

CARDINAL NEWMAN
CATHOLIC SCHOOL

October 2018

Reviewed: Health and
Safety Committee

Date of Next Review:
October 2019

**Health & Safety
Policy and
Procedures**

HEALTH & SAFETY POLICY and PROCEDURES

Cardinal Newman Catholic School

To be used in conjunction with:

Brighton and Hove City Council Health and Safety Policy
Guidance on developing a Health & Safety Policy in schools

Review History: *The Guidance will be reviewed every 3 years or following legislative changes etc*

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SECTION 1. GENERAL POLICY STATEMENT

The Principal and governors of Cardinal Newman Catholic School believe that the health and safety of persons within the school is of paramount importance. It is our intent to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of the Principal, and governors of the school to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

The Principal and governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include students, visitors, parents, volunteers, supply staff and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. In addition the Principal and governors will undertake to ensure compliance with policy and guidance produced by Brighton and Hove City Council.

The Principal and governors will ensure that adequate resources are identified for health and safety.

We believe that health and safety standards will be maintained only with the co-operation of all staff, students and visitors to the school. We expect all staff to co-operate fully with this policy. In addition we will ensure that all students, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the Principal and governors that procedures to ensure relevant health and safety issues are embedded within all school activity.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

The policy will be reviewed annually and revised where necessary.

Signed Principal Date

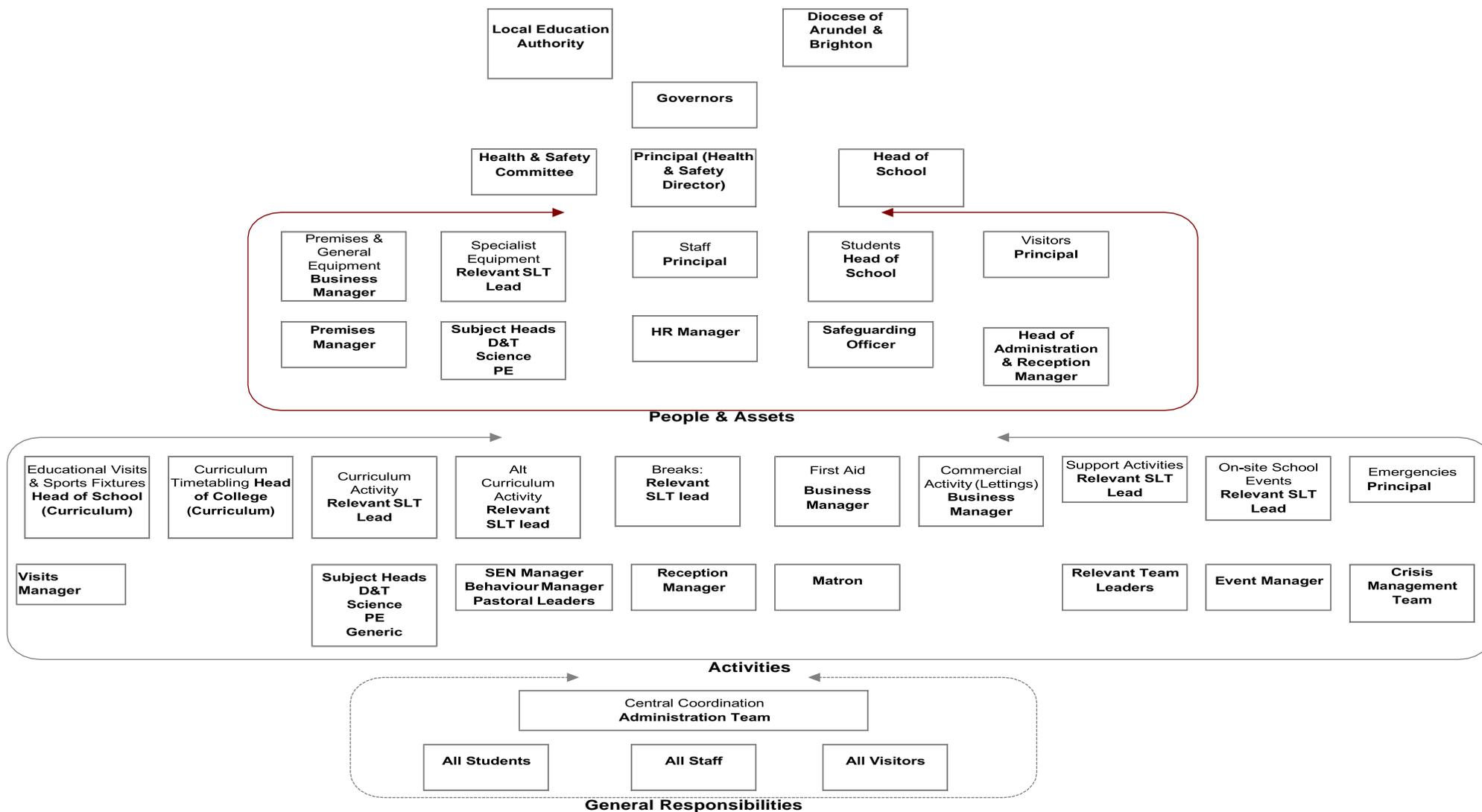
This policy was endorsed by the Board of Governors at their meeting on (add date)

Signed Chair of Governors Date

SECTION 2. ORGANISATION WITHIN THE SCHOOL TO MEET THE REQUIREMENTS OF THE GENERAL POLICY STATEMENT

Ultimately the responsibility for all School organisation and activity rests by definition, with the Principal. However all staff have a responsibility towards safety with the specific lines of delegation being set out as shown below.

Model Secondary School Health & Safety Policy HS-G-38



Section 2.1. The Governing Body

The Governing Body in its role as employer (aided schools) will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, students, visitors) in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974.

In order to discharge this responsibility, the Governing Body will:

- Ensure that the Local Authority's Health and Safety Policy is complemented by the School's Health and Safety Policy, that these procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and students are aware of and comply with its contents;
- Ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections and risk assessments) and reactive monitoring (accident/incident investigation) and for rectifying identified faults within the School;
- Ensure there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare;
- Receive updates on the school development plan for health and safety at each meeting from the Principal and Governors' Resources Committee in order to enable the Governing body to monitor the adequacy of arrangements and take any action necessary;
- Consider information, statistics and reports relating to health, safety and welfare matters;
- Consider and make recommendations regarding individual health and safety issues which have not been resolved at management level;
- Implement where appropriate, recommendations made by regulatory bodies e.g. OfSTED and the Health and Safety Executive.

Section 2.2. Principal (Health & Safety Director)

The Principal has overall responsibility for safety policy, organisation and arrangements throughout the School and will ensure all the following are completed by themselves or delegated appropriately to other members of staff:

- Nominate specific staff with designated safety roles throughout the school and ensure they receive appropriate training;
- Chair the Health and Safety Committee;
- Review the Health and Safety Policy annually and when significant changes occur within the organisation of the school, and communicate these to all staff;
- Ensure resource is available for health and safety matters;
- Ensure comprehensive safety management policies and procedures in place that comply with legislative requirements and good industry practice;
- Ensure that health and safety is considered as an integral part of all school activity with appropriate levels of communication, risk assessment and management being embedded throughout the school;
- Ensure that all full and part-time staff receive appropriate health and safety training;
- Ensure all legislation and industry good practice is adhered to;
- Ensure that Safety Inspections are carried out at termly intervals, recorded and that necessary remedial action is carried out;
- Ensure all health and safety accidents and incidents are recorded and reported at appropriate levels;
- Make a termly annual report on safety matters to the Governors' Resources Committee;
- Instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, School Codes of Practice or health and safety legislation;
- Develop and establish emergency procedures, and organise fire evacuation practices within the school;
- Provide liaison with Inspectors and outside bodies concerned with safety and health: Local Authority, Department for Children Schools and Families (DCFS) (previously DfES) and the Health and Safety Executive (HSE) with regard to safety aspects;

Section 2.3. The Head of School will assume these duties in the absence of the Principal and has the authority to make and implement decisions throughout the school at any level if there is:

- immediate danger, or,
- dangerous practice, or
- breach of the law.

Section 2.4. School Health and Safety Committee

The School Health and Safety Committee representing the various groups within the School is comprised of:

- Principal
- Head of School
- Head of College
- Business Manager
- HR Manager
- Premises Manager
- Matron
- Fire Officer
- Cover Manager
- Former Union Representative
- Head of Admin
- PA to Principal

The composition of the Committee aims to ensure all areas of school activity are represented. Other opportunities to consult on health and safety issues are also provided and feed into this committee. The Principal will meet with Union representatives every two weeks with the opportunity to raise health and safety matters. A consultation group also meets on a two weekly basis, again with the opportunity to raise health & safety issues.

Overall Function and Objective

The provision of effective communication and consultation between management and employees in order that the health, safety, and welfare policy is properly maintained and developed.

Specific Functions

- To consider information, statistics and reports relating to health, safety and welfare matters affecting the operational area covered by the Committee generally and to make recommendations/observations to the Governing Body accordingly.
- To consider and make recommendations to the Governing Body regarding individual health and safety problems which have not been resolved at operational management/safety representative level, or at section level.
- To develop policy to improve and maintain health and safety issues for staff and students.
- To encourage the implementation and maintenance of effective safety rules and practices at departmental level.
- To encourage effective communication regarding health, safety, and welfare matters.

Before considering any individual health, safety and welfare problem, the School Health and Safety Committee will satisfy itself that all possible steps have been taken to resolve the problem at departmental/section level. The Committee shall not normally consider such cases until the above action has been taken. In the event of a safety matter not being resolved within the Committee, any representative is free to take the matter up with the Governing Body through their staff representative.

SECTION 3. RESPONSIBILITIES FOR PEOPLE AND ASSETS

Section 3.1. Staff Welfare – Principal

Primary Support – HR Manager

The Principal is responsible for ensuring:

- All human resources legal rules and regulations are adhered to;
- All staff policies and procedures that promote and ensure staff welfare, health & safety are up to date;
- All staff are made aware of all relevant policies and are provided training where necessary;

- Risk assessments are completed relating to staff activity;
- Adequate resource is identified for staff welfare management.

Staff Welfare

The school aims to pro-actively manage staff welfare. The school follows the council's Wellbeing framework which includes linked policies and procedures in matters relating to developing arrangements for staff wellbeing. The school recognises that staff are more likely to flourish in an environment free of unnecessary anxiety, stress, and fear and where the contribution of all employees is valued. This framework incorporates a range of issues including work life balance, stress and dignity and respect at work.

If staff are to provide an atmosphere conducive to student achievement, they need to be emotionally healthy themselves. The Wellbeing Framework takes a whole school approach to creating a healthy, positive working environment that puts the wellbeing and effectiveness of staff right at the heart of the school.

Staff are able to raise concerns regarding their workload and any effects it may be having on their health with their line manager. If staff don't wish to discuss a particular problem with their line manager, they can access counselling as described above.

Staff Training and Information

The Principal is responsible for ensuring that:

- Staff are informed of any changes in the policy;
- Training requirements of staff are assessed and reviewed and those needs are included in the school development plan to inform governors;
- The training needs of new members of staff has been assessed.

All members of staff will receive a comprehensive health and safety induction when they commence employment with the school and the induction includes specific elements of this policy being brought to their attention. A volunteer will receive a specific induction relevant to the activities they are undertaking in school.

Every member of staff is made aware of the Council Policy on health and safety and shown how to access the document (e.g. via Wave4Shools). If any member of staff feels the need for training they must alert their line manager or senior management team.

The school has developed a supply teacher's pack and this will be issued to all supply staff that includes health and safety information.

Specific, mandatory health and safety training required for individual staff, such as first aid training, safeguarding training etc. will be assessed by the relevant SLT lead for each area of school activity they are responsible for. The Principal is responsible for enabling this training to take place.

Specific Health Issues

Smoking – In an effort to reduce the risk to health from passive smoking, there is a no smoking policy.

Alcohol and Drug Abuse – (see also the Council Policy on Drugs and Alcohol)
Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If staff feel they are affected when on medication, they inform their line manager who will implement additional arrangements that safeguard both the individual and the staff/students they work with.

Schools staff have access to occupational health and to staff counselling as well as the Chaplaincy team.

New & Expectant Mothers. - (See also Council Policy on New and Expectant Mothers)

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and many return to work while they are still breast feeding. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children.

The following procedure is in place:

- Female staff (full and part-time) are required to inform their line manager and Human Resources as soon as possible and in writing when pregnancy has been confirmed;
- The HR department will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed throughout the pregnancy and if circumstances surrounding the pregnancy alter in any way;
- Health and safety advice will be available at any stage of the process, but the general principles of common risk assessment will apply.

Section 3.2. Student Welfare – Head of School

Primary Support – Safeguarding Officer

The Head of School is responsible for:

- Pro-actively managing student welfare, particularly, but not limited to, safeguarding.
- Ensuring all student policies and procedures that promote and ensure student welfare are up to date.
- Ensuring students are made aware of what is expected of them to ensure they keep themselves and others safe.
- Maintaining risk assessments relating to student activity.
- Adequate resource for student welfare is identified;
- Ensuring all legal rules and regulations are adhered to.

Section 3.3. Visitors – Principal

Primary Support – Head of Administration

The Principal is responsible for ensuring:

- Visits are planned wherever possible;
- Risk assessments are completed for planned visits and a generic risk assessment for unplanned visits is maintained;
- Adequate resource for visitor welfare is identified;
- Safeguarding policies and procedures are adhered to with regards to all visitors;
- All visitors are logged in and out of the site;
- All visitors are provided with visitor badges;
- All visitors are made aware of and adhere to all appropriate site policies and procedures, particularly relating to emergency procedures and safeguarding;
- A member of staff is allocated to take responsibility for specific visitors.

Section 3.4. Premises & General Equipment – Business Manager

Primary Support – Premises Manager

The Business Manager is responsible for ensuring:

- All rules and regulations relating to premises management are adhered to;
- Safety procedures are developed and adhered to for operations carried out within the School by their staff and by outside contractors under their control;
- Health and safety issues associated with major building projects are complied with;
- Ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocation/usage etc;
- All relevant staff receive the required training to maintain the health and safety of the premises;
- Equipment, including personal protective equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place;

- The provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments;
- Routine maintenance checks and inspections required by legislation, of fixed service equipment, i.e. boilers, lifts, pressure vessels etc. are undertaken;
- Portable electrical equipment is tested on an annual basis;
- Premises safety inspections are undertaken e.g. weekly, bi-termly, and keep records of any faults identified (if appropriate);
- Reports of defects or recommendations for improvements are considered and responded to in an appropriate and timely fashion;
- Information relating to health and safety of the premises is recorded and stored in a central location;
- Information on health and safety matters with respect to the school buildings and grounds is reported at appropriate levels;
- The Asbestos Register is made available to all who require it;
- All accidents, incidents and near misses within their area of responsibility are recorded in line with the school policy and reported appropriately;
- Appropriate risk assessments are completed;
- Adequate resource is identified to maintain the safety of the premises.

Specific Hazards

Schools are not generally considered as dangerous places to work in but they can still create risk of injury or to health. The hazards relevant to this school are detailed below along with the safe procedures put in place to manage the risk.

Housekeeping

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom and spillages. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The Premises Manager is responsible for undertaking an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. These must be recorded, reported and rectified. It is the duty of all

staff to be vigilant and aware of possible hazards. If any spillages occur, these are dealt with immediately.

The school is cleaned as per the cleaning schedule and is monitored by the Premises Manager. All waste is disposed of according to appropriate health and safety guidelines.

Electrical Equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any student or volunteer who handles electrical appliances does so under the supervision of a member of staff who will also direct them. All electrical equipment is checked annually (Portable Appliance Testing (PAT)) under the terms of the schools contract. The Premises Manager is responsible for maintaining accurate records, ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible for testing.

If there is any doubt about the safety of the equipment it will not be used. Any potential hazards must be reported to the Business Manager immediately.

No items of electrical equipment should be brought into school for use by staff, students or volunteers.

Machinery and Equipment

The Premises Manager is responsible for all non-specialist, department specific, machinery and equipment, such as boilers, snow plough, school gates etc.

Maintenance schedules must be in place to ensure that all machinery and equipment is safe. Guidance notes must be kept by the Premises Manager on the relevant machinery and equipment.

Where manufacturers' instructions are not available the Premises Manager will prepare instructions for maintaining the machinery and equipment, obtaining

Professional external advice where necessary. A copy of the instructions will be exhibited close to the equipment or machinery to which it relates.

Manual Handling (see also Council Policy on Manual Handling)

All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received manual handling training. Some PE equipment may be moved by students but they must be given clear instruction in the correct way to lift and handle items. There must always be at least 2 students per piece of equipment or mat. Close supervision must be maintained at all times. The Premises Manager will be responsible for undertaking risk assessments for manual handling tasks. Training will be given to staff that are expected to lift objects and specialist training for staff expected to handle people. Staff have a personal responsibility to ask for help or not undertake an activity if they are apprehensive about their capability.

Where lifting equipment/aids are provided, only those members of staff who have been trained in the use of the equipment and are authorized to use it may undertake the activity. Lifting equipment is checked every six months by a competent person.

Noise at Work

All members of staff need to be aware of “nuisance noise” and respect the needs of others in the school. Common sense and courtesy by all members of staff, students and visitors to the school will prevent problems arising. Any member of staff or visitor detecting a potential problem will report immediately to their line manager or reception.

Where students or staff have hearing impairments, considered will be given to measures required to meet their needs.

Section 3.5. Specialist Machinery, Equipment and Substances (see also Council Policy on Hazardous Substances) – **Relevant Senior Leader**
Primary Support – Heads of Departments

This section primarily relates, but is not limited to the Design Technology, Science, Reprographics, Physical Education, First Aid and Premises Departments. The relevant Senior Leader of each department is responsible for ensuring:

- All rules and regulations e.g. COSHH are adhered to;
- A list of all specialist machinery, equipment and substances (e.g. Design Technology and Physical Education equipment) owned by the school is maintained by the relevant Head of each individual department;
- Safe storage in a controlled environment;
- Maintenance schedules are in place to ensure it is safe;
- Routine checks and inspections are completed, particularly but not limited to, those required by legislation;
- Attendance to defect reports and recommendations from the Principal, staff, Safety Representative and relevant Professional Body eg. CLEAPSS;
- Relevant staff attend appropriate training, including refresher courses, to enable them to manage machinery, equipment and substances safely;
- Guidance notes are kept individually by departments on the relevant machinery, equipment and substances used by their staff, students and contractors;
- Where manufacturers' instructions are not available the relevant Head of Department is responsible for preparing instructions for maintaining the machinery, equipment or substance, obtaining professional external advice where necessary. A copy of the instructions will be exhibited close to the equipment, machinery or substance to which it relates;
- It is used under strict guidance and close supervision of a trained individual, in a safe and controlled environment with a clear record of the location of items;
- Health and safety reports are prepared as required at various levels;
- All accidents, incidents and near misses within their area of responsibility are recorded in line with the school policy;
- Appropriate risk assessments are completed;
- Adequate resource is identified for health and safety.

Specific Guidance for Hazardous Substances and Radiation

The school will hold a material/product safety data sheet for any hazardous substance used and a written risk assessment for that substance will be carried out.

The Science Department works within the guidance of CLEAPSS 'Managing Risk Assessment in Science' (L196) and use CLEAPSS Hazards to meet the requirements of COSHH.

Inspections take place to:

- Identify all substances used;
- Assess the level of risk to health;
- Eliminate the use of substances or substitute a safer alternative where possible;
- Introduce and monitor control measures to prevent risk.

The Science Department holds a selection of radioactive substances. The school has a 'Radiation Protection Supervisor', The Head of Science, who has responsibility for ensuring that radioactive material is managed to comply with the Ionising Radiations Regulations and CLEAPSS best practice. This role does not require any specialist training but is a delegation of responsibility.

In addition to this role, the Council has a 'Radiation Protection Officer' within the corporate Health & Safety Team who acts as a link between the school and a 'Radiation Protection Advisor' (RPA) via CLEAPSS. The RPA provides technical advice in relation to the use, storage and disposal of radioactive materials.

SECTION 4. ARRANGEMENTS FOR ACTIVITIES AND EVENTS

Section 4.1. Educational Visits Co-ordinator (EVC) and Sports Fixtures – Principal

The Principal is responsible for:

- Ensuring all Educational Visits and Sports Fixtures away from the school adhere to rules, regulations policies and procedures;
- The effective management and evaluation of off-site activities;
- Ensuring the school's educational visits meet the Local Authority's requirements;

- Using the online outdoor educational visits approval system 'Evolve' for all hazardous and residential trips;
- Confirming the leadership, including accompanying staff and volunteers, of the activity is competent, appropriate, and sufficient in number;
- Working with activity leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment;
- Ensuring all those involved in educational visits and away sports fixtures have the relevant training to effectively undertake their roles;
- Ensuring adequate first aid cover is provided;
- Ensuring appropriate risk assessments have been completed;
- Ensuring activity leaders are capable of completing dynamic risk assessments throughout the activity;
- Identify resource required to maintain health and safety;
- Ensuring all accidents, incidents and near misses that take place away from the school are recorded in line with the school policy and copies provided to the Health & Safety Team;
- The school has a separate policy for the use of minibuses, which also must be adhered to. The maintenance of the minibuses falls under the responsibility of the Business Manager as does their usage according to our code of conduct.

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Section 4.2. Curriculum Timetabling – Head of College

The Head of College is responsible for producing a curriculum timetable that:

- Ensures class sizes are appropriate and in line with official rules and guidelines for the room size, staff to student ratios, and subject matter;
- Ensures subjects are taught in appropriate classrooms;
- Minimises movement around the site;
- Provides teachers and students with balanced and manageable timetables;
- Ensures students and teachers know their timetables and where they are supposed to be.

Section 4.3. Curriculum Activity – Relevant SLT Lead

Primary Support – Heads of Departments

The relevant SLT Lead is responsible for:

- Ensuring guidelines, policies and procedures are followed with regards to lesson activities;
- Ensuring a risk assessment is completed and understood by teachers for all lesson activities;
- Ensuring activity leaders are capable of completing dynamic risk assessments throughout the activity.

Heads of Departments:

Each Head of Department is responsible to their line manager for the provision of safe working conditions for staff and students and in particular to:

- Ensure safety procedures are developed and adhered to for activities carried out within their department. Ensuring that these are in line with curriculum codes of practice issued by Children's Services Department e.g. Science, Design Technology, Physical Education, etc.;
- Identify staff training and development requirements with reference to health and safety;
- Circulate publicity relating to safety matters to staff within their control;
- Notify the relevant Senior Lead, Business Manager, the Head of College of any proposed or impending changes affecting safety, health and welfare, in room allocation or usage;
- Undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- Ensure machinery, equipment, and substances, including personal protective equipment, are used appropriately within a controlled environment;
- Attend to defect reports and recommendations in an appropriate and timely fashion;
- Prepare reports on safety matters if and as required;
- Ensure that all incidents, accidents and near misses are recorded and reported in line with the school policy;

- Identify resource required to maintain health and safety;
- Complete appropriate risk assessments.

Section 4.4. Alternative Curriculum Activity – Head of School

The Head of School is responsible for:

- Ensuring guidelines, policies and procedures are followed with regards to activities;
- Ensuring a risk assessment is completed and understood by teachers for all lesson activities;
- Ensuring additional risk assessments are completed for specific student related circumstances;
- Ensuring teachers are capable of completing dynamic risk assessments throughout their lessons;
- Identifying resource required to maintain health and safety;
- Ensuring all appropriate information relating to the students requiring the alternative curriculum activity is available to the teacher;
- Ensuring teachers are appropriately supported to teach the alternative curriculum;
- Deploying specialist teachers are used where appropriate;
- Maintaining appropriate student to teacher ratios for the specific circumstances.

Section 4.5. School Break-times – Head of School.

Primary Support is Cover Manager.

The Head of School is responsible for ensuring:

- Students are assigned a suitable area to spend break times that is big enough, safe, and comfortable, taking into account factors such as the weather;
- Staff to student supervision ratios are appropriate;
- Staff used for supervision who are not trained teachers receive appropriate training;
- Appropriate risk assessments are completed;

- Students know where they are supposed to spend break times and where they are not;
- Organised break time activities have appropriate staff to student ratios and have been risk assessed;
- Resource required to maintain health and safety has been identified;
- All incidents, accidents and near misses are recorded and reported in line with the school policy.

Section 4.6. First Aid – Business Manager

Primary Support – Full Time First Aid Officer/Matron

The Business Manager is responsible for ensuring:

- All legal rules and guidelines are adhered to;
- The school has a full time, dedicated, first aid officer on site Monday to Friday between 8am and 4pm. This member of staff will provide the primary operational support to the Business Manager;
- The medical facilities within the school are maintained;
- All Physical Education and Design Technology staff, Science Technicians, the Premises Team, and Off-Site Educational Visit Organisers have undertaken at least the one day first aid course. A number of other staff will also be given the opportunity to undertake first aid training as required by the school;
- Appropriate numbers of first aid trained staff are on site both inside and outside core school hours;
- Staff, students, and visitors have access to medical assistance to a first aid level at all times on site;
- First aid trained staff do not offer treatment beyond a first aid level and where appropriate alternative medical assistance is sought, and where appropriate via emergency services;
- An appropriate number of staff have received defibrillator training;
- Staff are aware of first aid trained individuals around the school;
- First aid risk assessments are completed;
- First aid officers are capable of completing dynamic risk assessments as required by any situation they are supporting;

- All medical administration is completed effectively and securely;

- Appropriate information is shared relating to individuals who may require special 'non-medical' treatment by any individual due to a medical condition;
- Preventative medicines/vaccinations are delivered in line with legal requirements and the school's Medicines Policy;
- Resource required to maintain health and safety has been identified;
- All incidents, accidents and near misses are recorded and reported in line with the school policy.

First Aid Procedure – (see also the Council's First Aid Standard)

The named first aiders for the school are listed in Appendix A at the end of this document and also published in school in the Staff handbook. Copies are kept in the HR office, the medical centre, and the administration department.

First aid boxes are kept in the medical centre, PE, Science, Art and the Benedict building. The full time First Aid Officer provides first aid support and maintains a central supply of first aid materials to supplement first aid boxes. Parents/carers are expected to inform the school if their child has an allergy and a list of any such students is kept and displayed in the medical centre.

All injuries which come to staff attention, no matter how slight, are recorded in the First Aid Book and/or council HS2 Incident reporting form. In case of doubt as to whether or not a child's parent/carer should be immediately alerted, staff contact the Principal, Head of School or Business Manager. In the event of an accident, if the parents (and their nominated contacts) are unavailable, the student may be sent to hospital to err on the side of caution. In these cases the student will be accompanied by a member of staff.

Every parent will be informed of the school's arrangements for First Aid each school year.

Administration of Medicines

The School follows the council's Administration of Medicines Policy and therefore has a separate Administration of Medicine Protocol. The school maintains consent forms and records of medicines administered.

Section 4.7. Commercial Activity (e.g. lettings) – Business Manager

The Business Manager is responsible for ensuring:

- All individuals and organisations hiring playing fields, buildings and equipment hold relevant health & safety related insurance;
- They provide their own first aid support to an appropriate level for the booking;
- They are aware of and adhere to all CNCS health and safety related policies & procedures such as fire management policy;
- Any CNCS premises, machinery, equipment, and substances used as part of the booking are safe;
- The school has knowledge of any machinery, equipment, or substances brought on site by the lessee and where appropriate, approval has been granted;
- The lessee is qualified to undertake the activities they plan to use the site for.
- Appropriate risk assessments have been completed;
- Resource required to maintain health and safety has been identified;
- All incidents, accidents and near misses are recorded and reported in line with the school policy.

Section 4.8. Support Activities – Relevant Senior Leader

The relevant SLT Lead is responsible for:

- Ensuring guidelines, policies and procedures are followed with regards to the health and safety of support activities;
- Ensuring risk assessments are completed and understood by all support staff for all support staff activity;
- Ensuring support staff are capable of completing dynamic risk assessments as and when required;

Each Head of a Support Department is responsible to their line manager for the provision of safe working conditions for staff and in particular to:

- Attend to defect reports and recommendations;
- Conduct regular inspections of their area of responsibility and rectify hazards identified from those inspections;
- Instigate and ensure that safety procedures are developed for operations carried out within their area of responsibility;
- If appropriate ensure that risk assessments, including manual handling, noise, COSHH, and DSE assessments are undertaken and documented and that appropriate action is carried out;
- Ensure all portable electrical equipment is tested annually by making it available to the Premises Team for testing;
- Ensure equipment, including personal protective equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place;
- Identify resource required to maintain health and safety;
- Ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

Section 4.9. On-Site School Events – Relevant Senior Leader

A member of the Senior Leadership team will be assigned to oversee all on-site school events and will ensure an Event Organiser is assigned to manage the event appropriately at an operational level. The relevant Senior Leader is responsible for ensuring:

- The event is appropriately insured;
- Event organisers have the necessary training/experience to be able to manage an event safely;
- Events have been planned an appropriate amount of time in advance;
- The ratios of staff to students is managed in line with rules and guidelines;
- The ratios of first aid officers to attendees is managed in line with rules and guidelines;
- The individuals responsible for any buildings, machinery, equipment, or substances are notified and provide approval for use;

- Event organisers have the necessary training/experience to be able to manage the use of any specialist machinery, equipment or substances required by the event;
- Appropriate risk assessments have been completed;
- Resource required to maintain health and safety has been identified;
- All incidents, accidents and near misses are recorded and reported in line with the school policy.

Section 4.10. Emergencies – Principal

Primary Support – Crisis Management Team

The summoning of emergency services is carried out by the SLT, the Reception, the Fire Officer, or the Premises Manager. The group must be made aware of any one of these individuals contacting the emergency services.

In the event of a major disaster the Crisis Management Team and the council's Civil Contingencies Team are contacted (tel. 296699 or the on call number: 07540 675 169 for out of hour emergencies.) The Civil Contingencies Team will inform 'MIST' – the Council's Major Incident Strategic Team if appropriate.

Fire Policy and Procedures & Bomb Incident Management

The school holds a site specific Fire Safety Policy, Evacuation Plan and Fire Risk Assessment. These documents outline the school's fire risks, how they are managed and the instructions to be followed in the event of an emergency.

In the event of a suspected bomb threat, the Crisis Management Team will liaise with the Police, LEA and Fire Service and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, students, visitors, etc by an appropriate means. Any member of staff who receives information regarding a bomb on site must immediately inform the Principal or a member of senior management in their absence.

Crisis Management

A crisis management team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident.

Membership of the Crisis Management Team:

- The Principal
- Head of School
- Head of College
- Raising Standards Leaders
- Business Manager
- HR Manager
- Premises Manager

Function of the Crisis Management Team

The function of the Crisis Management Team is to:

- Act as the decision-making authority for the management of an incident;
- Develop the procedures and practices to be used for handling emergency situations and communicate these to all employees within the school;
- Establish and maintain a crisis management 'centre'. The 'centre' will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans;
- Assess the nature, degree and likelihood of threats to the school's interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the school's personnel, facilities or assets;
- Test the crisis management plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.

Section 4.11. Administrative Co-ordination – Principal

Primary Support – Head of Administration

All risk assessments, policies and procedures, incident/accident forms, assessments and audits, and notifications will be maintained in a central location by the

Head of Administration. The Head of Administration's role is not to produce the documentation, simply to store it and highlight any gaps.

Section 5. General Responsibilities

Section 5.1. General Staff

Each member of staff is responsible for his or her own personal safety and that of other persons in the School by the proper observation of School rules and procedures (e.g. by ensuring visitors report to the Reception Area on arrival at the school.) Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8 viz.

'It shall be the duty of every employee while at work

- a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, or welfare in pursuance of any of the relevant statutory provisions,'

Staff are also reminded that they must provide notice of three months if qualifications relating to Health & Safety are due to expire, e.g. First Aid.

Section 5.1.1. Teachers

Teachers are responsible to their Head of Department for the immediate safety of the students in their classroom. Nominated teachers are responsible for their own classroom, laboratories and workshops and their associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Additionally, each teacher will:

- Undertake and implement risk assessments for specific activities and ensure that safe working and emergency procedures are followed personally;
- Give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity, as and when required;
- Ensure that special working procedures, protective clothing and equipment, etc., are provided and used where necessary;
- Ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
- Ensure that clear instructions and warnings are given to students verbally and in writing as often as necessary, and as appropriate for the age and level of understanding of the students (i.e. taking special educational needs (SEN) into account);
- Undertake a visual inspection of equipment prior to use and ensure that any portable electrical equipment they use is made available for testing;
- Report defects and make recommendations to their line manager where necessary;
- Ensure all accidents, incidents and near misses within their area of responsibility are recorded in line with the school policy;
- Ensure they have attended the appropriate training/have appropriate competence to carry out their role safely – especially science, DT/Technology and PE teachers.

Section 5.1.2. Technician/Teaching Assistants

The technician/teaching assistant is immediately responsible to the teacher whilst the class is in session; or otherwise their line manager.

Additionally, the technician/teaching assistants will:

- Follow safe working procedures personally;
- Be familiar with the general, emergency and particular safety rules that apply to their area of work;
- Ensure that the classroom and other areas are tidy and good housekeeping standards are maintained;
- Undertake a visual inspection of equipment prior to use and ensure that any portable electrical equipment they use is made available for testing;

- Report defects to their line manager;
- Ensure all accidents, incidents and near misses within their area of responsibility are recorded in line with the school policy.

Section 5.1.3. Staff Liaising with Contractors

Staff liaising with contractors have a responsibility to take appropriate action if they observe the contractor or their employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to any member of the Health & Safety Committee for them to rectify.

Staff must ensure that a contractor arriving at site, reports to Reception and a nominated person ensures that the contractors are informed of any hazards on the school site e.g. providing access to the asbestos register. Approval must also be gained by the contractor to start work. Only those staff nominated by the Principal to liaise with the contractors must undertake this activity due to the procedures put in place by the school to implement the council's Policy on Asbestos and the Management of Contractors.

Section 5.2. Students

Each student is responsible for their personal safety and that of their peers by proper observation of School rules and procedures.

In particular, each student will:

- Observe standards of dress and behaviour appropriate to the working situation;
- Heed warnings and observe rules and ask for such warnings and rules where they are not made obvious;
- Not willfully misuse, neglect or damage things provided for safety;
- Observe rules highlighted in the Students' Safety Policy.

Section 5.3. Visitors

Each visitor is responsible for their personal safety and that of other individuals on site by following basic policies and procedures as notified to them by the school.

Section 5.4. Accident Management, Recording and Reporting

In the event of an accident the following procedure is followed:

- Any equipment is turned off;
- A call for help is made – including First Aid assistance;
- The qualified First Aider will judge whether the injury is of a minor or major nature. If minor the First Aider will provide appropriate treatment;
- If a major injury an ambulance will be called immediately without undue delay due to attempting to contact parents or guardians;
- If the injured person requires hospital treatment but an ambulance is not necessary, Matron is responsible for arranging for a member of staff to transport the student/staff to hospital. If a vehicle other than a taxi is used, a second member of staff (in addition to the driver) will be present to care for the student.

The member of staff taking the injured person will:

- Stay with the injured person and return to school with them if appropriate or;
- Stay with the injured person until the parent/guardian arrives at the hospital and return to school.

All staff report any accident (or near misses) involving either themselves, visitors or volunteer helpers by recording the details on the Incident Report form HS2. Student accidents, depending on the severity are either reported in the First Aid book or Incident Report form HS2. If the incident involves intentional violence/harassment or verbal/written abuse, it will be reported using the Violent Incident Occurrence Report Form HS3.

The Business Manager ensures the appropriate forms are sent to the Health & Safety Team within the council, ideally within 5 days. A copy is retained by the school and a copy also forwarded to the Union Rep. As the authority is obliged to report certain categories of injury or dangerous occurrence to the Health and Safety Executive (HSE) it is important that the Health & Safety & Team are notified at the earliest opportunity of accidents or incidents that are of a serious nature to determine if the HSE should be informed.

All accidents are investigated to prevent a re-occurrence. The investigation is recorded on Part B of the HS2 form. The Health and Safety Committee, guided by the Business Manager monitors accidents to identify any trends. The Resources committee also receive information on accidents on a termly basis. The Health & Safety team will investigate incidents/accidents following receipt of the HS2/HS3 form as appropriate.

Section 5.5. Risk Assessment

Specific risk assessments are required for activities involving, but not limited to, fire, manual handling (of loads and/or people), hazardous substances and the use of display screen equipment. Generic risk assessments must be completed for those activities and workplaces where specific assessments have not been carried out.

All staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to their area of work. Copies of these assessments are held by subject leaders and in a central location.

Areas of work or activities that are deemed to be more hazardous are likely to have detailed, documented arrangements to minimise the associated risks. It is the responsibility of staff to make themselves aware of the contents of those relating to their area of work.

Various Codes of Safe Working Practice and guidance issued by the Council and the Department for Children, Schools and Families (DCFS) (previously DfES) now the Department for Education (DfE) are available either in School or by the internet. Appropriate information is also held at Departmental level. All new and existing staff should be aware of the contents relevant to them.

Section 6. Monitoring and Reporting

Monitoring Health and Safety

Health and safety standards are monitored by the senior leadership team (SLT) in conjunction with the school governors by the following:

- SLT include health and safety as part of the agenda of their regular meetings;

- The Principal conducts an annual inspection with a trade union safety representative (where appointed);
- The governor's agenda and Principal's report to the governors both have health and safety as standing agenda items.

Inspections

To maintain and improve standards throughout the school a termly premises inspection takes place and records kept. The school is inspected by the H&S Governor and the Premises Manager

Auditing

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the council will complete a health and safety audit every 3 years. The action points identified through the audit will form part of the school development plan.

Safety Policy Review

The school acknowledges that the Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues. The school will monitor and update the Policy as appropriate and will undertake a formal review on a bi-annual basis seeking endorsement from the Board of Governors.

List of Useful Contacts in School

| Contact | Name |
|--|---|
| Health and Safety Governor | Nick Wells |
| Principal/Health and Safety Director | James Kilmartin |
| Head of School | Claire Jarman |
| Head of College | Paul Miller |
| School Business Manager | Jane Burroughs |
| Curriculum Coordinators PE ICT Science Literacy Numeracy Music | Liam Murphy Hayley Barnett/ Joni Frampton Ross Palmer/Kasia Le Marquand Shareen Hone Jessica Logan Cat Lane |
| First Aid Coordinator | Matron |
| Fire Officer | Jason Stoakley |
| Person responsible for reporting Accidents/incidents | Jane Burroughs |
| Trade Union Safety Representatives | Suresh Manan & Ron Gordon |
| Health and Safety Committee (only if appropriate) | James Kilmartin, Claire Jarman, Paul Miller, Jane Burroughs, Matron, Darrin Halsey, Mhairi Miller, Denise Perrin, Jason Stoakley, |
| First Aiders | Refer to HR |

Appendix B

Record Keeping

The Health and Safety Policy makes reference to various documents. Appendix B lists where these documents are located in addition to central storage by the Administration Team on a central network drive.

| Records of | Produced by | Where kept |
|--|--|-------------------|
| Accidents on Site | Those involved in the accident | Medical Centre |
| First Aid administered | First Aiders & Appointed Persons | Medical Centre |
| Fire Risk Assessment | Principal/Staff/LA | Premises team |
| Asbestos Management Plan | Principal/Staff/LA | Premises team |
| Medicines administered | First Aider/Matron | Medical Centre |
| Risk Assessments | All | Departments |
| COSHH Assessments | Principal/Staff | Departments |
| Electrical Tests | LEA approved contractor | Premises team |
| Maintenance of machinery and equipment | Approved contractor | Departments |
| DSE Assessment | HR Manager | HR team |
| Manual Handling Assessment | Premises Team | Premises team |
| Training of staff & students | Principal | HR team |
| Violent incidents | Staff involved in incident | Relevant SLT lead |
| Testing of Equipment | Approved contractor | Department |
| Accident Investigations | Staff involved in accident | Relevant SLT lead |
| Noise Assessments | Approved contractor | Premises team |
| Legionella testing | Site Manager/Caretaker and LEA approved Contractor | Premises team |
| Monitoring Reports | Business Manager | Business Manager |