



ST IVO SCHOOL

## Health & Safety Policy

Approved: May 2016, Governors Premises Committee

Next review due: May 2017

### Statement of General Policy on Health, Safety and Wellbeing

St Ivo School believes that health and safety is paramount in all areas of its activities. The School is committed to providing its employees with safe places of work that do not impact negatively on their health and well-being. St Ivo School is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its staff, students, visitors or anyone else that could be negatively impacted by its school activities.

The school aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to School activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of business aims and objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the School's health and safety aims and objectives;
- Involving employees from all levels of the organisation in the delivery of health and safety aims and objectives;
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- Setting targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

The senior leadership team is accountable for the management of health and safety and for the implementation of the school's health and safety policy in its areas of control.

Employees have a duty to protect themselves and others by working safely, co-operating with the senior management team, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

Overall accountability for Health and Safety in the School rests with the Governing Body, led by the Chair of Governors. The Head Teacher is responsible for day to day implementation of the Health & Safety policy as the principal employee:

**Charles Glanville** *Chair of Governors*

**Sam Griffin** *Head Teacher*

May 2016

May 2016

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# Organisation and Responsibilities for Health, Safety and Welfare

In order to ensure that health and safety issues are dealt with in accordance with our establishment's safety policy, the following organisational structure has been approved by the Governing Body.

## 1. Governing Body

The Governing Body has the responsibility to ensure that:

- 1.1 A clear written policy statement is created which promotes the correct attitude towards safety in staff, visitors and students.
- 1.2 Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- 1.3 Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- 1.4 Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- 1.5 Sufficient funds are set aside with which to operate safe systems of work.
- 1.6 Health and safety performance is measured both proactively and reactively.
- 1.7 The health and safety policy and performance is reviewed and approved by Governors on an annual basis.

The Governors appreciate that they can only work within their allocation of the total education budget and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

## 2. Head Teacher

Overall responsibility for the day-to-day management of health and safety in the school rests with the Head Teacher. As manager of the establishment and of all the activities carried on within it, the Head Teacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Head Teacher will include:

- 2.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management of Health & Safety at Work Regulations;
- 2.2 Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
- 2.3 Adequate staffing levels for safe supervision;
- 2.4 The delegated responsibility for maintenance of the premises;
- 2.5 The purchase of equipment to meet appropriate safety standards;
- 2.6 The repair, maintenance and testing of school equipment;
- 2.7 The provision of appropriate protective clothing where necessary;
- 2.8 The purchase and maintenance of first aid materials and fire fighting appliances;
- 2.9 The funding of necessary safety training for staff;
- 2.10 The arrangements for securing health and safety assistance from a competent source;
- 2.11 The appointment of a premises manager;
- 2.12 The provision of appropriate health and safety information to governors.

The Head Teacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day-to-day responsibilities for health and safety within the establishment.

### **3. Deputy Head**

The Head Teacher will delegate to the Deputy Head the majority of the duties that are linked with the overall responsibilities of the Head. More specifically the post holder will:

- 3.1 Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed.
- 3.2 Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;
- 3.3 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents and near misses on the premises;
- 3.4 Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 3.5 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 3.6 Advise the Premises Manager of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 3.7 Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 3.8 Co-ordinate the bi-annual health and safety checklist, ensuring all areas of the establishment and all activities are covered;
- 3.9 Report to the Head Teacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 3.10 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- 3.11 Ensure that all heads of department are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;
- 3.12 Have an overview of all arrangements for educational visits and school journeys.

### **4. Heads of Department**

All Heads of Department are responsible to the Head Teacher (via the Deputy Head) for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the Authority's statement are observed and implemented by all members of staff in their respective departments. In particular, staff holding such positions of responsibility will:

- 4.1 Ensure that risks assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed.
- 4.2 Ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned;
- 4.3 Ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms etc;
- 4.4 Ensure that all accidents are investigated with a view to preventing a recurrence;

- 4.5 Ensure that all staff within the department are aware of their specific roles in case of fire and/or other emergency;
- 4.6 Remove from use and inform the Deputy Head of any equipment/appliance which has been identified as being unsafe and which is in need of repair;
- 4.7 Ensure that adequate levels of class supervision are available at all times;
- 4.8 Carry out (in conjunction with other members of staff) the bi-annual health and safety checklist within their areas of responsibility and provide a report to the Deputy Head;
- 4.9 Maintain or have access to an up to date library of relevant published health and safety guidance from sources including the Children, Families and Adults (CFA) - Learning Directorate, CLEAPSS, DfE, AfPE etc., and ensure that all staff are aware of and make use of such guidance including that available in electronic format;
- 4.10 Identify specific staff health and safety training needs and inform the Deputy Head accordingly;
- 4.11 Consult with all staff on any matters which may affect their health or safety whilst at work;
- 4.12 Carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to the department;
- 4.14 Ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 4.15 Resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to the Deputy Head;
- 4.16 Ensure that all students are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk;
- 4.17 Ensure that good standards of housekeeping are maintained;
- 4.18 Consult the LGSS Health, Safety and Wellbeing Adviser or other appropriate officer when additional assistance becomes necessary.

## 5. Teaching Staff [Including supply staff and cover supervisors]

Teaching staff are responsible for the health and safety of all students under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips. Class teachers/supervisors shall:

- 5.1 Ensure effective supervision by only permitting practical work to be carried out by students after carrying out a risk assessment. The class size, the abilities of the students involved, the activities to be undertaken etc. will all need to be considered;
- 5.2 Be aware of the schools health and safety policy and any local rules and arrangements which may apply specifically to the department concerned;
- 5.3 Ensure that safety instruction is given to all students prior to commencing practical sessions;
- 5.4 Know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- 5.5 Ensure that students follow school/departmental safety rules and that protective equipment is worn where appropriate;
- 5.6 Ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 5.7 Ensure safety devices e.g. machinery guards are in good condition and are used;
- 5.8 Report any defective equipment to the Head of Department;
- 5.9 Investigate all accidents and near misses (in conjunction with Head of Department) which occur through activities organised/supervised by the Department;
- 5.10 Propose for consideration by their Head of Department any improvements, which they consider, would improve health or safety standards within the department;
- 5.11 Ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

## **6. Site Supervisors**

The Site Officer is responsible to the Head Teacher via the Premises Manager. Duties include:

- 6.1 Arranging for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- 6.2 Taking appropriate action when necessary to prevent injury to others on the site
- 6.3 Who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes;
- 6.4 Participating in the bi-annual health and safety checklist paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.;
- 6.5 Ensuring that other site staff are adequately supervised;
- 6.6 Identifying any particular health and safety training needs of supervisory staff in the group.
- 6.7 Ensuring that staff within the group are not involved in activities outside their limitations;
- 6.8 Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.9 Ensuring that all staff work in accordance with safe working practices issued by the school, the Local Authority etc.;

## **7. Safety Co-ordinator**

The Premises Manager will act as the Safety Co-ordinator, whose role is primarily that of facilitator. The Safety Co-ordinator may take on certain functions but the overall responsibility rests with the Headteacher. The core duty is to ensure that there is a management system established for the management of health and safety. The duties include:

- 7.1 Review this policy statement as necessary and ensure that the appropriate amendments are made as and when circumstances change;
- 7.2 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 7.3 Review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 7.4 Arrange for annual evacuation drills and weekly fire alarm tests etc.
- 7.5 Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 7.6 Co-ordinate the biannual health and safety checklist, ensuring all areas of the establishment and all activities are covered;
- 7.7 Report to the Head/Senior Leaders any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 7.8 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- 7.9 Ensure that all Senior Leaders are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

## **8. All Employees [including temporary & volunteers]**

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the Governing Body and senior leadership of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- 8.1 To participate in the risk assessment process and comply with findings;
- 8.2 To report all defects in the condition of the premises or equipment to which they become aware;
- 8.3 To report all accidents, plus incidents and near misses, according to the procedures included in Part 3 of this document;
- 8.4 Be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3);
- 8.5 To make use of all necessary personal protective equipment provided for safety or health reasons;
- 8.6 To, where necessary, make use of all control measures made available to them, e.g. fume cupboards etc.;
- 8.7 Follow all relevant codes of safe working practice and local rules;
- 8.8 Report any unsafe working practices to the head of dept/Deputy Head.

## **9. Students** [This section should be drawn to attention of all students]

All students must know and follow safe working practices and observe all school safety rules. All students will:

- 9.1 Follow all instructions issued by any member of staff in the case of an emergency;
- 9.2 Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- 9.3 Inform any member of staff of any situation which may affect their safety.

## **10. Staff Safety Representatives**

Health and safety at work law provides for the appointment of trade union appointed safety representative(s) from amongst the employees. Where the Governing Body is notified in writing of such an appointment, the safety representative shall have the following functions:

- 10.1 To investigate potential hazards and to examine the causes of accidents in the workplace;
- 10.2 To investigate complaints by any employee he represents relating to that employee's health and safety or welfare at work;
- 10.3 To make representations to the Head Teacher via the Deputy Head on general matters affecting the health, safety and welfare of employees;
- 10.4 To carry out workplace health, safety and welfare inspections;
- 10.5 To attend any safety committee meetings;
- 10.6 To co-operate with his employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.



Names of appointed Safety Representatives

Name	Contact Details	Area Covered
Michaela Hall	c/o St Ivo School	Staff representative

**11. Health and Safety Committee**

The school has established a Health and Safety Committee, which meets termly. The main purpose of the Committee is to develop and implement measures to ensure the health and safety of all employees, students and others who may be affected by the schools activities. Membership of the Committee see Appendix C.

- 11.1 Head Teacher
- 11.2 Governor
- 11.3 Health & Safety Co-ordinator
- 11.4 Head of Physical Education Department
- 11.5 Head of Design & Technology Department
- 11.6 Head of Science Department
- 11.7 Safety Representative
- 11.8 Site Officer
- 11.9 Catering Managers
- 11.10 Trips and Visits Co-ordinators

The Health and Safety Committee will submit an annual report to the Governing Body for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

**12. Competent Assistance**

The competent assistance and advice is provided by the Cambridgeshire County Council LGSS Health, Safety and Wellbeing Team.

The Management of Health and Safety at Work Regulations 1999, regulation 7, requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures.

The LGSS Team has been contracted to ensure that St Ivo School is provided with the necessary information, advice and assistance to comply with current Health and Safety Legislation.

**Contact Details:**

Cambridgeshire County Council (CCC) Health & Safety Team  
 1<sup>st</sup> Floor Octagon  
 Shire Hall  
 Cambridge  
 Cambridgeshire  
 CB3 0AP

Tel: 01223 699122 Fax: 01223 475932 Email: [health.andsafetyteam@cambridgeshire.gov.uk](mailto:health.andsafetyteam@cambridgeshire.gov.uk)

## Appendix A

### Arrangements & Procedures for Health, Safety and Wellbeing

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with legal requirements:

#### 1. Accident Reporting, Recording & Investigation

Employees must report all accidents, incidents, dangerous occurrences, violent incidents, verbal abuse and near misses in accordance with the County Accident Reporting Procedure.

- All accidents, dangerous occurrences, and near misses must be reported on the standard County Council Incident Reporting Form at the following link [www.reportincident.co.uk](http://www.reportincident.co.uk). Violent incidents and verbal abuse must be reported on this form.
- “Near Misses” must also be reported. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.
- The Head Teacher should ensure that they have seen each Incident Reporting Form before they are sent to Shire Hall. A copy should be kept at the establishment and either centrally filed or held on the personal file of a staff member or student/child. NB Faulty systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.
- The Head Teacher or other delegated officer must investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect.
- In the case of deaths and major injuries the Critical Incident Policy must be followed.
- The Incident Reporting Form must be completed and sent to the Health & Safety Team (within 10 calendar days). Please refer to the Incident Reporting Form guidance for full details of reportable incidents. Full guidance and copies of the form are located on the Education Portal (Resource id 3904).

#### 2. Asbestos

- 2.1 To minimise risk from asbestos containing materials on the school’s premises, the school will maintain a safe and healthy environment by:
  - 2.1.1 Complying with all regulations and County policy concerning the control of asbestos;
  - 2.1.2 Removing asbestos containing materials where the risk to building users is unacceptable;
  - 2.1.3 To have a named officer (CCC Asbestos and Legionella Coordinator) who will have responsibility for the implementing the Asbestos Management Plan in compliance with The Management of Asbestos in County Council Occupied Premises guidance.

#### 3. Contractors

- 3.1 The school follows the guidance issued by Cambridgeshire County Council (CCC) Contractors on Site. Guidelines include:
  - 3.1.1 5Cs control of contractors, refer to hazard file held in main reception;
  - 3.1.2 Checking the competence of contractors and visiting workers (competence can be judged from past experience, recommendation, pre-selection evaluation, or a combination taking into consideration nature and scale of the works required);
  - 3.1.3 Examining risk assessments as appropriate to check that the contractor and others have correctly interpreted any site specific conditions etc;
  - 3.1.4 Having clearly identified personnel who are points of contact for contractors and visiting workers;
  - 3.1.5 Having all significant and unusual hazards and risks on site clearly identified;

- 3.1.6 Exchanging information on hazards and risks .
- 3.2 Arrangements for monitoring and controlling works in progress. Key areas to focus attention are:
  - 3.2.1 Segregation of traffic and pedestrians;
  - 3.2.2 Segregation of contractors and occupants of the school (where possible);
  - 3.2.3 Safe systems of work to ensure that works undertaken within occupied areas of the premises are adequately controlled;
  - 3.2.4 Implications on fire precautions due to possible increased risk and interference with fire alarm;
  - 3.2.5 System and routes of evacuation;
  - 3.2.6 Safeguarding the welfare of students, staff and visitors.

**4. Curriculum Safety** [including out of school learning activity/study support]

- 4.1 The school recognise that programmes of study require that students should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.
- 4.2 Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for students to use. All guidance material will be reviewed where available eg CLEAPSS, BS 4163, AfPE, (formerly BAALPE).
- 4.3 All non-teaching assistants must be informed of the safety procedures and practices relating to any of the activities that they support.
- 4.4 Schemes of work will be reviewed to assess the risk in all activities in order to determine:
  - 4.4.1 Where close supervision is required;
  - 4.4.2 Suitable group size;
  - 4.4.3 Suitability for whole class participation;
  - 4.4.4 Where particular skills need to be taught;
  - 4.4.5 Personal protective equipment (PPE);
  - 4.4.6 Levels of hygiene required.

**5. Drugs & Medications**

- 5.1 Parents have the prime responsibility for their child’s health and should provide the school with information about their child’s medical condition(s). Parents, and the child if appropriate, should obtain details from their child’s General Practitioner (GP) or paediatrician, if needed. The County school nurse and specialist voluntary bodies will be approached to provide additional background information for staff.
- 5.2 There is no legal duty requiring school staff to administer medicines. However the school recognises that students with medical needs have the same rights of admission to a school as other students.
- 5.3 The school has adopted the DfE guidance “Managing Medicines in Schools and Early Year Settings”.
- 5.4 For more complex needs the school refers to guidance from the DfE and Council for Disabled Children.

**6. Electrical Equipment** [fixed & portable]

- 6.1 Fixed and portable electrical checks will be carried out in accordance with CCC guidance “Electrical Safety”.

## **7. Fire Precautions & Procedures [and other emergencies incl. bomb threats and invacuation]**

- 7.1 The guidance Fire Safety Risk Assessment - Educational Premises issued by The Department for Communities and Local Government (DCLG) has been adopted. Invacuation procedures ("lock down") have been advised by CCC.
- 7.2 The Site Officer has responsibility for the implementation of the Fire Management Plan by:
- 7.2.1 Detailing any significant findings from the fire risk assessment and any action taken;
  - 7.2.2 Testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices ;
  - 7.2.3 Testing of fire-warning systems, including weekly alarm tests and periodic maintenance by a competent person;
  - 7.2.4 Recording of false alarms;
  - 7.2.5 Testing and maintenance of emergency lighting systems;
  - 7.2.6 Testing and maintenance of fire extinguishers, hose reels and fire blankets etc;
  - 7.2.7 Testing and maintenance of other fire safety equipment such as fire-suppression and smoke control systems;
  - 7.2.8 Recording and training of relevant people and fire evacuation drills;
  - 7.2.9 Planning, organising, policy and implementation, monitoring, audit and review;
  - 7.2.10 Maintenance and audit of any systems that are provided to help the fire and rescue service
  - 7.2.11 The arrangements in a large multi-occupied building for a co-ordinated emergency plan or overall control of the actions you or your staff should take if there is a fire;
  - 7.2.12 All alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors.
- 7.3 Invacuation may be a response to a critical incident. This is described as an incident beyond everyday experiences of school life e.g. arson; fire; flood; student or staff sudden death; abduction & disappearance; unexpected closure; abuse; violence; intruder; weapons.

## **LOCATION OF EMERGENCY PROCEDURE DOCUMENTS**

Written emergency procedures exist covering a range of hazardous situations e.g. fire, bomb alerts, severe weather, electrical faults etc. These procedures are located in the Critical Incident Policy in the burgundy box files. These box files are located in:

- a. Main Reception
- b. Office of Head's PA in Main Block
- c. Prep Room in Science Block
- d. Design and Technology Technician's area in Craft Block
- e. Office adjacent to N Block Staff Room

In the event of a fire alarm:

- everybody will evacuate the buildings and proceed to the designated Assembly Point as indicated on the Evacuation Plan in each room in the School.
- The Site Team will liaise with the Emergency Services.
- The safe evacuation of persons is an absolute priority.
- Whilst evacuating the premises, if safe to do so, staff should ensure that the premises and equipment are safeguarded as far as possible by closing doors and windows.
- Fire drills will be undertaken every term and fire alarm tests weekly and a record kept in Fire Safety Log book.
- Regular inspections of the premises and grounds will be undertaken each half term. (A fire check list is available in the Risk Management Handbook.)
- Details of service isolation points (i.e. gas, water, electricity) are located in the Site Office

- and in the Red Box for the Fire Officer situated by the Main Block alarm panel.
- Emergency procedures for incidents outside normal working hours are held by the Site Officer.  
These procedures will be reviewed at least annually.

**8. First Aid**

- 8.1 The school will follow the statutory requirements for first aid and provide suitably trained first aid staff.
- 8.2 The guidance issued by the DfE on First Aid for Schools has been adopted by the school.

**THE FOLLOWING STAFF ARE TRAINED IN FIRST AID:**

See Appendix C

**FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:**

Medical Room	Technician in Technology
Reception	L0 The Leys
Science Staff Room	Room 5 The Leys
Premises Office	Geography Office
Food Technology	Canteen Kitchen
ACL Office	SENCO Office

The Medical Care Assistant will check the contents of first aid boxes are complete and replenished as necessary. A check should be made at least once each term.

The First Aid Treatment Book for recording details of all first aid administered is kept in the Medical Care Assistant's office.

- 9. First Aid Policy.** This is available on the school website and includes details of medication and procedures used in School.

**10. Glass & Glazing**

- 10.1 All glass in doors and side panels to be safety glass. All replacement glass to be of safety standard. Through continual assessment of the premises where there is low standard glass the glass will be covered with plastic film where necessary.

**11. Hazardous Substances**

- 11.1 CCC Procedures for Control of Substances Hazardous to Health (COSHH) has been adopted in respect of managing hazardous substances. Where hazardous substances are used line managers themselves or a designated employee will undertake a Control Of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate or substitute risk first and foremost.
- 11.2 The schools Radiation Protection Supervisor is Stuart Wood CCC LGSS.

Original section 12 removed (repetition)

**12. Housekeeping, cleaning & waste disposal**

There are rotas for cleaning all areas in the School carried out by the daily cleaning staff and external contractors where necessary.  
Waste disposal and recycling are carried as per the rota.

### **13. Handling & Lifting**

- 13.1 Any activities that involve significant manual handling tasks shall be risk assessed and where appropriate training is provided for staff

### **14 Jewellery**

Restrictions for students are listed in the School Prospectus and on the school website.

### **15 Lettings/shared use of premises**

Please refer to the School's Lettings Policy and the relevant External Lettings Emergency Procedures. This is available on the school website.

### **16 Lone Working**

- 16.1 Line managers will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks.
- 16.2 Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

### **17. Maintenance / Inspection of Equipment**

- 17.1 Guidance issued by CCC on servicing, testing or inspected is followed and records kept.

### **18. Monitoring the Policy** to be carried out by the Health & Safety Officer.

### **19. Personal Protective Equipment (PPE)**

- 19.1 Line managers will assess on the basis of risk assessment and COSHH assessments the need for PPE.
- 19.2 Where it is assessed that PPE is required it shall be appropriately selected and provided.
- 19.3 A record of PPE issue will be made which will include details of any expiry dates so that equipment can be replaced as and when is necessary.
- 19.4 Staff are responsible for ensuring that they use appropriate PPE where it is provided and report and issues/damage/losses etc so that replacements can be issued where needed.

### **20. Reporting Defects**

All defects should be reported to the Premises Manager via the Job Requests email which is accessible to all staff.

### **21. Risk Assessments**

- 21.1 The Risk Assessment procedure as defined by CCC Risk Assessment should be followed as guidance to the risk assessment process.
- 21.2 Risk assessment is the responsibility of the schools management at a variety of levels. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken and recorded for significant activities.
- 21.3 Risks should be assessed in a manner that ranks them by severity/probability for prioritisation and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded and communicated to those affected and maintained on records of the establishment or service area. Risk assessments should be reviewed periodically or where there is a change in circumstances.

### **22. School Trips/ Off-Site Activities**

- 22.1 A separate School Educational Visits Policy is available on the website.
- 22.2 Full guidance is obtained from CCC Educational Visits: Learning Beyond the Classroom.

### **23. School Transport**

- 23.1 The Head Teacher is responsible, in conjunction with the driver, for ensuring that vehicles

- kept or hired by the school are operated in accordance with the law.
- 23.2 Employees who are required to use their private vehicles for official business are personally responsible ensuring that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.
- 23.3 Drivers of a hired vehicle must hold a current and valid drivers licence and all drivers must have completed the minibus driver training scheme and have qualified for and hold a valid "Council Minibus Driver Permit". Use must comply with the CCC Minibus Policy.
- 24. Smoking** A separate No Smoking Policy is available on the school website.
- 25. Staff Consultation & Communication**  
The Governing Body, through the Head Teacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.
- 26 Staff Health & Safety Training and Development**
- 26.1 Line managers within the school will undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and will ensure that appropriate training is delivered and training records held centrally. This training needs analysis will be reviewed on an annual basis or on the introduction of new legislation.
- 26.2 Where new jobs or tasks come on stream or where there are changes in health and safety legislation training and competency issues line managers will be addressed as a matter of priority.
- 27. Staff Well-being / Stress**
- 27.1 Managers will include workplace stress as part of the risk assessment process identifying areas of concern eg workload, emergency call out, job security etc and implement appropriate control measures, so far as is reasonably practicable.
- 27.2 Where workplace stress arises, managers will deal with the issue in a sensitive and constructive manner using all available means to manage stress and assist staff.
- 28. Supervision** [including out of school learning activity/study support]  
Supervision will be in line with the School's policy as outlined in the Educational Visits Policy (see above).
- 29. Swimming Pool Operating Procedures**  
The School uses the swimming pool as the Recreation Centre. Supervision and management is as stipulated by the Recreation Centre.
- 30. Use of VDUs / Display Screens**
- 30.1 The majority of staff within the school are not considered to be DSE users. The school will adhere to the CCC Working with Display Screen Equipment (DSE) guidelines and procedures.
- 30.2 All employees who are classified as users of display screen equipment will have an assessment made of their workstations and may be entitled to a regular eye test subject to the findings of the risk assessment. A user is defined as workers regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more).
- 31. Vehicles on Site**  
The governors will endeavour to:
- 31.1. Segregate access vehicular and vulnerable (pedestrians & cyclists) traffic;
- 31.2 Design-out vehicular and vulnerable traffic route conflicts, both at access and on-site;

31.3 Wherever possible, avoid same-access for all.

**32. Violence to Staff / School Security**

32.1 Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of Head Teacher and Governing Body will liaise with their local Crime Prevention Officer.

32.2 Managers are responsible for assessing the risks of violence to staff.

32.3 Where violence is identified as a significant risk, line managers will ensure that appropriate control measures are put in place.

32.4 Staff must report incidents of violence and verbal or physical aggression in the same manner as accidents.

**33. Working at Height**

33.1 Line managers will ensure that working at height is risk assessed in accordance with HSE guidance and that appropriate control measures are put in place to mitigate those risks.

33.2 Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

**34. Work Experience**

34.1 Work experience co-ordinators will ensure that the working practices outlined Work-related learning and the law – Guidance for schools and school-business link practitioners and Work experience – A guide for secondary schools is followed at all times. There is a separate Work Experience Policy which is available on the school website.



## APPENDIX B

### GLOSSARY

AfPE	Association for Physical Education
CCC	Cambridgeshire County Council
CLEAPSS	Consortium of Local Education Authorities for the Provision of Science Services.
COSHH	Control of Substances Hazardous to Health
DCLG	Department for Communities and Local Government
DCSF	Department for Children, Schools and Families
DfES	Department for Education and Skills
DSE	Display screen equipment
IRF96	Incident Report Form
LGSS	Local Government Shared Services
PPE	Personal protective equipment
VDU	Visual display unit

## APPENDIX C

### Health and Safety Committee May 2015

The school has established a Health and Safety Committee, which meets termly. The main purpose of the Committee is to develop and implement measures to ensure the health and safety of all employees, students and others who may be affected by the schools activities. Membership of the Committee comprises of:

Head Teacher	Mr S Griffin
Governor	Mr S Grey
Health & Safety Officer	Mrs T Gibbons
Head of Physical Education Department	Mr C Havard
Head of Design & Technology Department	Mr A Gower
Head of Science Department	Mr E Slingsby
Safety Representative	Vacancy
Safety Representative	Vacancy
Site Officer	Mr D Coulson
Catering Managers	Mrs T Goddard and Mrs B Hall
Trips and Visits Co-ordinators	Dr M Craig

### THE FOLLOWING STAFF ARE TRAINED IN FIRST AID May 2016

David Tiplady/ Medical Room	07749575987/5440 Radio channel 2.
Laura Brasher,	SENCO Office, 5458
Caroline Blackburn, Rebecca McHugh	via Reception 5400
Rachel Bennett, Trevor Attwood	via Reception 5400
Catherine Lock	via Reception 5400.