate care in terms of their health or their safety covered in detail above.

For students, LSCC offers information on maintaining their physical and mental through their PSHE programme and PE curriculum, as well as providing specialist staff and relevant signposting for students with specific needs.

For staff, LSCC provides information on a range of topics, with links to specialist support services – this is regularly sign posted in staff bulletins by the Headteacher and on notice boards and within staff meetings.

In addition, LSCC provides an annual sport, health and wellbeing day to enable students and staff to explore and sample a range of activities to ensure they are informed of what is on offer in the local area.

CV19 poses an additional challenge - As such both staff and students will be regularly signposted to support mechanisms and charities by SLT and Wellbeing Champions.

Annex A – Named individuals with responsibilities

Responsibility	Named Individual
Trust Board Health and Safety Director	Chris Piper
LSCC Lead for Health and Safety	Operations Manager
Health, Safety and Premises Local Governor	Angela Edward Jones
LSCC's Competent Persons	Cornwall Council's Health, Safety and Wellbeing Team [healthsafetyandwellbeing@cornwall.gov.uk 01872 323138]
The person/s who will carry out the inspection each term	Operations Manager EFDM - Jeff Lewis Estates & Facilities Officer – Andy Sanders
The person 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	EFDM – Jeff Lewis
The persons appointed with the authority of the Headteacher to request action from the Contractor where conditions are considered to be unsafe	Operations Manager EFDM – Jeff Lewis
First aid coordinator	Tanya REES
The person who oversees medication	Tanya REES
Reporting Officer (Accidents)	EFDM – Jeff Lewis
Deputy Reporting Officer (Accidents)	Assistant Site Manager – Tim Sleeman
Investigating Officer (Accidents)	Lead: Operations Manager Reserve: EFDM – Jeff Lewis
PAT Testing Coordinator	EFDM – Jeff Lewis Deputy - Will Hoar
Estate and Facilities Development Manager	Jeff Lewis
Equipment Safety Coordinator	Jeff Lewis

COSSH Coordinator	Jeff Lewis & Debbie Drinkell (Science CLEAPPs)
PPE Coordinator	Jeff Lewis
Coordinator for Students with Special Medical Needs	Dionne Rodber
Personal Emergency Evacuation Plan	<p>Students - to be completed by Tanya REES for conditions requiring an Individual Health Care Plan</p> <p>Students - to be completed by the Tanya REES for injuries/temporary conditions</p> <p>Staff - to be completed by the Line Manager</p>
Educational Visits Coordinator	Stephen CLYDE
List trained first aiders	<p>Level 3: Will Hoar, Mark Lemin, Tanya Rees</p> <p>Level 2: See Operations Manager</p>
Staff in each department responsible for ensuring that risk assessments are carried out	LSCC Faculty Heads
Staff trained in Team Teach	Chris Knipe
Security Company	Waldrons

Annex B – Fire, Emergency Evacuation and Registration Procedures

Alarm Operation

Anyone discovering an outbreak of fire or other dangerous incident requiring evacuation must, without hesitation, shout "Fire, fire, fire!" and sound the alarm by operating the nearest fire alarm call point, which will be located at the nearest building exit.

The continuous ringing of the school bell = fire alarm

This will be relayed on Channel 1 by members of SLT as required.

Assembly Area = Old Hall Playground (RV1) Alternate = All weather Pitch (ERV)

Evacuation

On hearing the fire alarm, the person on Reception will call the ARC to advise of the alarm.

Students must be instructed to leave the building in single file and in a quiet, calm, orderly manner.

1. The person in charge of each class must indicate the exit route to be used and everyone must be directed to RV1. Exit routes are clearly identified in each room.
2. If an exit cannot be used (due to fire or obstruction) the nearest alternative exit must be used.
3. If RV1 is compromised the Assembly Area will move to the ERV – this action will be communicated via radio – a link person from the site team will direct from RV1.
4. All classroom and fire doors should be closed to minimise the spread of fire and smoke.
5. Students should move in silence, calmly and methodically (no running) under the control of staff.
6. Specific arrangements must be made for anyone with any notified disabilities to ensure that they are assisted during evacuation. These will have their own risk assessment held with SENDCO.
7. On staircases everyone must remain in single file. Overtaking of individuals must not be permitted.
8. Staff who are not teaching will assist with directing students and maintaining discipline.
9. Lifts must not be used. Emergency evacuation chairs will be used by trained site staff.
10. Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point.
11. Students assemble by tutor group in alphabetical order.
12. **No one must be allowed** to re-enter the building until told to do so by either the Fire Service in attendance, or the senior person in charge (in the case of a fire evacuation drill or confirmed false alarm or non-hazardous alarm activation).
13. **Nursery staff and children** will vacate the main building and assemble in the vicinity of the Guide Hut. Assistance may be provided by the Deputy Head and/or nominated sixth former students.

Evacuation of Mobility Impaired Persons

Where mobility is impaired, people should be escorted to the designated refuge areas on the first and second floor landings of the lift shaft staircase (lifts must not be used) where

they should await instructions, unless the threat of fire or smoke is obvious. This is to avoid the risk of injury through the unnecessary physical removal during any false alarms.

A message should be relayed to the Operations Manager (deputised by Jeff Lewis) giving the names of the persons in the refuge areas to inform the roll call; radios are carried by staff accompanying students using wheelchairs.

When necessary, mobility impaired persons will access escape routes from the first and second floors using specialist Evac Chairs (one on every staircase landing). Only staff trained in their use are permitted to use Evac Chairs; refresher training must be undertaken once per year.

Action On Arrival at Assembly Area

On arrival to RV1, staff and students will assemble as per the diagram in Picture 1.

The following staff have specified tasks to enable a full site roll call to take place:

Attendance Officer (deputy: Attendance Manager)	<ul style="list-style-type: none">Produce hard copy student attendance registers and distribute to HOYBe prepared to assist Head PA
HOY (deputy: AHOY)	<ul style="list-style-type: none">Distribute attendance registers to tutor group leadsCollate tutor group returnsReport missing students to Headteacher
Tutor Group leads (deputy: AHOY)	<ul style="list-style-type: none">Ensure students are lined in alphabetical order at allocated locationTake register and present findings to HOYMaintain discipline
Reception	<ul style="list-style-type: none">Collate visitors book & details of contractors, student sign-out sheetEscort any visitors in reception to RV1Report to Head's PA with documentationBe prepared to assist Head PA
Head PA (deputy: Duty SLT)	<ul style="list-style-type: none">Collate returns from line managersCollate return from CBU CEO PACollate return from NurseryCollate return from reception/cover teamNotify Headteacher of any known missing persons
Line Managers: ARC, Supply, Cover, Technicians	<ul style="list-style-type: none">Confirm team presenceNotify Head PA – highlight any missing team members
CBU	<ul style="list-style-type: none">Relocate to RV1CEO PA (or CFO in absence) to collate CBU (and visitors) attendanceReport status to Head PA

Staff hosting visitors (groups or individuals)	<ul style="list-style-type: none"> • Escort to RV1 • Report group complete to Head PA
Headteacher (deputy: Deputy Headteacher)	<ul style="list-style-type: none"> • Act as control on the radio (channel 1) • Receive reports of missing persons and pass information to site team for investigation • Will receive all clear notification from Ops Manager or EFDM and will be the sole authority for re-entry • Will deliver brief to fire service if required: <ul style="list-style-type: none"> ◦ Numbers of persons ◦ Anyone missing (number and last known location) ◦ Where is the fire ◦ What type of fire ◦ Time incident started ◦ Locations of hazards (and hazardous materials if known)
Deputy Headteacher (deputy: SLT)	<ul style="list-style-type: none"> • Positions outside of main school ivo Guide Hut to liaise with fire service as required • Provides link between nursery and RV1
Operations Manager (deputy: EFDM)	<ul style="list-style-type: none"> • Investigate alarm trigger from fire panel & locate source • Direct site staff to investigate further • OPCON building/refuge clearance with site team • Confirm buildings clear to Headteacher • Advise Headteacher if re-entry safe
EFDM (deputy: Assistant Site Manager)	<ul style="list-style-type: none"> • Tactical control of building/refuge clearance with site team • Be prepared to liaise with fire service regards isolation points for mains services and identification of COSHH

Exam Arrangements

If examinations are in progress the following bespoke actions will be taken:

- Main exam locations do not evacuate immediately
- Exams manager will liaise with SLT and be advised if need to evacuate
- If evacuation to occur – exam students under invigilator control will move to sports field (Block 1) or Guide Hut (Block 2,3,4) – silence to be maintained
- Exams manager will take register (Block 1), Data Manager will take register (Blocks 2,3,4)
- Exams manager will consolidate and inform Headteacher

Instruction, Training and Recording

During the first week of term or as soon as practically possible thereafter, all new entrants whether students or staff should be taken around the primary escape routes of the LSCC. They should also receive instruction on the school fire evacuation routine and their responsibilities in the event of an emergency.

All members of staff shall each receive a copy of these instructions and be reminded annually.

In the case of newly engaged staff, instruction shall be given as soon as possible after appointment.

A record of the training and instructions given and fire drills held, shall be entered in the log book and will include the following:

- Date of the instruction or fire drill;
- Duration;
- Name of person giving the instruction;
- Names of persons receiving instruction;
- Nature of instruction or fire drill.

The Operations Manager is responsible for organising staff training and co-ordinates the actions of the staff in the event of fire. The EFDM is responsible for ensuring appropriate recording.

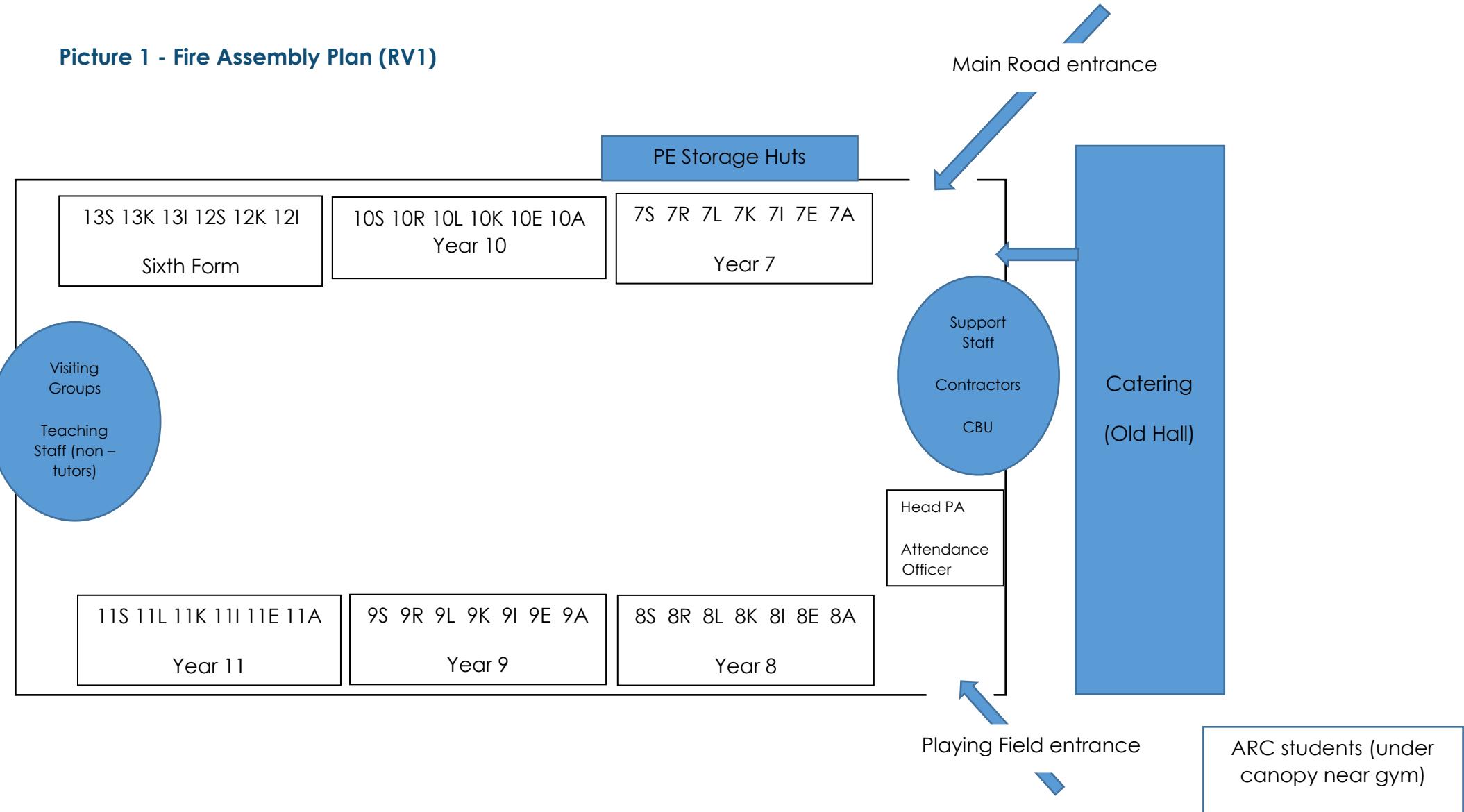
Frequency of Fire Evacuation Drills

Fire evacuation drills should be held at least once per term, preferably at the commencement of each term. The fire drill should simulate that one escape route is not available. Each fire drill should be started by a pre-determined signal and the whole premises checked as if an evacuation was in progress.

Fire Assembly Plan

See Picture 1 (overleaf) for an illustrative layout of the fire assembly area.

Picture 1 - Fire Assembly Plan (RV1)



Annex C – Lockdown Procedures

Aim

Lockdown procedures are a LSCC-level response to any internal or external threat in order to protect the safety of staff, students and visitors to the site.

Intent

A simple guide to procedures to be followed if a lockdown is triggered

Situation

The following are indicative situations where a lockdown may be triggered. The list is not definitive:

- Major incident/civil disturbance in the community i.e. riot
- An intruder to the site
- Local environmental threat i.e. release of toxic gases/flooding/snow
- Catastrophic incident near the site i.e. fire/bomb

Instruction, Training and Recording

All members of staff shall each receive a copy of these instructions and be reminded annually – they will be stored on the staff shared drive.

In the case of newly engaged staff, instruction shall be given as soon as possible after appointment.

A record of the training and instructions given and lockdown drills held, shall be entered in the log book and will include the following:

- Date of the instruction or drill;
- Duration;
- Name of person giving the instruction;
- Names of persons receiving instruction;
- Nature of instruction or fire drill.

The Operations Manager is responsible for organising staff training and co-ordinates the actions of the staff in the event of fire. The EFDM is responsible for ensuring appropriate recording.

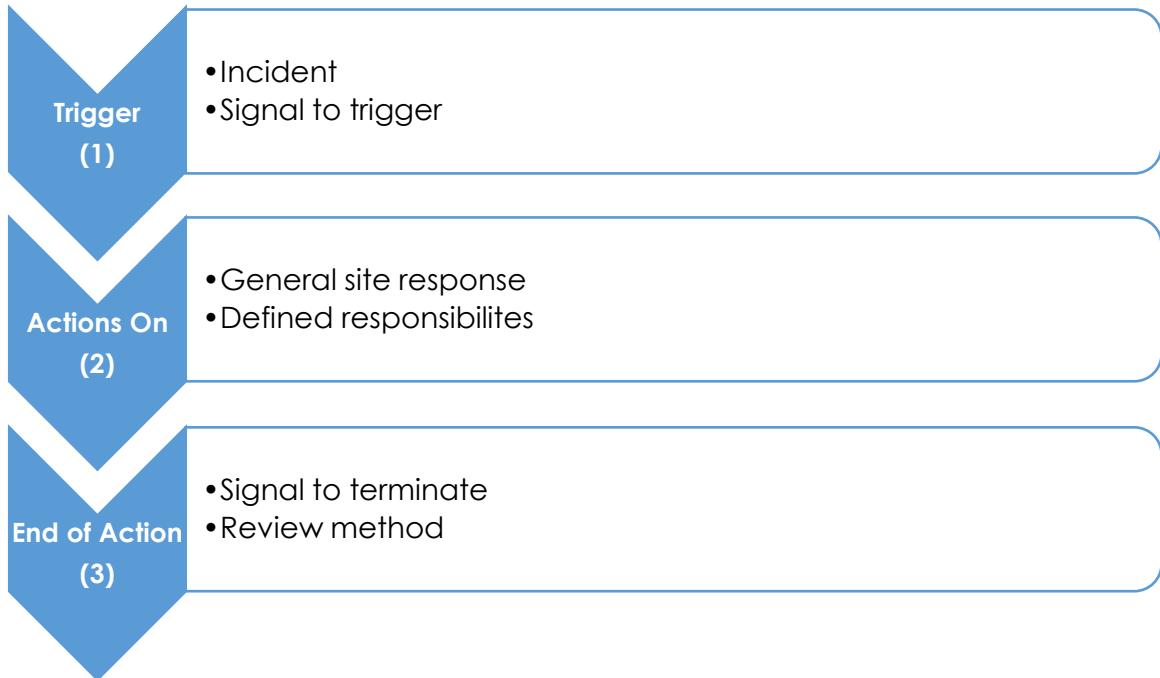
Frequency of Training

Annually.

Method

The following flow chart (Picture 2) shows the stages of a lockdown. Table A lists the detailed instructions inclusive trigger mechanism, actions on, responsibilities and release indicator.

Lockdown Stages – Picture 2



Detailed Actions & Responsibilities – Table A

Action	Detail	Responsible
Trigger – Phase 1		
Incident notified	<ul style="list-style-type: none"> Internal or external factor relayed to SLT 	Anyone – reception likely conduit for external
Alarm triggered	<ul style="list-style-type: none"> Codeword 'COYOTE' sent over the radio, repeated 3 times Site team ring lesson bell 10 x short rings 10 x short whistle blasts by staff 	Headteacher (deputy: Duty SLT)
Emergency Services notified	<ul style="list-style-type: none"> Specific emergency service notified including <ul style="list-style-type: none"> Type of incident Situation known Action onsite 	Deputy Headteacher (deputy: Operations Manager)
Notify CC Emergency Management Officer	<ul style="list-style-type: none"> 0203 162240 (detail as above) 	As above
Actions On – Phase 2		
Site secured	<ul style="list-style-type: none"> Site team secure external doors (if safe to do so) Reception secure door (if safe to do so) 	Site Team Reception Staff

	<ul style="list-style-type: none"> Nursery lock internal doors (if safe to do so) Radios to channel 1 (no communication unless critical traffic) Classrooms & offices locked, gym spaces (using door locks or furniture) 	<p>Nursery Staff</p> <p>Teachers & Staff & Exam Staff</p>
Student/Staff actions (internal)	<ul style="list-style-type: none"> If outside classroom/office, make way to nearest one Be calm, quiet – adults to lead Sit on floor, under tables or against wall Keep out of sight (blinds/curtains to be closed if safe to do so) Student mobiles to be switched off Staff mobiles to quiet mode <u>No parents to be contacted</u> Remain in location unless told to move by either Emergency Services or SLT 	<p>All</p> <p>Exams staff to follow process – but additionally log time of incident</p>
Student/Staff actions (external)	<ul style="list-style-type: none"> Remain hidden outside if under instruction i.e. PE Freeze movement once in a safe ‘hidden location’ Remain in location unless told to move by either Emergency Services or SLT 	All
Communication to parents	<ul style="list-style-type: none"> Text or email sent (reassurance) No student phone will be on Parents not to attend site 	Headteacher (deputy: Operations Manager)
Fire Alarm Triggered	<ul style="list-style-type: none"> Everyone <u>do not move</u> Await confirmation of action from emergency services or SLT 	Operations Manager (deputy: EFDM)
End of Action – Phase 3		
Communication signal sent	<ul style="list-style-type: none"> Codeword ‘KERNOW’ on radio x 3 	Headteacher

	<ul style="list-style-type: none"> • Lesson bell to ring x 3 blasts • SLT to move around site with site team (verbal) • Communication to parents 	<p>EFDM SLT & site team Operations Manager</p>
Enter routine	<ul style="list-style-type: none"> • Return to normal duties • Staff to reassure students 	All

Annex D – First Aid Procedures

Administration of First Aid in LSCC - Treatment of Injuries

LSCC will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons **if safe to do so**.

In emergency situations, the first aider will call (or will instruct another member of staff to call) 999 and request that an ambulance attends, but any member of staff or student can call 999 and request an ambulance if they assess the need before a first aider arrives.

Where there is any doubt about the appropriate course of action, the first aider will be expected to consult with the National Health Service helpline, NHS 111 (dial 9-111), and, in the case of student injuries, with the parents/carers.

In the case of a student accident or medical emergency, the following procedures must be followed:

- If the student has been assessed as being fit to walk, the staff member on duty must take him/her to a designated first aid post or the medical room (ivo reception) and call for a first aider (anyone with suspected spinal injuries must not be moved - see guidance below);
- If the student is unable to walk the member of staff on duty must call for a first aider to attend the student's location;
- The first aider will assess the situation and administer any first aid required;
- The first aider must record the incident and any treatment administered in LSCC treatment book. If the student has a suspected head, neck or spinal injury the specific guidance below will be followed;
- If medication is administered this must be recorded and the student's parents/carers notified;
- If the first aider has been called because the student has been injured in an accident, full details must be reported to LSCC's nominated Health and Safety competent person via the EFDM and AssessNet online reporting system or in the LSCC's accident book. Additionally, if the student requires hospital treatment the incident must be reported to the LSCC's SLT Duty Lead.
- LSCC's nominated Health and Safety Competent Person must decide if the incident is reportable under RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013), and report in accordance with HSE requirements;
- The first aid coordinator is responsible for ensuring that all first aiders are aware of these procedures and for checking that they are complied with.

Suspected Head, Neck and Spinal Injuries to Students

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

The attending first aider, in consultation with the parent/carer, 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/carer.**

In any case where there is any doubt about the student's wellbeing, the first aider is expected to contact NHS 111 (dial 9-111) for advice or phone 999 for an ambulance as appropriate.

Allergies

All staff and students who suffer from allergies will be recorded in the medical conditions annual audit with treatments specified. Emergency actions for severe cases will be agreed and recorded in the Individual Health Care Plan (IHCP), including all relevant training taken by staff, and all staff expected to be familiar with procedures.

Other Significant Injuries

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

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

- a telephone call;
- a letter;
- or a form.

Hospital Treatment

If a student has an accident or becomes ill, and requires immediate hospital treatment, LSCC is responsible for either:

- calling an ambulance in order for the student to receive treatment; or
- taking the student to an Accident and Emergency department;
- and in either event, immediately notifying the student's parent/carer.

When an ambulance has been called, a first aider will stay with the student until the parent arrives, or accompany the student to hospital by ambulance if required. Where it is decided that a student should be taken to an Accident and Emergency department, a first aider must either accompany them or remain with them until the parent/carer arrives.

Where a student has to be taken to hospital by a member of staff, they should be taken in a taxi.

Administration of First Aid on LSCC Visits

All trips should be accompanied by a trained first aider carrying a complete first aid kit unless a risk assessment suggests that the need could be met in an alternative way, for example where the venue confirms that first aid cover is provided.

If a student with medical needs requires specialist support, a trained first aider able to deal with the student's condition will accompany the trip and will take with them a copy of the student's Individual Health Care Plan (IHCP) and any medication or equipment that the student might require during the trip.

Residential Visits

If first aid is required at the residential centre/accommodation the resident first aider will administer first aid and complete reports in accordance with relevant legal requirements for the residential centre/accommodation.

If first aid is required away from the residential centre, first aid will be administered by the first aider accompanying the trip.

The trip co-coordinator must inform parents/carers and will record details of any incident, ensuring that the LSCC's treatment book and/or accident book are update on return.

Day Visits

If the first aid is required on a day trip, first aid will be administered by the first aider accompanying the trip.

The trip co-ordinator must inform parents/carers and will record details of any incident, ensuring that the LSCC's treatment book and/or accident book are updated on return.

Annex E – Traffic Management Procedures

Aim

Reduce risk posed by traffic and vehicular movement in order to improve safety of staff, students and visitors

Intent

Reduce vehicle movement to essential traffic only and define other vehicle movement where possible by points in the day.

Principles

The following principles are to be adopted by all vehicle users:

- Max speed 10mph
- Maintain constant vigilance
- Park only in designated spaces
- Do not park on double yellow lines

Method

Access to the site by vehicle will only be via two locations:

- Main School Entrance - via B3254
- Coldstyle Road Entrance – via Coldstyle Rd

The following user specific rules must be adhered to:

Who	What
Staff	<ul style="list-style-type: none">• Park only in designated spaces – not on roads• Spaces on first-come basis• Use the rear car parks or bays to rear of buses if required• Local residents are encouraged to use alternate means• Staff to avoid moving vehicles between 0830-0850 & 1505-1530
School Transport (buses, minibuses, taxis)	<ul style="list-style-type: none">• No PM arrival onsite before 1425hrs• Drop off/pick up in dedicated bays only
Parents	<ul style="list-style-type: none">• Not to park of double yellow lines or pedestrian crossings• Be vigilant to surroundings• Use the main bus car park as an alternate drop off zone
Students	<ul style="list-style-type: none">• 6th Form only – and only with a pass
Visitors/Contractors	<ul style="list-style-type: none">• Avoid site between the following times (due to high student foot traffic): 0830-0850 1300-1400 1500-1530• Car registration to be reported to reception
Bicycles	<ul style="list-style-type: none">• Dismount at school entrance and push to cycle racks

Enforcement

Repeated failure to adhere to the instructions above will result in being banned from site

Incident

Any injuries or incident should be immediately reported to LSCC for further investigation and recording

Disclaimer

LSCC will not be responsible for claims relating to damage or theft from vehicles onsite unless negligence can be proved. Any incident should be reported to LSCC promptly. LSCC will use CCTV wherever possible to assist in any investigation.

Annex F – Managing Contractors - Permit to Work (PTW)

General

Where proposed work is identified as having a high risk, strict controls are required. The work must be carried out against previously agreed safety procedures, 'a permit-to-work (PTW) system.

The PTW is a documented procedure that authorises certain people to carry out specific work onsite, within a specific timeframe. It sets out the precautions required to complete the work safely, based on a risk assessment. It describes what work will be done and how it will be done – the latter detailed in a method statement.

The PTW requires declarations from the people authorising the work and carrying out the work. Where necessary it requires a declaration from those involved in shift handover procedures or extensions to the work. Finally, before equipment or machinery is put back into service, it will require a declaration from the permit originator that it is ready for normal use.

LSCC Controls

The PTW will only be issued via the EFDM or his deputy at the point of signing in. A template can be found at Appendix 1 overleaf. In addition to the PTW the following will require additional layers of specified permit:

- Hot Works
- Confined Spaces
- Working on roofs
- High or low voltage electrical works
- Working with asbestos
- Excavations of any sort

Hot Works

Hot work operations may be required onsite. These require additional safety measures to that of the PTW due to the additional hazards that may be prevalent such as:

- Electrical hazards
- Exposure to Harmful UV or Infrared
- Exposure to Dangerous Fumes
- Flying Sparks
- Heat conduction
- Skin injuries

Confined Spaces

Where there is entry into any area that by reason of its enclosed nature there arises additional foreseeable risk, a confined space permit must be issued with the PTW. This must address the specific requirements of the Confined Spaces Regulations 1997.

Appendix 1 – LSCC_Permit to Work in Occupied Areas

A 'Permit to Work in Occupied Areas' is required for Contractors working on LSCC's premises in areas where students, staff or members of the public have access. A 'Permit to Work in Occupied Areas' may not need to be issued if the LSCC Representative identifies that the likelihood of an incident resulting from this work is unlikely AND the duration of the works is less than one day. Section 1 of this form must be completed by the LSCC Representative to illustrate they have taken all relevant matters into consideration. Before LSCC's Representative makes this decision they should be satisfied that all of the following have been considered and do not apply to the work being proposed:- work in confined spaces, hot works, work on roofs, high or low voltage electrical work, work with asbestos, excavations of any sort, work in laboratories. It is the LSCC Representative's responsibility to make an assessment of risk and they are accountable for their decision on whether a 'Permit to Work in Occupied Areas' is required. If the LSCC Representative decides that the 'Permit to Work in Occupied Areas' is not required based on the above criteria they should note this decision in writing on their copy of the Contractor's Risk Assessment which must be kept with the relevant paperwork for the works

Section 1 – to be completed by the LSCC Representative

Contractor Company Name		
Name of Contractor Representative		
Location of the work		
Work Start Date	Start Time:	
Work Completion Date	Finish Time	
Scope of Work to be performed		
Name of LSCC Representative		
Tasks to be performed include (or could include)		(Select all that apply)
<input type="checkbox"/> Work in high traffic areas		<input type="checkbox"/> Hot Work
<input type="checkbox"/> Work in an occupied premises		<input type="checkbox"/> Use of hazardous chemicals
<input type="checkbox"/> Work in areas near members of the public		<input type="checkbox"/> Use of pneumatic tooling
<input type="checkbox"/> Work likely to produce dust or fumes		<input type="checkbox"/> Work likely to disturb asbestos
<input type="checkbox"/> Working at heights >2m i.e. roof work		<input type="checkbox"/> Excavation or trenching
<input type="checkbox"/> Other tasks (specify)		
Risk Assessment/Method Statement:		
<input type="checkbox"/> The hazards and risks to members of the public, staff, students and any other third parties in the vicinity of these works has been identified in the Risk Assessment and Method Statement and adequate control measures have been agreed to reduce the risk as far as reasonably practicable		
How likely is it that an incident would result from this work? <input type="checkbox"/> Unlikely <input type="checkbox"/> Possible <input type="checkbox"/> Extremely likely		
If an incident did occur, what is the likely severity? <input type="checkbox"/> Minor injury/damage <input type="checkbox"/> Serious injury/moderate damage <input type="checkbox"/> Death/major damage		

Contractor's Declaration to be completed by the Contractor	YES	NO
Have you provided a Specific Safe Work Method Statement (or other safe work procedure eg: Job Safety Analysis) for the work to be performed, which details controls measures for the hazards listed above?		
Have you been provided with any required information to implement your control measures effectively?		
Are you competent to safely complete these works in an occupied area?		
Have you ensured adequate segregation of works from staff, students or members of the public?		

I _____ of _____

(print full name) (print Company name)

Job title _____ (please print in full)

- a) understand my duties under Health and Safety Legislation and LSCC Safe Working Procedures and to the circumstances in which the work will be conducted
- b) hold current certification, qualifications and licenses that are required by legislation required for this work
- c) have been provided with all required information and instruction from the LSCC's Representative at a site induction
- d) will cease working, make safe the workplace and telephone LSCC reception on 01579 342344 OR the LSCC Representative or in their absence the designated site contact if I become aware of danger to myself or others during the period of the work
- e) I have a copy of my Risk Assessment and Method statement for the works and will review both documents if there is any change in circumstances before continuing with the job.
- f) I agree to comply with all the site safety requirements and reasonable directions given by LSCC's Representative.

Signature: Date:

Permit to Work Authorisation by the University Representative:

I approve these works to take place under the agreed control measures and conditions identified in the Contractor's documentation on behalf of LSCC

Signature:

Name (in block capitals): Date:

To be signed off by LSCC Representative upon completion of the works:

I have inspected the work and the work area, and believe to the best of my knowledge, that the work has been completed safely and the work area left in a safe state.

Name: Signature:

Date: Time

THIS WORK PERMIT MUST BE FILED WITH THE EFDM ON THE COMPLETION OF WORKS AND KEPT FOR RECORD