Liskeard School & Community College

Health, Safety and Wellbeing Policy including Supporting Students with Medical Needs

Date	Changes
2024/09/19	Initial drafting commenced
2024/09/24	Trust Operations Manager discussion to support the drafting process
2024/09/30	Draft produced combining previous Liskeard School & Community College policy and the new SMART Schools Trust policy
2024/10/01	Second draft and amendments made
2024/10/01	Shared with SMART Trust Head of Operations for comment and feedback
2024/10/01	Shared with Liskeard School Headteacher for comment and feedback
2024/10/01	Shared with LGC for approval
2024/10/03	Approved and adopted
2025/11	Amendments made for 2025/26 Academic year after ratification of SMART's H, S & W policy
2025/11/25	Approved at Liskeard School & Community College LGC2
2026/07	Initial Review and notes made around the minor changes required including a reference to Benedict's Law for Allergies and Adrenaline Auto-Injectors in Schools
2026/09	Changes made after SMART's response to Benedict's Law defined and communicated
2026/11	Updated to incorporate the changes in the SMART Schools Trust Health, Safety & Wellbeing Policy 2026/27 (fire procedure, restrictive interventions, seclusion and restraint recording, Martyn's Law, off-site visits, new and expectant mothers) and a full review of legislation and arrangements
2026/11/24	Ratified by LGC in LGC2

Adopted Date: 2026/11/24
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Review Date: 2027/11/01

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Introduction

1. Liskeard School & Community College recognises its legal and moral responsibilities to persons who may be adversely affected by the School's activities.
2. The School is committed to ensuring, by all reasonably practicable means, the health, safety and wellbeing of its students, employees, volunteers, visitors and contractors involved with the activities of the School. The School will seek to ensure that its legal duties and policy objectives are complied with at all times.
3. All reasonably foreseeable hazards associated with the School's activities will be identified and either removed or controlled through a process of risk assessment and risk management.
4. All employees and volunteers will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.
5. The School 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 Roles and responsibilities and Arrangements sections.
7. The School will ensure, as far as is reasonably practicable, that this statement of policy and all supporting documents are kept up to date. A formal review and re-adoption will be carried out annually.
8. The School 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.

Legislation

This policy is based on advice from the Department for Education on health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out display screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register

- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which require employers to protect their staff from falls from height

The school follows national guidance published by UK Health Security Agency (formerly Public Health England) ~~and government guidance on living with COVID-19~~ when responding to infection control issues.

~~Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.~~

This policy complies with our funding agreement and articles of association.

Roles and responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health, safety and wellbeing across the School. The individuals and groups identified (see Appendices 1 and 2) are expected to have read and understood the School's policy and procedures for ensuring health, safety and wellbeing and to conduct their duties in accordance with them, including ensuring that this policy aligns with the SMART Schools Trust Health, Safety and Wellbeing Policy and that any significant change proposals are ratified by the Trust Board. Named individuals at Trust Board level with specific responsibilities are listed in Appendix 1. Named individuals with school level specific responsibilities are listed in Appendix 2.

Trust Board

As employer and operator of the business, the Trust Board is responsible for setting the strategy and direction for health, safety and wellbeing across the Trust, including publication of the Statement of Health, Safety and Wellbeing Policy, monitoring and reviewing delivery and performance in each school and identifying and prioritising resources to deliver their strategy. The nominated Trust Board Trustee will provide at every Trust Board meeting a report detailing the above from the relevant Client Manager.

Client Manager

The Trust's Client Manager will support the nominated Trust Board Trustee and support individual schools in the delivery of their health, safety and wellbeing responsibilities.

Local Governors

Local Governors are given devolved responsibility from the Trust Board for ensuring that effective mechanisms and procedures are in place to enable the Trust Board to fulfil its responsibilities for health, safety and wellbeing. The Local Governing Committee will receive regular reports to enable them, in collaboration with the headteacher, to prioritise resources for health, safety and wellbeing issues.

The Local Governors will appoint a Health, Safety and Wellbeing Local Governor to receive information, monitor the implementation of policies, procedures and decisions and to feedback on health, safety and wellbeing issues, as appropriate, to the Local Governing

Committee, the Health, Safety and Wellbeing Committee, the Client Manager and the Trustees.

The Local Governing Committee will approve the school's Health, Safety and Wellbeing policy, which will be reviewed at least annually.

The Health, Safety and Wellbeing Local Governor is named in Appendix 2. The headteacher signs the approved policy as the person with responsibility for health and safety in school.

Trust Head of Estates/Head of Operations

The Trust Estates Team is responsible for managing health and safety arrangements at Liskeard School & Community College - including building works, contract management, maintenance, and compliance in respect to fire protection, asbestos management, electrical inspections, gas inspections and structural safety. Responsibilities include:

- compliance and mandatory testing - done in line with regulatory requirements and with records recorded using the Trust's compliance platform - MyCompliance.
- the management of contractors including procurement, competency checks, risk assessment, supervision, adherence to relevant H & S legislation and contract compliances.

Headteacher

The headteacher has responsibility for:

- Day-to-day management of all health and safety matters in the school in accordance with the health, safety and wellbeing policy;
- Nominating a lead person to ensure students with medical conditions are identified and properly supported in the school and to support staff who are implementing a student individual health care plan.
- Ensuring regular inspections of the school building and premises are carried out to ensure safety
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Reporting, as appropriate, to the Local Governing Committee, the Health, Safety and Wellbeing Committee, the Client Manager and the Trustees;
- Ensuring action is taken on health, safety and wellbeing issues;
- Passing on information on health and safety matters to appropriate people;
- Ensuring accident investigations and accident reporting is carried out;
- Chairing the school's Health, Safety and Wellbeing Committee;
- Providing adequate and appropriate staff training;
- Liaising with local governors on policy issues and any problems in implementing the health and safety policy, escalating where necessary;

- Co-operating with and providing necessary facilities for trades union safety representatives and all employees to be consulted on health and safety matters;
- Where contracts are negotiated directly between the school and the contractor, the headteacher is also expected to monitor purchasing and contracting procedures, to ensure that their employer's health and safety policy is complied with.
- Ensuring all risk assessments are completed and reviewed.

In the headteacher's absence, the Deputy/Assistant Headteacher assumes the above day-to-day health and safety responsibilities.

Management Staff

Management staff have responsibility for:

- Day-to-day management of health, safety and wellbeing in accordance with this health and safety policy;
- Carrying out regular inspections and making reports to the headteacher;
- Ensuring action is taken on health, safety and wellbeing issues;
- Arranging for the provision of staff training and protective equipment;
- Passing on to all relevant people all health, safety and wellbeing information;
- Acting on reports from staff, the headteacher, local governors, the Client Manager or Trustees;
- Ensuring that all necessary risk assessments are being carried out by, and shared with, all relevant staff (e.g. through standing item on department staff meeting agenda).

Employees

All employees have a general responsibility, so 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:

- Taking reasonable care of their own health and wellbeing and that of others who may be affected by what they do at work
- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Modelling safe practice for students;
- Ensuring that they undertake or read all relevant risk assessments for activities involving their students, colleagues, themselves, and where relevant, volunteers, contractors, visitors or members of the public;
- Ensuring protective equipment is appropriate, suitable, sufficient and used whenever needed;
- Participating in inspections and engaging with the relevant staff and the Health, Safety and Wellbeing Committee, as appropriate;
- Bringing problems to the relevant manager's or responsible person's attention;
- Following DfE guidance for violent students (guidance);

- Following the school's behaviour policy and the DfE guidance Restrictive interventions, including use of reasonable force, in schools (April 2026), including the requirement to record and report any seclusion or restraint;
- Reading the poster 'Health and Safety Law - what you need to know', which is displayed in the school.
- Undertaking general annual awareness training (mandatory for all staff).
- Undertaking the specialist training required for their role.

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

Volunteers

All volunteers have a general responsibility, so 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.

Volunteers have a responsibility to act in accordance with the school'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 expected to act only under the supervision of a qualified teacher or a member of SLT when working with students.

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

Students

Student health, safety and wellbeing remains the responsibility of those adults providing supervision.

Students are expected to follow the safety instructions and rules given by staff, use equipment and protective equipment as instructed, and report any hazards, accidents or concerns to a member of staff.

Through their curriculum and other suitable opportunities, students will be educated in the fundamentals of being healthy, staying safe and developing a culture of long-term wellbeing, including through the identification and management of risk.

Parents/carers

Parents/carers are responsible for following the school's health and safety advice on-site and for reporting any health and safety incidents to a member of staff.

Arrangements

a. First aid

- Liskeard School & Community College will assess their need for first aid provision following the HSE's first aid needs assessment guidance to identify the minimum number of fully qualified first aiders to hold Level 3 first aid at work qualifications;

- in order to provide adequate emergency first aid on trips, visits and extra-curricular activities, additional staff, as required, will undertake Level 3 emergency first aid at work training;
- Liskeard School & Community College will appoint a first aid coordinator (the School Health Officer) and a reserve – These are named in Appendix 2.
- Allergy safety and anaphylaxis management are addressed in the Trust's separate Allergy Safety Policy, published in accordance with the Children's Wellbeing and Schools Act 2026 and the DfE's statutory guidance Allergy Safety in Schools (July 2026)
- the arrangements for any spare adrenaline auto-injectors (AAIs) and emergency salbutamol inhalers held by the school, including where they are kept and which staff are trained to use them, are set out in the Allergy Safety Policy and communicated to all staff. The school's allergy lead is named in Appendix 2.
- Infectious disease prevention, management and control
    - We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.
- We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments and monitoring whether any measures in place are working effectively.
    - We will follow local and national guidance on the use of control measures including:
        - Following good hygiene practices
        - Implementing an appropriate cleaning regime
        - Keeping rooms well ventilated

b. Administration of medicines and treatments

- Liskeard School & Community College will appoint a person to oversee medication and control access (This person is the School Health Officer);
- medication held by the school on behalf of students will be stowed in a locked container (including a lockable refrigerator, where required);
- medication will only be administered to students with parental consent and by staff that have undertaken medication training;
- anyone giving a student any medication (for example, for pain relief) will first check maximum dosages and when the previous dose was taken. Parents/carers will always be informed;
- the school will only accept prescribed medicines that are in date, labelled, and provided in the original container as dispensed by the pharmacist, with instructions for administration, dosage and storage;
- students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents/carers and reflected in their IHP;
- template forms are available here.

c. Students with special medical needs - Individual Health Care Plans

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents/carers when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents/carers and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has special educational needs (SEN) but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed.

- Liskeard School & Community College will make appropriate arrangements for students that are regarded as having special medical needs in order to support them in managing their attendance and in accessing the curriculum and extra-curricular activity;
- Liskeard School & Community College will ensure that appropriate arrangements are in place to gather and record information on student's medical needs;
- Liskeard School & Community College will ensure that appropriate arrangements are in place to share student's medical information with staff where necessary for their care and/or provide details on access to confidential information for those staff who require it;
- Liskeard School & Community College will agree and document these arrangements in the student's Individual Health Care Plan;
- template forms are available here.

Parents/carers will provide the school with sufficient and up-to-date information about their child's medical needs. They will be involved in the development and review of their child's IHP and may be involved in its drafting. And carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times.

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

Local health / nursing services should notify the school when a pupil has been identified as having a medical condition that will require support in school. This should be before the pupil starts school, wherever possible. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school's local health / nursing services and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents/carers and any relevant healthcare professionals will be consulted.

d. Accidents

- Liskeard School & Community College will appoint an accident reporting officer to report via AssessNet, in line with guidance, all accidents, incidents or near misses arising from the school's activities that involve students, staff, volunteers, visitors, contractors or members of the public;
- Liskeard School & Community College will appoint an accident investigator to ensure that reportable accidents, incidents or near misses are investigated and recorded on AssessNet and that any lessons identified are shared with the relevant persons;
- Liskeard School & Community College will review accident reporting information to identify any trends in order to inform any preventative or mitigating action.
- Records will be held and disposed of in line with the relevant retention policy.
- Reporting of injuries, diseases or dangerous occurrences that may be defined under RIDDOR 2013 legislation are done in line with HSE and our LA Health, Safety and Wellbeing team guidance.
- The LA Health, Safety and Well-being team review all incidents reported on AssessNET and make relevant reports to HSE on behalf of the Trust as required.

e. Fire, Evacuation, and Lockdown

- the Headteacher is responsible for organising the school's fire precautions, supported by the Operations Manager and the Trust Estates Team; the Health, Safety and Wellbeing Local Governor monitors these arrangements – both named in Appendix 2;
- Liskeard School & Community College will appoint appropriate staff members to be responsible for:
    - ensuring evacuation procedures are reviewed and communicated to staff, students and visitors;
    - arranging fire evacuation drills (at least once every term);
    - recording the significant results of the fire evacuation drills;
    - fire alarm testing to take place once a week;
    - ensuring that the Fire Log is kept up to date

- Liskeard School & Community College will review their fire risk assessment at least annually and upon any change that might impact on established fire precautions;
- Liskeard School & Community College will arrange a Personal Emergency Evacuation Plan (PEEP) for any person (student, staff, visitor) that may not be able to evacuate the building efficiently in an emergency, including for those temporary impairments.
- in the event of a fire, the alarm will be raised immediately by whoever discovers it and the emergency services contacted, with evacuation beginning immediately; form tutors/class teachers will take a register of students at the assembly point, which will be checked against that day's attendance register; a named member of staff (see Appendix 2) will take a register of all staff and visitors at the assembly point, using the signing-in record; and staff and students will remain at the assembly point until the emergency services confirm it is safe to re-enter the building.
- Non-fire-related evacuation is undertaken using the best course of action based on the situation and details known at the time the evacuation is required.
- Liskeard School & Community College has a Lockdown procedure should it be required. The procedure is circulated internally and drilled at least once per academic year.

f. Electricity

- Liskeard School & Community College will arrange for fixed wiring installations to be checked and recertified every 5 years;
- Liskeard School & Community College will make arrangements for the testing of portable appliances at a frequency relevant to the equipment and its use.

- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

g. Work equipment

- all work equipment must be purchased from a reputable supplier, taking into account installation requirements, suitability for purpose, positioning and/or storage, security, maintenance requirements, inspection, servicing, testing, training and procedures for the safe use of the equipment;
- staff must not use new items of work equipment until appropriate training has been completed;
- the health and safety information for each item of work equipment must be shared with those managing and using the equipment.
- Any potential hazards will be reported immediately to appropriate staff (Headteacher/Operations Manager/Site Manager)

h. Display screen equipment (DSE)

- staff that regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more) are known as DSE users and they must undertake a formal DSE assessment (and again at any change of location or equipment);
- DSE regulations do not apply to staff who use DSE infrequently or for short periods of time, although the same controls may still be useful for these staff;
- DSE considerations and controls apply equally when working from home, although a formal DSE assessment is not required;
- Liskeard School & Community College will provide information, training, eye and eyesight tests (on request from DSE users) and funding towards specific corrective spectacles if needed specifically for DSE work beyond the normal prescription;

i. Working alone

- Liskeard School & Community College will assess and minimise the risks where staff are required to work on their own, including remotely on an occupied site, taking into consideration factors such as personal security, access to first aid, emergency notification and/or response,

- potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.
- if lone working is to be undertaken, the lone worker will tell a nominated colleague or the site team where they are and when they expect to finish, and will confirm when they leave; out of hours, a friend or family member may act as the contact where no colleague is available.
- the lone worker will ensure they are medically fit to work alone

j. Violence and aggression

We believe that staff should not be in any danger at work and we will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

- Liskeard School & Community College should assess and mitigate the risk of violence and aggression towards staff and members of their learning community;
- all violent and aggressive incidents must be reported and recorded (via AssessNet) and support provided to victims;
- in dealing with violent and aggressive students, staff will first apply de-escalation and prevention strategies informed by the individual needs of the student (including any special educational needs or disability); where these have not resolved the situation and the use of force is necessary, staff must adhere to the DfE guidance Restrictive interventions, including use of reasonable force, in schools (in force from April 2026), which replaces the previous 2013 guidance and is aimed at the safe, minimal and lawful use of force and other restrictive interventions.

- where an incident involves seclusion or restraint, this will be recorded and reported in accordance with the Schools (Recording and Reporting of Seclusion and Restraint) (No. 2) (England) Regulations 2025, and a copy of the written record of the incident will be provided to the student's parent/carer. All staff will be briefed on how and where these incidents are recorded and who sends the record to parents/carers (named in Appendix 2).

k. Arrangements for supervision of students

- The core times at which students will be under Liskeard School & Community College's care and supervision are available on the website here. The school will staff this accordingly to ensure appropriate supervision and supporting functions.
- Core supervision times: Site open to students from 08:30; students supervised until 15:15 in classes and by duty staff until 1525 when the buses leave; after-school activities (including Y11 Period 5 lessons) are supervised until their published finish time].
- where there are variations that exceed the published times, such as extra-curricular activity, Liskeard School & Community College must ensure that adequate supervision ratios and supporting functions are maintained.

l. Risk assessment

- Liskeard School & Community College must ensure that:
- all reasonably foreseeable hazards are identified and either removed, or controlled through a process of risk assessment and risk management;
- the resultant mitigating actions are implemented in order to eliminate or minimise to an acceptable level the potential for any harm to arise from the school's estate, facilities, equipment or activities;
- all risk assessments are recorded and shared with all those affected.
- Liskeard School & Community College uses the Local Authority Health, Safety and Wellbeing team AssessNet portal to support the management of risk assessments. The school also has access to CLEAPSS where applicable for the management of risk in relevant departments including Science, Technology and Art.

m. Personal protective equipment (PPE)

- Liskeard School & Community College will provide PPE for staff and students, as identified via the risk assessment process;
- staff and students will wear the PPE whenever this is required;
- prescription safety spectacles and/or goggles will be provided free of charge for those staff whose work activities can be more safely delivered with such protective equipment.

n. The Control of Substances Hazardous to Health (COSHH)

Liskeard School & Community College are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals

- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the relevant department head and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

- Our staff use and store hazardous products in accordance with instructions on the product label and safety data sheets.
- All hazardous products are to be kept in their original containers wherever practical. Clear labelling and product information will always be used for all hazardous products.
- If a non-original container is to be used this will be used in line with industry specific guidance or CLEAPSS. The container will be suitable for the product and the original container will only not be used where this isn't conducive to safe use or industry best practice of the product.
- All hazardous products will be stored in lockable containers/rooms with no access to students unless under the supervision of staff.
- Any hazardous products are disposed of in accordance with specific disposal procedures and registered waste carriers are used where required.
- Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

o. Asbestos

- Liskeard School & Community College will engage expert bodies to inspect their premises for the presence (or potential presence) of asbestos;
- where asbestos is present (confirmed or potential), Liskeard School & Community College must ensure that:
    - key staff are trained in asbestos awareness;
    - the premises are inspected regularly by experts;
    - the asbestos register and management plan are reviewed and updated at each inspection;
    - the management plan states the risk control mechanisms;
    - procedures for managing work on site requires the asbestos register to be reviewed and signed by those undertaking work on the fabric of the building;
    - any asbestos bearing materials will be safely removed and disposed of by licensed specialists.

p. Working at height

- schools are to ensure that only those staff trained to work at height undertake such work and use the appropriate equipment to a commercial standard.

q. Manual handling

- It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.
- Liskeard School & Community College are to ensure that proper mechanical aids and lifting equipment are available in school, and that appropriate staff are trained in how to use them safely.
- relevant staff must undertake manual handling awareness training (including online training – site teams) and only undertake tasks that are within their personal limits;
- staff that regularly move large, heavy or bulky items and those that use the associated handling equipment are to undertake face to face training.
- If an individual has not received manual handling training, they should not undertake a task involving manual handling.
- staff who have not received manual handling training must not undertake tasks identified by risk assessment as requiring trained staff (for example, moving heavy furniture or equipment); these tasks will be referred to the site team.

r. Arrangements for procuring contractors

- Liskeard School & Community College are to ensure that checks are undertaken to assure the competence of any contractor or external agency that undertakes work on the school estate.

s. Wellbeing

- The school must consider the general, long-term care of students and staff;
- for students, the school must offer information on maintaining their physical and mental wellbeing, through the curriculum and by providing specialist staff and/or relevant signposting;
- for staff, the school should provide access to relevant information and support services, including professional supervision for those in highly stressful roles, such as safeguarding;
    - Confidential Telephone Counselling service
    - Occupational Health Service
    - MindEd - to support staff in managing their mental wellbeing.
    - The Anna Freud Centre - advice for professionals - working with children and young people during the coronavirus (COVID-19) outbreak.

t. Contracted Catering and Cleaning Services

Where Liskeard School & Community College contract catering and/or cleaning services to external service

providers, all necessary checks and assurances are carried out as part of the tendering and contract agreement process. The management of those services are monitored by the Trust Head of Operations. This includes ensuring that all H & S

compliance requirements are kept up to date and staff are managed effectively. External contractor responsibilities include:

- Employee vetting responsibilities
- Risk assessments
- COSHH
- Allergen information and control
- Adherence to H&S measures and appropriate Health, Safety and Wellbeing legislation and best practice.

u. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

Hirers will be required to provide evidence of public liability insurance and a risk assessment for their activity, and will be made aware of the school's fire and emergency procedures before the letting begins.

v. Gas Safety

- installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- gas pipework, appliances and flues are regularly maintained
- all rooms with gas appliances are checked to ensure they have adequate ventilation

w. Legionella

- regular water checks (temperature) are carried out in line with guidance
- risk assessments will be reviewed when significant changes have occurred to the water system and/or building footprint

x. Site Security

- Liskeard School's Headteacher / site manager / site team is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, access control, and for the intruder and fire alarm systems.
- Liskeard School & Community College has key holders and these individuals will respond to an emergency. A keyholder list can be obtained from the Trust Head of Estates or the School's Operations Manager.
- Liskeard School & Community College recognises its obligations under the Terrorism (Protection of Premises) Act 2025 ('Martyn's Law'). All Trust schools fall within the 'Standard Duty' tier regardless of the number of students on roll.

y. Smoking

Smoking and vaping (including the use of e-cigarettes) are not permitted anywhere on school premises, including during lettings.

z. Business Continuity

The Trust is responsible for ensuring that our schools can within reason continue to function effectively in the event of a critical incident e.g. a major fire or other significant risk affecting the health and safety of users.

Liskeard School & Community College will have a separate Business Continuity Plan which is reviewed annually. Procedures will also be in place for Fire Evacuation/ Emergency Evacuation / Emergency Closure / Lockdown.

aa. Off-site visits

When taking students off the school premises, Liskeard School & Community College will ensure that:

- all off-site visits are planned and approved through the school's educational visits procedures, overseen by the Educational Visits Coordinator (named in Appendix 2);
- risk assessments are completed for all off-site visits and activities that require them;
- all off-site visits are appropriately staffed, taking account of the specific needs of the students involved;
- staff have access to a mobile phone, an appropriate portable first aid kit, and information about students' specific medical needs (including IHPs, medication and AAIs) and parent/carer contact details;
- at least one first aider is present on every trip.

bb. New and expectant mothers

Risk assessments will be carried out whenever a member of staff or a student notifies the school that they are pregnant, and appropriate measures will be put in place to control any risks identified. This can include a breastfeeding risk assessment for new mothers returning to work; all staff will be made aware that they can request one, and it will be raised as part of each pregnancy risk assessment. Specific risks include exposure to chickenpox/shingles, measles or rubella, and slapped cheek syndrome (parvovirus B19), and some pregnant women being at greater risk of severe illness from COVID-19. Any employee or student who is, or may be, pregnant should inform the school promptly, and will be advised to inform their antenatal carer and GP promptly of any relevant exposure.

Appendix 1

A. The person on the Trust Board with specific responsibilities for Health, Safety and Wellbeing is Neil Toms.

B. SMART Schools Trust's Health, Safety & Wellbeing policy can be found here.

Appendix 2 – Liskeard School Named Individuals with Responsibilities

Responsibility	**Named Individual**
Trust Board Health and Safety	• Neil Toms
LSCC Lead for Health and Safety	• Operations Manager
Health, Safety and Premises Local Governor	• Victoria Robinson
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 • Estates and Facilities Development Manager • Trust Head of Estates
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	• Estates and Facilities Development Manager • Operations Manager • Trust Head of Estates
The persons appointed with the authority of the Headteacher to request action from the Contractor where conditions are considered to be unsafe	• Operations Manager • Estates and Facilities Development Manager • Trust Head of Estates
First aid coordinator	• Tanya Patton – School Health Officer
The person who oversees medication	• Tanya Patton – School Health Officer
Reporting Officer – Incidents (Accidents and Near-Misses)	• Operations Manager
Investigating Officer – Incidents (Accidents and Near-Misses)	• Operations Manager

PAT Testing Coordinator	• Estates and Facilities Development Manager
Equipment Safety Coordinator	• Estates and Facilities Development Manager
COSHH Coordinator	• Estates and Facilities Development Manager & Debbie Drinkell – Senior Science Technician (Science CLEAPSS)
PPE Coordinator	• Estates and Facilities Development Manager
Coordinator for Students with Special Medical Needs	• School Health Officer with ARC Operations Manager
Personal Emergency Evacuation Plan	• Students - to be completed by Tanya Patton for conditions requiring an Individual Health Care Plan • Students - to be completed by Tanya Patton for injuries/temporary conditions • Staff - to be completed by the Line Manager
Educational Visits Coordinator	• Stephen Clyde
Allergy lead (Allergy Safety Policy)	• Headteacher
Staff register at the fire assembly point	• Headteacher
Recording and reporting of seclusion and restraint (incl. sending records to parents/carers)	• Headteacher / Deputy Headteacher (Behaviour Lead)
List trained first aiders	• Primary named L3 FAW staff: Tanya Patton, Debbie Drinkell, Tegan Trethewey • EFAW: See Operations Manager
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	• Kestrel Guards