

Health and Safety Policy Netherthorpe School Site

September 2018

Netherthorpe H&S Group/Committee reviewed	– 30/10/2017
Netherthorpe SLT reviewed	– 13/11/2017
Netherthorpe live	– 14/11/2017
Netherthorpe SLT Review	– 11/07/2018
Netherthorpe Live	– 01/09/2018

Last Approved: **October 2018**

Next Review: July 2019

Policy Review Document (Check List)

Policy reviewed **9th July 2018**

1. Health & Safety Policy

Q1. What is the basis of the policy (from elsewhere or created by CLT)	
A1. Based on standard DCC policy and that of Netherthorpe, adjusted to apply to the Trust.	✓
Q2. Do they cover any legal responsibilities that the Trust has concerning policy	
A2. Yes, we have not adjusted the standard DCC policy requirements so are confident that this will be covered.	✓
Q3. Do they conform to the Trusts' vision.	
A3. Yes	✓
Q4. Are there any pertinent moral responsibility issues.	
A4. Not that we are aware of – although we have a responsibility to look after staff.	✓
Q5. Are there any notable impacts on the secondary school (both positive, negative and significant changes in current working practices)	
A5. We require the school to appoint a Health & Safety representative and have a committee that examines H&S issue and reports to the Trust H&S group/LGB	✓
Q6. Are there any notable impacts on the primary schools (both positive, negative and significant changes in current working practices)	
A6. Will require the school to appoint a Health & Safety representative and have a committee that examines H&S issues and reports to the Trust H&S group/LGB	✓



WORKPLACE (HEALTH, SAFETY & WELFARE) REGULATIONS 1992

HEALTH & SAFETY AT WORK ACT 1974

STATEMENT OF SAFETY POLICY

1. STATEMENT OF GENERAL POLICY

The Board of Trustees of Cavendish Learning Trust (CLT) recognise and accept its responsibility as an Employer to provide, as far as reasonably practicable, a safe and healthy working environment for staff, students and others on site and to ensure that their work or activities do not adversely affect the health and safety of others. The Policy of the Board of Trustees is detailed below:

- a) To ensure that the premises and places of work are maintained in a condition that is safe and without risk to health;
- b) To provide training in safety procedures;
- c) To establish clear lines of responsibility and effective means of communicating safety information to all concerned;
- d) To maintain a record of details of all accidents, such details to be regularly scrutinised to identify areas of risk;
- e) To ensure adequate promulgation of all relevant Safety Regulations and Codes of Practice; and
- f) To update this Statement of Policy regularly and to ensure that it is made available to all employees.

Board of Trustees recognises that the implementation and maintenance of satisfactory Health and Safety Policy is dependent on regular consultations between employer and employees. To that end, the Board of Trustees will receive and discuss annual reports from the Governor's Health and Safety Committee as well as involving staff at all levels in the preparation of this Policy and its annexes.

The Board of Trustees will undertake to ensure that adequate funds are made available for Health and Safety matters, including staff training.

The Board of Trustees is obliged to remind all employees and students that they also have a duty under the Act to take reasonable care for their own health and safety and for that of others affected by their work.

2. ORGANISATION FOR IMPLEMENTING THE POLICY

2.1 BOARD OF TRUSTEES

The ultimate responsibility for Health and Safety at school rests with the Board of Trustees. The Board of Trustees will monitor the implementation and effectiveness of this Policy, reviewing it annually and revising it as necessary,

ensuring that any changes in the Policy are drawn to the attention of all employees.

The Board of Trustees will establish a Health and Safety Group, which will be chaired by the Executive Head teacher and report to the Board on a regular basis.

2.2 EXECUTIVE HEADTEACHER

The Executive Head teacher is responsible to the Board of Trustees for the safe functioning of all school activities. Some areas of responsibility are delegated to the Facilities Manager (through the Director of Finance) and the Head teachers of schools. The following responsibilities are specifically retained by the Executive Head teacher:

- a. To monitor and evaluate the effectiveness of this policy in the Trust and to report to the Board of Trustees as appropriate;
- b. To ensure that members of the Health and Safety Group fully understand and have training appropriate to their responsibilities and have the time to pursue them;

2.3 HEADS OF SCHOOL

The Head teacher of each school is responsible to the Executive Head teacher for the safe functioning of all school activities. The following responsibilities are specifically retained by each school Head teacher:

- a. To be responsible for the safe operation of the teaching functions of their School for the Health and Safety of the staff (including supply staff), students and visitors in the classroom and associated areas such as laboratories, prep rooms, workshops, sports facilities, playing fields etc. This will be done through the appropriate Heads of Departments and will involve regular Risk Assessments and COSHH Assessments;
- b. To identify within this policy those posts within the teaching areas which carry immediate responsibilities and to ensure that the post holders are given the necessary training and guidance to enable them to fulfil those responsibilities;
- c. To ensure that all new staff follow a Health and Safety induction programme;
- d. To ensure the cooperation of all staff and students in the implementation of this policy;
- e. To monitor the first aid and welfare structure;
- f. To oversee the aspect of 'vigilance against violence' through procedures within the Pastoral System and care of duty for all staff;
- g. To oversee the welfare of all staff, students and visitors to school.
- h. To oversee the organisation of school visits/fieldwork etc. to ensure that appropriate procedures are in place for Health and Safety matters (to include risk assessment procedures);
- i. To ensure that the Curriculum includes Health and Safety issues (e.g. Drugs and Sex education);

- j. To set up a health and safety committee within the school to monitor health and safety issues and report to the Trust Health and Safety Group on a regular basis.

Whilst retaining overall responsibility in the school, the following roles may be delegated by the Head teacher to other staff in the school to carry out:

- k. To oversee the Critical Incident plan procedures and update accordingly.
- l. To maintain a system for reporting and investigation of accidents, incidents and near misses and to investigate and act accordingly, reporting findings and action to the school's Health and Safety Management Team and the Trust's Health and Safety Group;
- m. To ensure an effective First Aid service for staff and students;
- n. To maintain a register of staff with First Aid qualifications;
- o. To be responsible for calling fire evacuation drills at least once a term;
- p. To be responsible for midday supervision and the health and safety of the staff involved;
- q. To organise the dissemination of relevant Health and Safety information throughout the school.
- r. To oversee the Emergency Evacuation of personnel procedures for the premises.

2.4 FINANCE DIRECTOR

The Finance Director is a member of the Health and Safety Management Group and has the following duties:

- a. To identify and liaise with external Health and Safety advisors and ensure that their services are utilised by members of the Health and Safety Management Team;
- b. To be a member of the Trust's Health and Safety Group;
- c. To oversee the Critical Incident plan procedures for the Trust Headquarters and update accordingly.

2.5 FACILITIES MANAGER

The Facilities Manager is a member of the Trust's Health and Safety Management Group and has the following duties:

- a. To be responsible for all Health and Safety matters relating to the school buildings, and the site (including grounds) including risk assessments;
- b. To be a member of the Trust's Health and Safety Group;
- c. To arrange for the maintenance of a register of all portable electrical equipment and to arrange testing in accordance with the Electricity at Work Regulations;
- d. To be responsible for the selection of competent maintenance contractors and to monitor their activities on the school's premises (taking into account relevant legislation and regulations (e.g. CDM Regulations) ;

- e. To organise records regarding defect reports and maintenance schedules;
- f. To organise the maintenance of the school buildings, fixtures and fittings in liaison with the Director of Finance, with an emphasis on statutory health and safety related maintenance;
- g. To be responsible for the safe operation of caretaking, cleaning and maintenance functions of the school and for the Health and Safety of staff employed in those areas, as well as for the consequent effect those functions may have on others including visitors;
- h. To oversee the installation and maintenance of equipment for protection against and escape from fire;
- i. To oversee the safe storage and removal of waste from the site;
- j. To visually inspect, during the course of his general estate management, all known areas containing asbestos as identified in the Asbestos Survey date 2003 and subsequently updated 2008 & 2012. If the Facilities Manager identifies areas of significant deterioration he must immediately notify members of the Health & Safety Management Group and seek professional advice and guidance from DCC Asbestos Team or other qualified organisations, in guidance with the Control of Asbestos Regulations 2012.
- k. To liaise with organisations and individuals who may use the facilities of the school to ensure they have sufficient knowledge of the school's procedures and that the school is properly indemnified;
- l. To ensure that COSHH assessments are carried out as appropriate for all substances used in the management, operation and maintenance of the premises;
- m. To identify within this policy those posts within the premises management areas which carry immediate responsibilities and to ensure that the post holders are given the necessary training and guidance to enable them to fulfil those responsibilities;
- n. Whilst it is not practical to attend the Health and Safety Committee at each school, the Facilities Manager may attend certain meetings, for example to provide specific advice or where key issues are to be discussed. The Facilities Manager may delegate attendance to other school Health and Safety Committee meetings to other members of his team provided that they have appropriate knowledge and expertise to enable them to do so.
- o. To provide a report to the Trust's Health and Safety Group detailing significant issues and work required on a regular basis.

2.6 CARETAKERS

Caretakers are responsible through the Facilities Manager for the following:

- a. To ensure the secure storage of cleaning and maintenance materials;
- b. To ensure that cleaners use only the assessed cleaning materials;
- c. To ensure that cleaners are trained in the correct use of electrical cleaning equipment;
- d. To ensure that storage areas are tidy and equipment is put away safely;

- e. To ensure that clear hazard warnings are posted and that the area is marked off until remedial action removes the hazard;
- f. To test the fire alarm bell and sprinkler systems weekly and record data;
- g. To test the emergency lighting in accordance legal with requirements.

2.7 HR MANAGER

The HR Manager is a member of the Trust's Health and Safety Management Group and has the following duties:

- a. To maintain the system for reporting and investigation of accidents, incidents and near misses and to investigate and act accordingly, reporting findings and action to the Trust's Health and Safety Group from information obtained from individual schools;
- b. Whilst it is not practical to attend the Health and Safety Committee at each school the HR Manager may attend certain meetings, for example to provide specific advice or where key issues are to be discussed;
- c. To identify within this policy those posts within the areas of Administration, and First Aid which carry immediate responsibilities and in conjunction with the head teachers of the relevant schools to ensure that the post holders are given the necessary training to enable them to fulfil those responsibilities within the CLT HQ.

2.8 THE TRUST'S HEALTH AND SAFETY GROUP

It is the duty of the Members of this Group to review and report on all aspects of Health & Safety at the Trust, to identify and action any issues which need to be addressed at a Trust level, review overall health and safety data, and to report their findings to the Board.

2.9 THE SCHOOL'S HEALTH AND SAFETY COMMITTEE

It is the duty of the Members of this Committee to review and report on all aspects of Health & Safety at the School's training needs for individuals within their designated areas of responsibility and to discuss any areas of concern brought to their attention by staff, students or parents.

The membership of the Committee shall be determined by the Head teacher but would normally include the Facilities Manager (or representative) and teaching and support staff Health and Safety Representatives. Participation and comment by all members of staff is invited and specific members of staff may be invited to comment on areas where they may have special interest or knowledge.

The Health & Safety Committee will meet at least once a term to feed into the dates of the Trust Health and Safety Group. Minutes will be presented to the Trust Health and Safety Group for information and comment.

2.10 OBLIGATIONS OF ALL EMPLOYEES notwithstanding the specific areas mentioned in 2.1 - 2.9

The Health and Safety at Work Act 1974 states:

It shall be the duty of every employee whilst at work:

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

The Act also states:

'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'.

In order that the law be observed and responsibilities to pupils and other visitors to school are carried out, all employees - caretakers, cleaners, clerical staff, lunchtime supervisors, cook/kitchen staff, teachers, technicians, welfare assistants - are expected.

- a) To know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied;
- b) To observe standards of dress consistent with safety and/or hygiene;
- c) To exercise good standards of housekeeping and cleanliness;
- d) To know and apply the emergency procedures in respect of fire and first aid;
- e) To use and not wilfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others;
- f) To cooperate with other employees in promoting improved safety measures in their school;
- g) To cooperate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority;
- h) To report any hazards and defects or deviations from standards to their appropriate Line Manager.

2.11 DETAILED HEALTH AND SAFETY POLICIES AT EACH SCHOOL

Each school should have a health and safety policy which addresses the requirements of this document.

A suggested template which should be adjusted to suit the school is given in Appendix 1.

Appendix 1

1 HEALTH & SAFETY POLICY

Netherthorpe School

Template for reference by individual schools to for their local Health and Safety Policy.

The issues contained in this Appendix must be included in the School's local Health and Safety policy which be annexed to the main CLT Policy. The school should adapt the contents of this Appendix as required to apply to their own circumstances whilst taking care to ensure that all aspects are fully addressed.

1. REFERENCE TO CLT POLICY

The individual school policy should refer to the master CLT Health and Safety Policy and signpost employees to where a copy of this can be obtained.

2. RESPONSIBILITES OF MEMBERS OF STAFF

Each school's Health and Safety Policy should outline the responsibilities of relevant members of staff. In addition to the standard requirements in the main CLT policy, this may include:

2.1 BURSAR/BUSINESS MANAGER

- a) To be responsible for the safe operation of the administrative and catering functions of the school and for the Health and Safety of staff employed in those areas;
- b) To be a member of the Governor's Health and Safety Committee.
- c) To oversee the Emergency Evacuation of personnel procedures for the premises;

2.2 HEADS OF DEPARTMENTS

Heads of Departments are responsible to the SLT Line Manager for the following:

- a) To ensure the conduct of the department complies with the Health and Safety Policy of the school;
- b) To ensure that Schemes of Work incorporate health and safety guidance where appropriate;

- c) To ensure that teaching and non-teaching staff working in the department are aware of and comply with the policy and are suitably trained in any specialist techniques it requires;
- d) To ensure adequate supervision for students in the teaching area;
- e) To ensure that staff working in the department cooperate fully with emergency practice procedures;
- f) To notify the Head teacher of any relevant Health and Safety matters which they feel are beyond their competence;
- g) To notify the Facilities Manager of any new substance or potentially hazardous equipment the department needs to purchase so that it can be assessed under the COSHH or other regulations before purchase is made;
- h) To notify the [insert title of Responsible Person in school] on the pro forma available of any accident or incident requiring medical attention, in addition to the First Aider's report;
- l) To carry out regular safety inspections in the department and carry out Risk Assessment using the agreed procedure;
- j) To report any defects or damage to the rooms/premises to the Facilities Manager using the helpdesk app.
- k) To check fire extinguishers for damage/faults within teaching rooms.

2.3 CLASSROOM TEACHERS

Teachers are responsible for the following:

- a) To be familiar with the emergencies and First Aid procedures detailed in the Staff Handbook to ensure the safety of students in their classroom, laboratory or other practical area;
- b) To ensure that students are supervised effectively in the classroom at all times;
- c) To ensure that students know and follow the evacuation procedures;
- d) To ensure that relevant safety measures are incorporated in the Scheme of Work or lesson plan;
- e) To follow safe working procedures personally;
- f) To notify the Facilities Manager of any damage or fault in the fabric of the classroom using the 'helpdesk App';
- g) To notify the Head of Department of any damage or fault in the classroom equipment.

2.4 TECHNICIANS: GENERAL

Technicians are responsible to the HOD for the following:

- a) To isolate supplies of gas in laboratory or workshop at the end of each teaching lesson when used;
- b) To ensure the security at all times of all toxic and highly flammable substances used in the department;
- c) To ensure that all stores are kept locked when not directly supervised;

- d) To ensure that the correct fire extinguishers are available and in usable condition in or near prep and store rooms;
- e) The visual inspection of electrical appliances each term.

Upon hearing the fire alarm, to do the following in so far as it may be safe to do so:

- f) To isolate supplies of gas at the emergency shut off valve location;
- g) To ensure that experiments are rendered safe;
- h) To isolate electrical services to machinery.

2.11 STUDENTS

Students have a general responsibility in the implementation of the School's Health & Safety Policy:

- a) Exercise personal responsibility for the safety of themselves and others;
- b) Observe the safety rules of the school and, in particular, the instructions of staff given in an emergency;
- c) Use and not wilfully misuse, neglect or interfere with any item provided for safety;
- d) Observe standards of dress consistent with safety and hygiene.

3. GENERAL HAZARDS

Workplace accommodation standards are regulated by the Workplace (Health, Safety and Welfare) Regulations 1992. It is the Policy of the school to comply with the standards for cleanliness, overcrowding, temperature, ventilation and lighting that are detailed in these Regulations and Approved Code of Practice. In particular, staff shall ensure that areas are not overcrowded and that furniture and equipment is arranged to allow unobstructed passage to all areas and exit doors.

Step stools, step ladders and ladders are provided and must be used where necessary to reach above head height. Staff are to inspect these before use and report any defect to the Facilities Manager. Staff are not to use chairs, boxes or similar items for standing on and are not to climb up the face of cupboards or storage racks.

In general, heavy items must be stored low down to reduce the risk of injury from falling and handling. Filing cabinet drawers shall not be overloaded and staff must not open more than one drawer at once as this presents a toppling hazard. New filing cabinets purchased will be of the anti-tilt design. Desk and cabinet drawers are to be closed immediately after use and not left open.

Damaged or defective furniture and equipment is to be reported to the Facilities Manager. Also any sharp edges which may cause injury and/or damage to clothing **must** also be reported.

Running is not permitted within the area of the school buildings. Care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction.

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items are to be cleared out and not allowed to accumulate in such ways as to congest the working areas. Students' bags are not to be left in walkways or areas where they create tripping hazards.

Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings, slippery floor surfaces. Staff are expected to rectify these situations where possible or report them to the Facilities Manager.

Defective equipment, hazards etc. must be reported via email, to the Facilities Manager.

All adults must wear the appropriate identity badge whilst on site.

Staff (and students) may not use their own equipment or appliances at school unless permission has been given by the Head teacher, and the equipment/appliance has been inspected by the Facilities Manager. This is particularly important for any mains electrical equipment.

4. TRAINING

Members of the Health and Safety Management Team are responsible for coordinating the identification of training needs of staff assigned to them through line managers in appropriate areas. The Health and Safety Management Team will monitor the provision of training and check that it is understood by those receiving it.

5. ACCIDENT PREVENTION

The Health and Safety Management Team will carry out *an annual* inspection of areas assigned to them to identify potential hazards and to initiate remedial action as soon as reasonably possible. It is also their responsibility to ensure that staff are briefed in necessary safety measures and precautions and to ensure that staff take action on the hazards that are reported to them. All staff are expected to be vigilant and report potential safety hazards immediately.

6. ACCIDENT INVESTIGATION

Any member of staff who has an accident at work must report it to **Fiona Gibson**. Any hazards causing or contributing to the accident will be investigated and the findings reported to the Governors' Health and Safety Committee. Accidents to

students must be reported to **Fiona Gibson** by the Primary First Aid Person or any other member of staff treating the individual.

7. NOTIFICATION OF ACCIDENTS

An employer is required to notify the Health and Safety Executive and local enforcing authorities of any deaths or injuries resulting from accidents, instances of disease and dangerous occurrences which arise out of or in connection with work activities covered by the Health and Safety at Work Act 1974.

Staff are to report accidents within 24 hours of the occurrence. The report must be on an accident report form (available from the Primary First Aid person) giving as much detail as possible. This procedure applies to both accidents to staff and students under the supervision of a teacher or lunchtime supervisor.

For accidents causing injury to a student the First Aider will also complete an accident report form.

Fiona Gibson will ensure that accidents are being entered in the Accident Log. Any serious injuries which may be reportable or have implications requiring a review of school or Trust procedures must be reported to the Trust HR Manager. The Trust HR Manager will decide which accidents are reportable within current regulations and will ensure that any such are reported to the Executive Head teacher immediately and also to the Trust Health and Safety Group as soon as possible.

Mick Stevens will report a summary of accidents to the school's Health and Safety Committee. Any action necessary to prevent a recurrence will be assessed by the appropriate member of the committee and will be carried out as soon as possible.

8. ELECTRICAL SAFETY

The Facilities Manager will arrange for fixed electrical installations to be inspected and tested by a competent, suitably qualified person every five years or at more frequent intervals according to current guidance and cause a certificate to be prepared showing the date and results of the inspection.

Testing of portable electrical equipment will be carried out by a qualified person and a record kept. Staff may not use their own equipment (or students) without gaining prior permission from **Mick Stevens** and inspection by the Facilities Manager.

9. FIRE PROCEDURES

Fire prevention is part of everyone's duties. In particular, attention must be paid to checking the school before leaving at night to ensure nothing has been left which could lead to a fire developing whilst the premises are

unoccupied. All electrical equipment that need not be left on, such as computers, printers, TV and audio equipment must be switched off. Combustible material must be kept clear of equipment which needs to be left on in case of a fault developing whilst unattended all designated fire doors must be locked or kept shut as per Fire Strategy Report.

Combustible rubbish is to be regularly disposed of and flammable liquids are to be stored properly in a locked non-combustible container in order to reduce the risk of fire.

Inspections of the school are carried out by the local Fire & Rescue Service. It is the policy of the school to implement recommendations from these Inspections. The Facilities Manager is required to participate actively with the Fire & Rescue Service during these inspections and ensure that any necessary remedial work is carried out.

Evacuation procedures have been devised and notices are posted throughout the premises.

Fire Marshalls have been appointed / designated to specific areas and are responsible for 'sweeping' their area if safe to do so.

The Head teacher is responsible for organising evacuation practices each term and for completing the record sheet.

The Facilities Manager / Caretakers are responsible for testing the fire alarms on a weekly basis and for completing the record sheet.

The Facilities Manager is responsible for arranging testing to the emergency lights weekly and a contractor to test the emergency lighting annually and completing the record sheet and certification.

Fire extinguishers and fire blankets are serviced on an annual basis by specialist contractors.

Staff will need to sign in and out at the main office if leaving/arriving late beyond their normal hours this is important part time staff who swap days of work or for staff who come on site in the holidays time.

10. FIRE DRILLS & EVACUATIONS PROCESS

Fire evacuation drills will be held at least one in every term. The timing of the drills will be decided by the Assistant Head teacher (RJG) and notified only to the Health and Safety Management Committee. The Assistant Head teacher may exempt certain staff (for instance canteen staff) from the drill.

The drill has five phases and they are:

- a) **Evacuation** - this ensures the physical safety of all staff, students and visitors by getting them out of the buildings into the open air. Staff are not to

return until authorised to do so by Assistant Head teacher RJG. The time allowed for this is 3 minutes or in accordance with the Fire Strategy Report;

- b) **Assembly** - this enables an orderly movement along the designated routes to the assembly area, serving to remove everyone from possible danger and allow the roll call to proceed;
- c) **Roll Call** - this ensures that the number and possible location of any missing people is identified and reported to the Assistant Head teacher RJG so that he can convey the information to the fire brigade as soon as they arrive. The anticipated process for this is as follows;
 - **Form tutors report missing students to Head of Year/Section**
 - **Head of Year/Section report missing students to NCO or RJG directly**
 - **NCO reports missing students to RJG**
 - **LJO reports visitor, Staff and student exit books to RJG**
 - **RJG reports to M Stevens/Caretakers missing individuals**
 - **RJG/M Stevens report missing persons to Fire Service (whoever is closer to arriving Fire Crews AT THE TIME)**

The time allowed for this to be completed is 6 minutes from the sounding of the alarm; Assistant Head teacher RJG will allocate at need staff to convey information to CEO or Emergency services

- d) **Dispersal** - this is usually return to class;
- e) **Evaluation** - this is the assessment of the success of the complete fire drill and must begin immediately after the dispersal is completed, the Assistant Head teacher RJG making notes independently. The written record of the drill should be completed and entered in the logbook within 24 hours. If the drill has not been completed satisfactorily, another practice will be held until the required standard has been achieved.

Evacuations following the unplanned sounding of the alarm should follow the same procedure outline above and the same criteria applied in evaluating the standard achieved.

11. FIRST AID ARRANGEMENTS

It is the responsibility of Department Heads in conjunction with the Facilities Manager to ensure that adequate safety notices and First Aid provisions exist within their Departments.

It is the responsibility of **E Eastwood** to assess the number of First Aiders needed in the school and to make arrangements for their training.

First Aid supplies are kept in the medical department and the designated Primary First Aider is responsible for ensuring that adequate supplies of First Aid materials are available in all the First Aid boxes in school. The boxes contain a card listing the items that must be present and only the items listed should be used for First Aid, in accordance with the First Aid at Work approved Code

of Practice 1990; for instance, antiseptic creams and burn ointments are not listed and therefore must not be used.

Sick or injured students must be sent to the Primary First Aider medical room for attention; symptoms are recorded in a book kept in the medical department.

The Primary First Aid person is the First Aider on duty during the school day. If she is absent from school or away from her room, the School Office will summon another First Aid trained member of staff as required (coordinated by **E Eastwood**).

The HR Manager is responsible for coordinating the training needs of First Aiders to ensure that training is repeated every 3 years.

First Aid boxes are to be taken on school trips, and the person in charge is appointed to be responsible for the First Aid box and for taking charge of the situation, i.e. calling assistance if a serious injury or illness occurs, all equipment must be returned to the medical department for checking and replenishment.

12. INJURY REPORTING

Minor injuries to staff and students are recorded in the accident book by the Primary First Aid person or the person administering First Aid.

The Trust HR Manager is responsible for completing the statutory forms for more serious injuries and for carrying out the statutory reporting procedures for *major* and *over seven days* absence injuries as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Staff are alerted to the fact that only a small proportion of accidents result in harm to people and the severity of injury is a poor indicator of risk. It is important to consider the potential rather than the actual outcome and to report minor injuries and 'near misses' where appropriate.

13. WORK EQUIPMENT

All work equipment, i.e. machine tools, portable hand and power tools, ladders, computers, heaters, boilers etc. provided by the school are:

- a) Selected to ensure that it is suitable for the task;
- b) Maintained in efficient working order.

In particular, dangerous parts of machinery will be provided with guards and staff are responsible for ensuring that these are present, serviceable and in position at all time when the machinery is operating.

Any defects or malfunctions are to be reported to the appropriate line manager (Computers/AVA – Network Manager (DELL) (General - Facilities Manager)

14. MANUAL HANDLING – Site Team (overview responsibility - Facilities Manager)

Significant manual handling operations are required as part of the caretaking duties. Manual handling operations are required to some extent in most of the school's activities and it is not reasonably practicable to avoid them. These do not generally involve significant risks and are within the capabilities of all staff. Specific assessments of these operations are not necessary under the Manual Handling Regulations 1992 (as amended). The measures entailed below are considered adequate to reduce the risks of injury to the lowest level reasonably practicable.

Staff shall not attempt to lift or move anything they consider to be too heavy or awkward for them. If help is not at hand the matter should be reported to the Caretaker or Facilities Manager.

Staff shall use the trolleys and barrows provided for the movement of science equipment, televisions, projectors and boxes of books and paper. When lifting boxes, parcels etc. the back must be kept straight and lifting carried out using the leg muscles. Lifting from the waist with the legs straight puts strain on the back muscles and spine and may lead to injury.

Special care is to be exercised where students are involved with the moving of objects, e.g. moving sports, music, technology equipment. Staff are required to assess these operations and only allow students to be involved where they will not struggle and adequate precautions are taken to prevent injury.

15. DISPLAY SCREEN EQUIPMENT (overview responsibility of HR Manager: NHE)

The Health and Safety (Display Screen Equipment) Regulations 1992 apply where staff use display screen equipment for a significant part of their normal day.

- a) The display screen equipment work carried out by teaching staff in the school does not meet the criteria given in the guidance to the above regulations for them to be defined as 'users'. Suitable equipment has been provided to ensure the general health and safety of the staff when working with display screen equipment but the specific requirements of the Regulations do not apply.
- b) Staff in the Administration Team meet the criteria given in the guidance to the above Regulations and are identified as 'users'. HR Manager **NHE** is responsible for arranging the following to comply with the Regulations:
 - Health and Safety training for 'users';
 - Assessment of workstations;
 - Planning work to include breaks or changes of activity;
 - Eye tests and the provision of special spectacles where these are required for display screen equipment work.

16. CONTRACTORS

Contractors carrying out work in the school and grounds are required to report to the School Office on arrival (before work starts) and departure. The Facilities Manager is responsible for agreeing a system of work with the contractors to meet health and safety standards and for monitoring the progress of work generally to ensure the agreed protective measures are in place. Hot working permits must be obtained from the Facilities Manager, before any welding or burning takes place on site.

17. HEALTH AND SAFETY REPRESENTATIVES

Staff Health and Safety Representatives will be consulted during the preparation and review of the Health & Safety Policy to enable effective co-operation on the promotion and development of Health and Safety arrangements.

18. INDUCTION PROCEDURES

The capabilities of all new staff as regards their own Health and Safety and that of students in their care will be taken into account before employment starts. Adequate information and training will be given to ensure that they are aware of the school's Health and Safety arrangements, particularly:

- a) Evacuation procedures;
- b) First Aid and injury reporting arrangements;
- c) Any other relevant emergency procedures such as electricity and gas isolation points.

19. PLAY AREAS

Site Maintenance Team will make safe all play areas, i.e. gritting and cleaning where required.

A sufficient number of staff will supervise the play areas at all times when students are present.

20. VEHICLES

The following arrangements have been implemented at the school:

- a) Separate entrances are provided for pedestrians and vehicles at the main entrance;
- b) A speed limit of 10 mph for the vehicle entrances;
- c) School bus discharge and pick up arrangements have been planned to avoid students having to cross the main road.

21. WORK EXPERIENCE

It is the policy of the school to follow the advice and guidance on health and safety on work experience as outlined by the Derbyshire Education HR Partnership. The school strictly follows the advice in the DEBP publication

- Safeguarding Young People on Work Related Learning including Work Experience
- Work Related Learning Guide 2015

Responsibility for the health and safety of students on work experience or work shadowing lies with the school, employers and the students themselves. The school has a duty to look after the students and to ensure that they are not exposed to risks to their health and safety.

All students complete a booklet on health and safety prior to going out on work experience. Parents outline any medical concerns which may affect the placement and this information is passed on to the employer. All parents return a consent form prior to the work experience placement.

All placements undergo a rigorous health and safety check prior to the placement. An approved list of employers is to be found on the DEBP School database. If a student chooses a placement which is not on the DEBP list a health and safety check is requested. If a placement does not comply with the health and safety requirements students are asked to select an alternative placement.

The school provides students with Personal Protection Equipment for the duration of the work experience if the nature of work requires it.

All students are contacted and where possible visited by a member of school staff whilst on a placement to ensure that they are being well looked after and kept safe. This information is reported back to **Wendy Weston**.

display

All students are given a mobile telephone number prior to starting on work experience which they can ring at any time if a problem arises.

Further information on work experience is outlined in the 'Work Related Learning and Work Experience Policy'

22. EXTERNAL LIAISON WITH LOCAL AUTHORITIES

The School's Health and Safety Management Team will liaise with the Fire Department, Environmental Health Department, the school's advisors, etc. on matters of Health and Safety.

23. PROTECTIVE CLOTHING

All staff are reminded of the need to ensure that personal protective clothing is worn at all times in laboratories and workshops and activities. Department Heads will maintain adequate supplies of protective clothing and train staff and students in its use. In addition premises staff must wear appropriate protective clothing for the tasks being carried out.

24. VIOLENCE TO PERSONNEL

The Trustees take violence against staff and students very seriously and are committed to taking positive steps to reduce the risk of violence to staff and students to a minimum.

The Governors will fully support any member of staff who has been subjected to violence at work. All incidents of violence must be reported to the Head teacher (or designated person of responsibility) immediately to be actioned.

The following incidents are considered acts of violence and must be reported

- Verbal abuse, rude gestures and insulting innuendo
- Threats of physical violence (with or without weapons)
- Sexual or racial harassment
- Damage to personal property
- Behaviour invoking fear
- Actual physical attack

25. CATERING

The school is registered with the District Council Environmental Health Department and is regularly visited by Food Hygiene Inspectors. All recommendations and advice given by these inspectors is implemented in order to ensure adequate food hygiene standards. All food handlers are trained in basic food hygiene procedures.

It is the policy of the school to ensure that the guidance is followed in the HSE publication HS(G)55 - Health and Safety in Kitchens and Food Preparation Areas. The Catering Manager is responsible for ensuring the relevant standards are communicated and maintained.

26. SCHOOL OUTINGS

The general arrangements for school outings are detailed in the separate trips policy.

27. Not Used

28. MONITORING AND REVIEW

The Health and Safety Committee will monitor the Health and Safety arrangements in the school by:

- reviewing the accident book entries and injury report forms
- carrying out an annual inspection of the premises

The Health and Safety Policy is reviewed annually and amended as necessary to take account of the findings from monitoring and any new developments in health and safety.

This policy is supported by the following documents.

Appendix 1	Template for Local School
Appendix 2	Health and Safety Management 'Team Structure'
Appendix 3	Health and Safety 'Accountability Structure'
Appendix 4	Health and Safety 'Agenda'
Appendix 5	Health and Safety Management Team 'Annual Structure'
Appendix 6	Annual Staff sign off of Health and Safety policy

In addition to this general policy statement there are individual teaching department policy statements. Of particular note are those for:-

- * Design & Technology
- * Science
- * Physical Education
- * Art & Design
- * Geography

Furthermore – the Staff Handbook on the Staff Share (T-drive) also contains a range of day-to-day procedures and instructions including details on:-

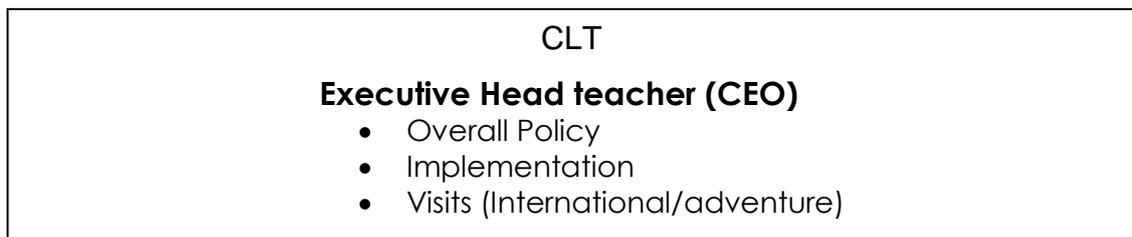
- * School visits
- * Loco Parentis
- * Discipline
- * Visitors

Appendix 2

HEALTH & SAFETY POLICY

THE HEALTH AND SAFETY MANAGEMENT TEAM STRUCTURE

The Health and Safety Management Team are responsible to the Head teacher for areas shown below:



Designated Head teacher - Assistant Head teacher - RJG

- Vigilance against violence
- Departmental risk assessments
- Teaching & non-teaching Staff via HoD

Lynne Jordan

- School trips
- Visits (local)

Bursar – Andy Doughty

- Finance of Health & Safety
- Security / Insurance
- Canteen and staffing

Assistant Head teacher - RJG

- Evacuation procedure
- Induction of new staff
- Scheduling of meetings
- Overview of First Aid
- Admin Staff
- Liaison with Trade Unions
- Curriculum aspects of Health & Safety

Mick Stevens

- Buildings
- Defects and Records
- COSHH (non-teaching)
- COSHH for teaching Departments
- Electrical
- Contractors
- Manual Lifting
- Repairs and Maintenance
- Security of Site
- Fire Prevention
- Premises staff Induction

**CAVENDISH LEARNING TRUST
HEALTH & SAFETY POLICY**

ACCOUNTABILITY STRUCTURE

Board of Trustees

Receives minutes, reports and recommendations
From Health & Safety Group
Sets policy – ensures implementation

TRUST HEALTH AND SAFETY GROUP

Executive Head teacher, Finance Director, HR Manager, Bursar,
Facilities Manager

Responsible for managing all aspects of Health & Safety
Meets once per term, or as necessary

SCHOOL HEALTH AND SAFETY COMMITTEE

(Includes teacher and non-teacher representation and unions)
Meets once per term, or as necessary

ALL STAFF

All staff follow the H&S policy with particular emphasis on the responsibilities of
HoDs, line managers and those responsible for the welfare of other staff.
Health & safety to feature regularly on meeting agendas at all levels

STUDENTS, PARENTS, VISITORS, CONTRACTORS

All are expected to follow appropriate aspects of the Health & Safety Policy.
Health and Safety issues raised at School Council Meetings

Appendix 4

HEALTH AND SAFETY AGENDA

On a Day to Day Basis

Risk Management: assessing and ensuring that daily activities are being undertaken in line with the guidance given in policy and codes of practice and in compliance with relevant Statutory Provisions example: COSHH and risk assessments.

Accident recording, reporting and investigation.

Monitoring of arrangements and systems, dealing with hazards and defects as required.

Hand held portable electrical equipment visually inspected for damage or defects by the teacher before use.

Operation and reset of test button on RCD's connected to portable electrical equipment prior to each use.

Weekly

The test sounding of the fire alarm (from a different call point each week) and keep a record of such tests.

Termly

Inspection and cleaning of Personal Protective Equipment such as aprons, safety glasses and goggles.

Health and Safety discussed at Governors Meetings and accidents reviewed.

Fire evacuation drills once per term.

Ladders inspected and inspection recorded.

School inspection of specialist areas e.g. Labs and Workshops by Heads of Department.

All other areas by a member of the Leadership Team (Union Safety Reps should be invited to be involved).

Visual inspection of portable electrical equipment.

Operation of test button and resetting of residual current devices in circuit boards.

Quarterly

Sprinkler System Maintenance.

Fire Alarm Maintenance.

Six Monthly

Statutory Insurance inspections of hoists and lifts and other lifting equipment.

Health and Safety Committee Meetings.

Annually

Inspection of the school premises by *the Health & Safety Management Team, a Governor and a Union Safety Representative will be invited.*

Examination and Test of all class one earthed hand held portable electrical equipment such as drills, saws, irons, hand lamps etc. (where applicable).

Thorough examination, test and service of gas appliances by a specialist Gas Safe registered contractor.

Test and discharge/charge emergency lighting (or at intervals required by legislation).

Review of Health and Safety Policy, procedures and risk assessments.

Statutory Inspection and test of engineering control measures such as local exhaust ventilation as required by the COSHH Regulations (maximum interval once every fourteen months).

Inspection and test of stage/theatre electrical installations.

Maintenance of fire precautions and provisions example service of extinguishers, blankets etc.

Insurance inspection of PE equipment.

Requested goodwill inspection of premises by Local Fire Brigade.

Maintenance and service of plant equipment and machinery, including catering.

Gas soundness testing.

Gas Safe testing.

Lightning Conductor testing.

Emergency lighting testing.

Intruder Alarm Maintenance

Examination and test of pressure systems in accordance with the written scheme of examination as required under the Pressure Systems and Transportable Gas Container Regulations.

Two Yearly

Review of COSHH assessments.

An external audit of our 'trips' procedures.

Legionella Risk Assessment.

Five Yearly

Inspection and test of fixed electrical installations including, ring mains, lighting circuits, plant hard wired directly into the mains etc.

SCHOOL HEALTH AND SAFETY MANAGEMENT COMMITTEE

Appendix 5

Annual Structure

Term 1

Meet first month of the school year (to be on calendar)
Review Health & safety Policy
Discuss other issues arising
Prepare for Governors' health & safety Committee Meeting
Further meetings to be called as necessary
[Staff signature of understanding \(Annual requirement\)](#)

Term 2

Annual Site Inspection at start of March (to be on calendar)
To be accompanied by staff Health & Safety Representative (and Union Representative on request)
LA Advisor to accompany inspection every 2 years
Take digital camera on inspection
Meet within 2 weeks to review inspection (to be on calendar)
Review Fire Safety procedures
Review Departmental Risk Assessments
Prepare report for Governors' Health & Safety Committee Meeting (to be on calendar)
Discuss other issues arising
Further meetings to be called as necessary

Term 3

Meeting of Management Team to be called as necessary

Netherthorpe School

Health & Safety

All staff are responsible for Health and Safety at Netherthorpe School.

All key whole school health and safety documentation can be found at:
<T:\All Staff\Health and Safety>

All staff employed on site need to ensure that they have read

- Health and Safety Policy
- Generic Risk Assessment
- Critical incident
- Fire alarm and evacuation assembly map

Staff will sign during September each year to agree that these have been read and understood. This forms part of the safeguarding and GDPR sign off.