



# TRURO SCHOOL

**PREP AND SENIOR SCHOOL**

## Health and Safety Policy

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A copy of this policy is published in the following areas:

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Reviewed by: Chief Operating Officer

Approved by: Chair of Governors

# Health and Safety Policy

## 1. Introduction

### 1.1 Purpose

- 1.1.1 This policy is prepared to comply with the Health and Safety at Work Act 1974 (HASA) and all related legislation. The term “Truro School” refers to Truro School, Truro School Prep, the boarding community, and all subsidiary organisations, including Truro School Enterprises Ltd, Truro School Foundation, School Associations, Club and Societies.

### 1.2 Aim

- 1.2.1 The aim of this Health and Safety Policy is to clearly outline Truro School’s arrangements for maintaining a safe environment and to promote a strong health and safety culture at Truro School.

### 1.3 Principles

- 1.3.1 Health and safety is a broad and constantly evolving subject. This Policy provides practical and straightforward measures to reduce risks and improve safety. An abridged version of this policy is contained in the **School Safety Guide**, which is distributed to all staff and available on the school intranet.

### 1.4 General Statement of Policy

- 1.4.1 The Governing Body holds ultimate responsibility for health and safety at Truro School and will, through the Chair, ensure compliance with all relevant health and safety legislation. The Head, Head of Prep, and Chief Operating Officer are responsible for implementing this Policy within the School. Any unresolved issues must be escalated to the Governing Body.
- 1.4.2 The Governing Body commits to:
- Safeguarding all employees in respect of health, safety and welfare at work.
  - Ensuring that pupils, visitors, contractors, and members of the public are not exposed to any health and safety risks while on School premises.
  - Preventing work activities that expose anyone to hazards without suitable risk assessments and control measure in place.
  - Requiring all contractors to demonstrate suitable health and safety arrangements, including a written policy where necessary.

### 1.5 School Objectives

- 1.5.1 The school aims to:
- Provide safe working conditions and systems that prevent health risks, supported by appropriate risk assessments.
  - Maintain all plant and equipment properly, ensuring no use without a prior risk assessment. A maintenance register is kept to demonstrate compliance.
  - Ensure all access and exit points are safe and free from health-related risks.
  - Deliver comprehensive information, instruction, training and supervision, to safeguard employees and pupils, as far as reasonably practicable.

- Identify, assess, record and reduce risks where possible. Records and report all accidents and near misses.
- Regularly review the health, safety and welfare of all employees, pupils, and visitors at all management levels.
- Arrange safe storage, handling and transport of materials and substances.
- Maintain up to date fire and emergency procedures, ensuring all staff and pupils are familiar with them.
- Keep all buildings and ground well maintained and safe.
- Include health and safety as a standing agenda item at staff, departmental, and activity meetings, with actions reporting to the Health and Safety Committee. This Committee meets termly or as required and reports to the Governors Estate Committee, which in turn reports to the Main Board of Governors.
- Regularly review and revise this policy and its associated [procedure to ensure ongoing effectiveness.

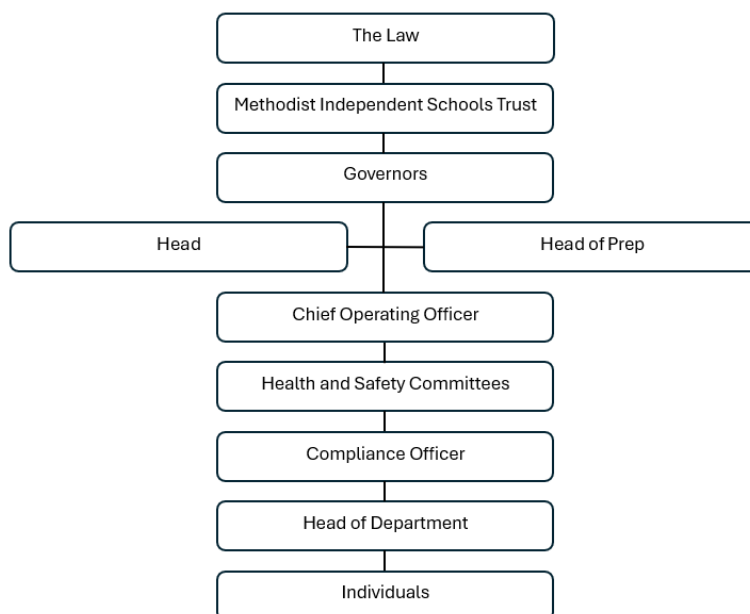
### **1.6 Responsibilities of Employees and Visitors**

1.6.1 Everyone at or visiting Truro School must actively support this Policy. All employees have a legal duty to:

- Read and comply with the School's Health and Safety Policy and follow all safety rules and procedures. Use all provided health and safety equipment properly.
- Take reasonable care for their own health and safety and that of others affected by their actions.
- Avoid interfering with or misusing anything provided for health and safety purposes.
- Ensure visitors, consultants, contractors, and temporary workers are informed of any workplace hazards, environmental practices, and applicable risk assessments.
- Review and update safety arrangements, including risk assessments, when taking on new roles and activities.
- Understand and comply with risk assessments applicable to their role and place of work.
- Recognise potential accident sources and how to prevent them.
- Report all accidents, incidents and near misses to their Head of Department and the Health and Safety Advisor.
- Alert management to unsafe working practices, conditions, or unresolved hazards.
- When working offsite, comply with local safety rules in addition to the school's policies, ensuring their actions do not endanger others.
- Stay up to date with the school's Health and Safety Policy and safety requirements for their role.
- Ensure no person operates a prescribed dangerous machine unless fully trained or supervised by an experienced person. No one under the age of 18 years should dismantle or clean machinery.

**Health and Safety Advisor:  
Eleanor King (Compliance Officer)**

## 2. Responsibilities



### 2.1 Governors

The Governing Body has overall responsibility for safeguarding, so far as is reasonably practicable, the health, safety and welfare of all employees and of others who may be affected by School activities, including pupils, contractors and visitors. They must ensure that all premises equipment and substances are safe and without risk to health.

#### 2.1.1 The Chair of the Governing Body

The Chair of the Governing Body and the Board of Governors will ensure the Health and Safety Policy is implemented by:

- Monitoring health and safety inspection reports.
- Prioritising and allocating resources where required.
- Ensuring that appropriate corrective actions are taken.
- Including health and safety as a standard item on all Governing Body and Board meeting agendas.
- Reviewing the annual report on health and safety performance.
- Overseeing the school's security arrangements.
- Reviewing and approving updates to the Health and Safety Policy.
- Delegating operations responsibility for implementation and management of the Policy to the Head, Head of Prep, and Chief Operating Officer.
- Appointing a designated Governor responsible for Health and Safety.

### 2.1.2 Familiarisation and Oversight

To effectively perform their duties, the Board of Governors will familiarise themselves with:

- The most recent inspection report.
- The school's health and safety inspection regime.
- Available health and safety training types and methods of delivery.
- Sources of professional health and safety advice and information.
- Procedures for accident investigation and reporting.

### 2.1.3 Policy Statement

The Board of Governors will provide a written Health and Safety policy which includes:

- A clear statement of commitment.
- Recognition of responsibilities towards pupils, staff and visitors.
- Defined organisational structures for implementation.
- Arrangements for enforcing and monitoring compliance.
- Performance standards and monitoring criteria.
- A procedure for policy review and revision.

### 2.1.4 Financial Responsibilities

As the body responsible for financial control, the Board of Governors, through the Finance Committee must set a budget that allows addressing health and safety issues and projects.

## 2.2 Head/Head of Prep

The Head is responsible for the overall safety of staff, pupils, contractors and visitors across both the Senior and Prep sites. Day to day operational management is shared, with the Head overseeing the Senior site, and the Head of Prep leading the Prep site. Responsibilities include:

- Communicating the Health and Safety policy and its requirements to all staff.
- Ensuring all employees receive appropriate training and achieve necessary level of competence.
- Maintaining facilities and equipment in a safe, compliant and serviceable condition, with certifications where required.
- Ensuring all staff, pupils, contractors, tenants and visitors are aware of evacuation and emergency procedures.
- Requiring each department to produce and review its own Health and Safety Policy and classroom safety assessments annually.
- Ensuring risk assessments are completed for all activities presenting potential hazards.
- Ensuring the Health and Safety Committees meet termly, with minutes recorded and distributed.
- Reviewing the School's Health and Safety Policy annually and submitting recommendations to the Governing Body.

## 2.3 Chief Operating Officer (COO)

The Chief Operating Officer is responsible for the practical development, implementation and management of the Health and Safety Policy. This includes:

- Appointing a designated Health and Safety Advisor.

- Monitoring the effectiveness and outcomes of the Health and Safety Policy.
- Tracking the progress of issues identified during inspections.
- Overseeing completion of remedial works related to health and safety.
- Maintaining records of maintenance, incidents, emergency procedures and health hazards.
- Consulting with the Health and Safety Committee and appointed advisers.
- Ensuring that Health and Safety is a standing item on the Governor's Estates Committee agenda and preparing the termly Health and Safety Report for the Main Governing Board.
- Regularly reviewing the Health and Safety Policy recommendations updates to the Head and Governors.
- Chairing the School Health and Safety Committee, arranging termly meetings, distributing minutes and ensuring timely completion any remedial action.

## **2.4 Health and Safety Committee**

The Senior and Prep School Health and Safety Committees are non-executive committees that provide regular forums for discussing health and safety issues. Where appropriate, they make recommendations to the Chief Operating Officer, Head and/or the Governors.

- The Committee meets each term.
- Minutes are recorded and distributed to all staff.
- The Committees support continuous improvement of safety management throughout the school.

## **2.5 Health and Safety Advisor**

The Health and Safety Advisor provides specialist advice to the Board of Governors, Head, Head of Prep and Chief Operating Officer, and offers guidance to all staff, pupils (where relevant), contractors and visitors. Key responsibilities include:

- Preparing, validating and reviewing the School's Health and Safety Policy on behalf of the Governors.
- Advising on and monitoring the practical implementation of the policy.
- Communicating updates in legislation or HSE guidance to staff.
- Interpreting and applying health and safety legislation in the school context.
- Liaising with Heads of Department on all aspects of health, safety and welfare, including the production of departmental safety statements.
- Advising on and assisting with risk assessments, maintaining a central register, and recommending corrective measures for identified risks.
- Investigating potential hazards and proposing suitable control measures.
- Investigating accidents and near misses, maintaining details records, and ensuring remedial action is taken.
- Reporting applicable incidents under RIDDOR.
- Organising and recording staff health and safety training.
- Advising on health and safety aspects of new projects, buildings, equipment and systems of work, in line with the Construction (Design and Management) Regulations.
- Liaising with and accompanying visiting Health and Safety Inspectors.

- Arranging external Health and Safety audits and conducting internal audits as required.

## **2.6 Heads of Department and Prep School Coordinators**

Heads of Department and Prep School Coordinators (both Academic and Operational, Professional and Support (OPS)) are responsible for health and safety within their respective areas. They must:

- Ensure staff have sufficient training to carry out their duties safely and competently.
- Confirm that contractors are competent and meet all health and safety requirements.
- Maintain departmental health and safety policies and risk assessments, including classroom assessments, and ensure all staff are aware of and comply with them.
- Take timely action to reduce or control identified risks as far as is reasonably practicable.

## **2.7 All Employees**

All employees will take responsible care of their health and safety and that of others who may be affected by their actions or omissions. Employees are required to:

- Co-operate fully with the school and others on health and safety matters.
- Use equipment, tools, and materials safely and in accordance with training and instructions.
- Avoid interfering with or misusing anything provided for health, safety or welfare purposes.
- Follow all health and safety procedures and training.
- Report promptly to their Head of Department or senior manager if they believe their work, or any inadequate safety measures, pose a risk to themselves or others.

### **3. Review of Policies and Procedures**

**3.1** This Health and Safety Policy will be monitored and reviewed on a regular basis by the Chief Operating Officer, Head, Head of Prep and the Board of Governors to ensure it remains effective and up to date.

This Policy will undergo a formal review at least annually, and additionally whenever any of the follow occur:

- Significant organisational or structural changes within the school.
- Changes in key personnel with health and safety responsibilities.
- Amendments to relevant legislation, statutory guidance, or best practice standards.
- Introduction of new work methods, equipment or alterations to existing processes.
- Findings from risk assessments, audits, or accident investigations indicating that the policy or its implementation is no longer fully effective.

### **4. Training**

#### **4.1 Commitment to Training**

Truro School is committed to maintaining a strong health and safety culture by ensuring that all staff receive appropriate training to conduct their duties safely and competently.

Health and safety training begins during their induction process and continues throughout employment. The school provides a combination of:

- In house training sessions
- Access to online learning, and
- Opportunities to attend external accredited courses.

Training is designed to ensure that all employees understand their responsibilities and can manage health and safety risks effectively within their roles.

#### **4.2 Role Specific Training**

In addition to standard induction training, staff receive specific training related to their duties. Examples include:

- Risk Assessment Training: Provided to all staff responsible for preparing risk assessments.
- Minibus Driver Training: Required for any staff member who drives a minibus for school activities.
- First Aid Training: Provided to all teaching staff involved in trips and visits, and to selected members of OPS staff.
- Specialist Function Training: Offered to employees in specific roles, such as science technicians, where additional safety considerations apply.

#### **4.3 Ongoing Development**

Training needs are reviewed regularly through performance reviews, audits, and departmental feedback. Any additional or emerging training requirements identified will be addressed on a case-by-case basis to ensure staff remain competent and confident in carrying out their responsibilities safely.



## **5. Consultation**

### **5.1 Consultation with Safety Representatives**

Where Safety Representatives are appointed by recognised Trade Unions, the provisions of the Safety Representative and Safety Committees Regulations 1977 will apply.

Recognised Representatives of Employee Safety (RES) will be consulted in good time on all relevant health and safety matters, provided the school has been informed in writing of their appointment and the group of employees that they represent.

The school will:

- Provide RES with such information to enable their full and effective participation in consultations.
- Grant access to relevant records held under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Provide appropriate training, time off and facilities necessary for RES to carry out their functions.

Safety representative may make representation to the school concerning potential hazards, dangerous occurrences, and any general matters affecting health and safety. They are entitled to represent their elected staff group in all discussions related to workplace health and safety.

### **5.2 Consultation with Non-Union Staff**

Under the Health and Safety (Consultation with Employees) Regulations 1996, the school is required to consult with employees who are not represented by a recognised trade union on matters affecting their health and safety.

At Truro School, this consultation will take place primarily through regular Health and Safety Committee meetings, chaired by the Chief Operating Officer. However, any member of staff may raise health and safety issues at any time, either through their line manager, a Health and Safety Representative, or directly to the Chief Operating Officer or Health and Safety Officer.

### **5.3 Matters for Consultation**

Staff will be consulted in good time regarding:

- The introduction of any measure which may significantly affect their health and safety at work.
- The appointment of a competent person to assist the school in meeting its health and safety obligations.
- Information provided to employees about workplace risks and the preventive measures adopted by the school.
- The planning, organisation, and delivery of health and safety training.
- The health and safety implications of introducing new technologies, equipment, or working methods.

### **5.4 Communication of Outcomes**

The school is committed to maintaining open and transparent communication on all health and safety matters.

- The outcomes of consultations, including decisions, agreed actions, and progress updates, will be recorded in Health and Safety Committee minutes and made available to staff.
- Where individual concerns are raised, responses and actions will be communicated directly to the employee or group concerned.
- Significant changes to health and safety arrangements will be announced through appropriate channels such as staff briefings, the school intranet, or written notices.
- The Chief Operating Officer will ensure that all agreed actions arising from the consultations are tracked to completion and reviewed at subsequent meetings.

## **6. Reporting of Incidents, Accidents and Near Misses**

### **6.1 Reporting Procedure**

When an incident, accident or near miss occurs either on school premises or during any offsite activity involving pupils, staff, contractors, or visitors, it is to be reported as soon as practicable and within 24 hours using the Incident/Accident Report Form. Reports should be submitted to:

- Senior School: Deputy Head (Academic) and Compliance Officer
- Prep School: Head of Prep and Operations Manager (Prep)

Reports must be made even when no injury has occurred if the event had the potential to cause harm. Where an incident involves a contractor, the responsible manager must also notify the contractor's supervisor or company representative.

### **6.2 Incident Reporting Protocol**

The school maintains an Incident Reporting Protocol, available on the intranet, which provides guidance to staff on:

- The type of incidents that must be reported.
- The reporting thresholds.
- Who is responsible for completing and submitting the reports.
- To whom reports must be sent.

This Protocol forms part of the school's wider Health and Safety Management system.

### **6.3 Recording and Investigation**

The Compliance Officer records all incidents, accidents and near misses in the school's Accident/Incident register and ensure that investigations are completed to identify root causes and determine appropriate corrective and preventative actions.

The Accident, Incident and Near Miss Report Form is available on the school intranet for this purpose. Records will be maintained for three years, or longer where safeguarding or insurance requirements apply.

### **6.4 Notification to the Health and Safety Executive (HSE)**

The Compliance Officer will notify the Health and Safety Executive (HSE) by the quickest practicable means if any event occurs that is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), including but not limited to:

- Any death (including pupil, staff member, contractor, or visitor) arising out of or in connection with work.
- Any specified injury to an employee, as defined in RIDDOR (for example, fractures other than to fingers, thumbs or toes, amputations, serious burns, or loss of sight).
- Any over seven days injury to an employee resulting in absences from work for more than seven consecutive days.
- Any dangerous occurrence reportable disease, or exposure to a biological agent as defined in RIDDOR.

### **6.5 Review and Committee Reporting**

Based on the information provided in the Accident/Incident Report Form, the Compliance Officer will determine whether the incident is reportable under RIDDOR.

All RIDDOR reportable incidents, together with outcomes, lessons learned, and any preventative actions, will be reviewed at the next termly Health and Safety Committee meeting and recorded in the minutes. Progress against agreed actions will be tracked to completion.

### **6.6 Communicable and Infectious Diseases**

The school will follow current Government and UK Health Security Agency (UKHSA) guidance on managing the risk of communicable and infectious diseases (e.g. Covid-19, influenza, norovirus), taking all reasonably practical steps to protect the health of staff, pupils, contractors and visitors.

## **7. Offsite Visits, Residential Visits and School Led Adventure Activities**

**7.1** All off site, residential, or adventure visits must comply with the School's Offsite Visit Policy (Senior School) or the Offsite Trips and Risk Assessment Policy (Prep School), which can be found on the respective intranet sites.

**7.2** All leaders of visits must ensure that:

- Appropriate risk assessments are completed and approved before the visit.
- Competent staff are appointed to lead and supervise activities.
- Emergency contact details and procedures are in place.
- Post visit reviews are conducted to identify and lessons learned.

## **8. Emergency Procedures**

**8.1** In the event of an emergency, the action taken will depend on the severity and nature of the incident. The Head or their nominated deputy will assume overall coordination unless otherwise directed by the Emergency Services.

### **Severe Incidents**

Where there is a serious or potentially life-threatening emergency, the Incident Management Team will be convened in accordance with the School's Disaster

## **Management and Business Continuity Plan.**

### **Immediate actions:**

- Dial 999 for Emergency Services.
- Evacuate personnel to a safe area and account for all pupils, staff and visitors.
- Secure the site to preserve evidence.
- Record the names and contact details of all witnesses.
- Submit an Incident Report Form to the Deputy Head (Academic) and Compliance Officer (Senior School) or the Head of Prep and Operations Manager (Prep School).

### **Intermediate Incidents**

Where Emergency Services are required but the situation is not life-threatening:

- Notify the Compliance Officer or Operations Manager (Prep) by phone and follow up with an Incident Report Form.
- The Compliance Officer or Operations Manager (Prep) will inform the Police via 101 or by email.

### **Routine Incidents**

For minor incidents not requiring emergency assistance:

- Complete an Incident Report Form and submit it to the Compliance Officer or Operations Manager (Prep) for review and recording.

## **8.2** Following any incident, the Head or delegated member of the incidents Management Team will ensure that:

- Appropriate support is provided to those affected.
- Parents/guardians are informed as required.
- Communication with external agencies (including insurers or regulators) is managed.
- A debrief and review take place to identify any required improvements to procedures.

## **9. First Aid and Occupational Health**

- 9.1** The school complies with the Health and Safety (First Aid) Regulations 1981 and maintains adequate number of trained First Aiders to ensure the immediate care of pupils, staff, and visitors. Details of trained First Aiders and the locations of First Aid equipment are displayed across the site.
- 9.2** Please refer to the school's First Aid Policy, available on the school's website, for full details of procedures, responsibilities, and first aid arrangements.
- 9.3** The school undertakes regular staff appraisals and periodic surveys relating to occupational health and work-related stress. Any conditions or factors contributing to work related stress should be reported promptly to the relevant line manager or Head of Department. If the issues cannot be resolved locally, it should be referred to a member of the Senior Leadership Team or the Director of HR for appropriate action and support.

#### **9.4 Violence or Aggression Towards Staff**

The school takes any incident of violence, aggression, or abuse towards staff extremely seriously. Such incidents must be reported immediately to the Head of Head of Prep, who will undertake an investigation and take action in accordance with the relevant Behaviour Policy and the School's Parent Contract which is available on the Truro School website. Staff will be offered support, and where appropriate, the Police may be informed.

### **10. Workplace Safety**

#### **10.1 General Housekeeping and Safe Working Conditions**

To prevent slips, trips and falls, and to maintain general safety throughout the school, all areas must be kept clean, tidy, and free from unnecessary hazards. The following standards apply at all times:

- Circulation routes, walkways, corridors and stairways must be kept clear of obstructions.
- Safe access must be maintained to all work areas.
- Work areas, benches, and shelves must remain uncluttered and free from trip hazards.
- Fire exits must be clearly marked, unobstructed, and accessible.
- Fire extinguishers must be easily accessible and maintained in a serviceable condition.
- Lighting must be adequate, operational, and regularly cleaned.
- Flammable, toxic, and corrosive substances must be stored and handled in accordance with legislation and relevant risk assessments.
- Safety Data Sheets (SDS) must be accessible to all personnel using hazardous substances.
- Procedures must be in place for the safe containment and clean-up of spills.
- Tools and equipment must be regularly inspected by a competent person.
- Privately owned tools or equipment may not be brought onto site or used for school work.
- Tools must not be left on operating machinery or unattended after use.
- Safety warning notices must be visible, accurate and up to date.

#### **10.2 Workplace Environment**

The school is committed to maintain a safe and comfortable working environment. Temperature, humidity, ventilation, lighting, dust, odours, noise and vibration will be monitored and managed to ensure compliance with the Workplace (Health, Safety and Welfare) Regulations 1992. Any concerns about environmental conditions should be reported to the Compliance Officer.

#### **10.3 Competent and Authorised Persons**

Certain practices and procedures may only be undertaken by a competent or authorised person. A competent person is defined as someone possessing the Skills, Knowledge, Academic Training and Experience (SKATE) necessary to perform a task safely and effectively. Where external contractors are used,

competence will be verified through checks of insurance documentation and references.

#### **10.4 Safe Use of Tools and Equipment**

To avoid accidents or near misses involving tools or machinery:

- Use the correct tool for the job and operate it in accordance with training and manufacturer's instructions.
- Inspect all tools before use. Any defective tool must be immediately withdrawn from service, clearly labelled as faulty, and repaired or disposed of via approved channels.
- Never modify, misuse, or remove safety guards or devices from machinery.
- All staff must receive training appropriate to their role and the equipment they use.

#### **10.5 Personal Protective Equipment (PPE)**

Where hazards cannot be controlled by other means, suitable Personal Protective Equipment (PPE) will be provided free of charge.

- PPE must be appropriate to the task, properly fitted, and maintained in good condition.
- Users must receive information and training on its correct use, care, and limitations.
- Defective PPE must be reported immediately so that it can be replaced or repaired.
- PPE must be stored in designated containers or storage areas when not in use.

The school's arrangements comply with the Personal Protective Equipment at Work Regulations 2022.

#### **10.6 Electrical Safety**

The school will take all necessary precautions to prevent injury or death arising from electricity at work.

- All electrical installations and portable appliances will be inspected and tested in accordance with the Electricity at Work Regulations 1989.
- Visual inspections and Portable Appliance Testing (PAT) will be undertaken at regular intervals by competent persons.
- Only authorised and qualified personnel may carry out electrical work.
- Faulty or damaged equipment must be reported immediately, removed from use, and repaired or replaced as appropriate.

#### **10.7 Working at Height**

Working at height will always be planned, supervised, and carried out by competent staff using access equipment.

- Only approved scaffolding, ladders or access platforms may be used, furniture or makeshift alternatives are prohibited.
- Equipment must be inspected before use and after any incident that may affect its integrity.

- Training will be provided as required to ensure compliance with the Work at Height Regulations 2005.

#### **10.8 Control of Substances Hazardous to Health (COSHH)**

Each department must identify and control exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

- Safety Data Sheets (SDS) must be maintained for all hazardous materials.
- Substances must be correctly labelled and stored in locked metal containers or other suitable cabinets.
- Staff must receive training in safe handling, use of PPE, and emergency procedures for spills or exposure.
- COSHH risk assessments must be reviewed annually or when new substances or processes are introduced.

#### **10.9 Building Inspections**

Building condition surveys are commissioned periodically by the Methodist Independent Schools Trust (MIST). Programmes of work to address identified issues are prioritised, costed and approved by the Estates Committee. Progress is monitored through termly reports to the Governing Body.

#### **10.10 Testing of Plant and Equipment**

Regular inspection and testing of plant and equipment are undertaken by competent external contractors in compliance with statutory requirements. This includes:

- **Lifting equipment and accessories**
- **Play and sports equipment**
- **Pressure systems**
- **Water systems (including Legionella control)**
- **Other plant and fixed installations**

Records and inspection reports are maintained by the Director of Estates and disseminated to relevant staff. Any item found to be unsafe will be withdrawn from service until repaired, replaced, or safely disposed of. All related activities are supported by appropriate risk assessments and maintenance logs.

### **11. School Security**

**11.1** The school is committed to maintain a safe and secure environment for pupils, staff, contractors and visitors.

**11.2** All security arrangements, including visitor management, access control, and perimeter safety, are detailed in the School's Security and Visitor Policy, available on the school intranet.

**11.3** Staff must remain vigilant and report any security concerns, suspicious behaviours, or unauthorised persons on site to the Compliance Officer or the Senior Leadership Team immediately.



- 11.4** All staff, pupils, and visitors must comply with school security procedures, including signing in/out, displaying identification badges where required, and following access control instructions.

## **12. Manual Handling**

### **12.1 Scope**

This guidance applies to all employees and workers of the school who undertake manual handling activities, as defined by the Manual Handling Operations Regulations 1992.

Manual handling includes any transporting or supporting of a load by hand or bodily force, such as lifting, putting down, pushing, pulling, carrying, or moving an item. In a school's environment this may include:

- Moving furniture, boxes, or equipment.
- Lifting or lowering items stored at height.
- Handling deliveries or supplies.
- Pushing or pulling trolleys or sports apparatus.
- Setting up temporary stages or large assemblies.
- Moving gas cylinders cleaning products, or chemicals.

### **12.2 Objectives**

The school's objectives in relation to manual handling are to:

- Minimise, so far as is reasonably practicable, the need for manual handling.
- Ensure that on trained and competent individuals undertake manual handling activities.
- Ensure that all manual handling tasks are carried out safely, using appropriate techniques and control measures to reduce the risk of injury.

### **12.3 Responsibilities**

Heads of Department (including support departments) are responsible for managing manual handling activities within their areas. They must:

- Consider whether the object needs to be moved at all.
- Assess whether the task can be mechanised (e.g. use a trolley).
- Ensure that a manual handling risk assessment is completed where lifting or carrying cannot be avoided.
- Implement control measures identified in the risk assessment.
- Ensure that all staff undertaking manual handling have received appropriate, up to date training.

Employees must:

- Follow safe systems of work and manual handling training.
- Use any equipment provided to reduce manual handling risks.
- Report any defective handling aids or injuries immediately.

### **12.4 Risk Assessments**

When assessing the risk of manual handling, the following factors must be considered:



- Task – the nature, duration, and complexity of the handling activity.
- Individual – the capability, experience, and health of the person involved.
- Load – the size, weight, stability, and ease of grasping the item.
- Environment – the floor surface, lighting, space constraints, and temperature.

Risk assessments must be reviewed if there is any change in task, equipment or working conditions.

### **12.5 Safe Handling Techniques**

All staff who undertake manual handling activities must receive appropriate training, which includes the following key principles:

- Plan the lift or move before starting.
- Keep the load close to the body and at waist height where possible.
- Adopt a stable position with feet apart and one leg slightly forward.
- Get a firm grip before lifting.
- Bend the knees, not the back, and avoid stopping or twisting.
- Keep head up and move smoothly.
- Place the load down carefully, then adjust its position if necessary.

### **12.6 Monitoring and Review**

The Compliance Officer will periodically review manual handling arrangements to ensure:

- Training remains current and effective.
- Risk assessments are up to date.
- Lessons learned from any incidents are acted upon.

## **13. On-site Vehicle Movements**

### **13.1 Purpose**

The purpose of this section is to ensure that all vehicle movements within Truro School and Truro School Prep are managed in a manner that minimises the risk of injury to pedestrians and vehicle occupants, in compliance with the Health and Safety at Work Act 1974 and associated legislation.

The school sites were not originally designed to allow full segregation of vehicles and pedestrians. Therefore, all staff, contractors, pupils, parents and visitors must adhere strictly to the control measures and procedures described in this policy.

### **13.2 Management Responsibilities**

- The Compliance Manager (Senior site) and Operations Manager (Prep site) are responsible for the day-to-day management of on-site vehicle movements, including liaison with external agencies.
- The Operations Director is responsible for the safe operation, scheduling, and supervision of school minibuses.
- The Compliance Officer will monitor the effectiveness of traffic management arrangements and report findings at termly Health and Safety Committee meetings.

### **13.3 Control Measures**

To maintain safety, the school will:

- Implement physical segregation between vehicles and pedestrians wherever practicable (e.g. barrier, bollards, line marking).
- Install clear and durable signage designating speed limits, access routes, no entry areas, and pedestrian walkways.
- Restrict vehicle speeds to a maximum of 5mph within the site.
- Ensure adequate lighting and visibility along all access roads, loading areas, and pedestrian crossings.
- Use traffic marshals or staff supervision during peak periods (i.e. drop off, pick up, events).
- Record and investigate all incidents or near misses involving vehicles in accordance with the school Incident Reporting Procedure.

### **13.4 Parking and Deliveries**

Designated parking areas are provided for:

- Staff
- Senior pupils (by permit only)
- Visitors
- Parents
- Contractors
- Major events

Deliveries must be made only during specified hours and vehicles must park in designated bays. Delivery times should, wherever possible, be arranged in advance with a responsible school contact to avoid congestion and ensure supervisions where necessary.

### **13.5 School Minibuses**

- All use of school minibuses must be arranged through the Transport team, as outlined in the Transport Policy.
- Drivers must hold the appropriate license and have completed the school's approved Minibus Driver Training.
- Departure and return times must be coordinated to avoid overlap with busy traffic or pedestrian periods.

**13.6** School minibuses transport pupils to and from the school at agreed times. The Operations Director and Operations Manager will supervise the arrival and departure of the buses.

**13.7** All usage of school minibuses must be arranged via the Transport Administrator. This will include the departure and return times of the vehicle so that suitable arrangements can be made with regard to the overlapping with any vehicle movements.

**13.8** Pedestrian routes have been identified and separated wherever possible from vehicles by physical measures such as line marking and bollards. Lighting is provided as appropriate.

## **14. Management of Boarding**

- 14.1** The school recognises its duty to safeguard the health, safety and welfare of all boarding pupils and staff. Health and safety arrangements within boarding houses are managed in line with the National Minimum Standards for Boarding Schools (DfE).
- 14.2** Each Houseparent is responsible for ensuring that fire safety, maintenance, and welfare standards are maintained in their boarding houses, and that pupils are familiar with emergency and evacuation procedures.
- 14.3** Regular inspections of boarding accommodation are carried out by the Compliance Officer and the Boarding Leadership Team to ensure compliance with statutory and welfare requirements.
- 14.4** Full details of the school's arrangements are set out in the Boarding Policy, available on the school intranet or on request from the School Office.

## **15. Disaster and Business Continuity**

- 15.1** The school maintains procedures to ensure the safety of pupils, staff, and visitors in the event of a major incident, such as fire, flood, loss of utilities, or other emergency affecting normal operations.
- 15.2** The Disaster and Business Continuity Plan details:
- Incident management structure and communication lines.
  - Role and responsibilities of the Incident Management Team.
  - Procedures for evacuation, temporary relocation, and safeguarding of pupils.
  - Arrangement for maintaining critical services and IT systems.
  - Post-incidents review and recovery processes.
- 15.3** The Head and Chief Operating Officer are responsible for ensuring that the Disaster and Business Continuity Plan is reviewed annually, tested periodically, and that all senior staff are familiar with their roles.
- 15.4** The full plan can be accessed upon request to the Compliance Officer.

## **16. Management of Asbestos**

- 16.1** Truro School is committed to managing asbestos safely and in full compliance with the Control of Asbestos Regulations 2012.
- 16.2** An Asbestos Management Plan is in place and maintained by the Director of Estates and Compliance Officer. This includes:
- A current asbestos register identifying location and condition.
  - Risk assessments and control measures.
  - Procedures for managing work on or near asbestos containing materials.
  - Contractor induction and permit to work arrangements.
- 16.3** All staff and contractors are requested to follow these procedures.
- 16.4** The full policy is available on the school intranet and register is available on request to the Compliance Officer.

## **17. Management of Legionella**

- 17.1** The school manages the risk of Legionella bacteria in water systems in accordance with the Health and Safety Executives Approved Code of Practice L8 and HSG274.
- 17.2** The Legionella Policy and associated control scheme include:
- Identification and risk assessment of all water systems.
  - Routine monitoring, temperature checks, and cleaning.
  - Flushing regimes for infrequently used outlets.
  - Contractor and Estates staff training.
  - Record keeping and audit trails.
- 17.3** Responsibility for implementation tests is with the Director of Estates, supported by competent external specialists.
- 17.4** The full Policy is available on the intranet or on request from the Compliance Officer.

## **18. Management of Radon**

- 18.1** Truro School monitors radon levels across all buildings in line with the Health and Safety Executive guidance and the Ionising Radiations Regulations 2017.
- 18.2** Where radon is detected above the statutory action level, appropriate remediation and re-testing is undertaken.
- 18.3** Records of testing, mitigation, and subsequent reviews are maintained by the Compliance Officer.
- 18.4** Further details can be found in the Radon Policy available on the intranet.

## **19. Fire Safety**

- 19.1** The school is committed to ensuring that fire risks are identified.
- 19.2** The school maintains a Fire Safety Policy and Fire Evacuation Plan, which include:
- Regular fire risk assessments.
  - Designated fire wardens and trained staff.
  - Weekly alarm testing and termly evacuation drills.
  - Maintenance of fire alarms, extinguishers, and emergency lighting.
  - Clear signage and unobstructed escape routes.
- 19.3** All staff and pupils receive fire safety training appropriate to their role.
- 19.4** Full details are available on the school website and intranet.

## **20. Display Screen Equipment (DSE)**

- 20.1** A DSE user is defined as any employee who habitually uses display screen equipment (computers, laptops, tablets, etc) for continuous periods of one hour or more on most working days.
- 20.2** The school complies with the health and Safety (Display Screen equipment) Regulations 1992 by:
- Conducting DSE self-assessments for regular users.
  - Providing ergonomic equipment where required.
  - Offering eye and eyesight tests on request.
  - Giving guidance on posture, breaks, and workstation setups.

## **21. Management of Contractors**

- 21.1** The school will only engage competent contractors who can demonstrate compliance with health and safety legislation.
- 21.2** Before starting work, contractors must:
- Provide relevant risk assessments, method statements, and insurance documentation.
  - Attend a site induction, including safeguarding and emergency information.
  - Comply with the Control of Contractors Policy and any permit to work systems.
- 21.3** During term time all contractor working in areas accessible to pupils will be supervised by a Truro School employee.
- 21.4** Houseparent's will, wherever possible, receive at least 24 hours' notice of maintenance or contractor work within boarding houses. In emergencies, the Operations Director or another authorised staff member will be present whilst the work is carried out.

## **22. Driving a Minibus**

- 22.1** Truro School and Truro School Prep operate a fleet of leased minibuses to transport pupils safely. These vehicles are used and maintained in compliance with the Road Traffic Act 1988, Minibus (Safety Equipment) Regulations 1997, and the school's Transport Policy.
- 22.2** Only authorised and trained staff may drive a school minibus. All drivers must:
- Hold an appropriate and valid driving license (with annual checks).
  - Complete approved Minibus Driver Training with a member of the Transport team.
  - Conduct pre-user vehicle checks before every journey.
  - Adhere to seatbelt and supervision rules for passengers.
  - Plan journeys to include safe routes, rest breaks, and emergency arrangements.
  - Report any defects or incidents immediately to the Facilities Team.
- 22.3** All minibuses must be insured, regularly serviced, and maintained in roadworthy condition.
- 22.4** Further information is contained in the Transport Policy, available on the school intranet.