

Health and Safety Policy

The Cleeve School statement of general policy is:

- To provide adequate control of the health and safety risks arising out of work activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals

Agreed by

Review Date

Health and Safety Policy

Responsibilities

Overall and final responsibility for health and safety is that of:

[The Governors of Cleeve School](#)

Day-to-day responsibility for ensuring the policy is put into practice is delegated to:

[Rob Broadbridge, Head teacher. To take responsibility for the implementation and monitoring of the schools overall H&S Policy](#)

To ensure health and safety standards are maintained/improved, the following people have responsibilities in the following areas:

Name:	Responsibility:
Governors	To nominate a Governor with responsibility for H&S (LE Governor), to have H&S as a standing agenda item
Rob Broadbridge Head teacher	Overall H&S, responsible for delegating roles and responsibilities within the SST, allocation of resources to meet H&S policies and legislation
Leanne Symonds Deputy Head teacher (HR)	CRB checks, Safer recruitment, Staff induction, lone working
Susan Brobyn Business Director	Site H&S (fire risk, electrical, legionella, asbestos), contractor H&S, risk assessment guidance for departments, statutory equipment H&S checks (DT, PE etc), school vehicles, commercial lettings
Kerala Cole Asst. Head Student Welfare & Guidance	Offsite visits H&S, Child Protection, student safety
Dave Laughlin Asst. Head Creative Arts & Extended Services	Extended Services on site activities (all aspects of H&S, fire evacuation etc)
Nikki Swift Acting Asst. Head 6th Form Leadership	6th Form Leadership
Kelvin Corcoran Asst. Head Training Manager	Trainee teacher H&S training Staff training records
James Pugh, Partnership Director	Pupils attending Launchpad site

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Jacqui Hull Office Manager	First aid co-ordination, organisation of first aid training (staff), site visitors (badges & awareness of fire evacuation procedures etc)
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All employees have to:

- co-operate with managers and co-ordinators on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Arrangements

(1) Health and safety risks arising from work activities

- Risk assessments will be undertaken **annually between October half term and the end of the Christmas term** by:
 - Heads of Department for their teaching areas and associated staff**
 - Line Managers for non-teaching departments and associated technical staff**
- The findings of the risk assessment will be reported to:
 - Via Oversight to SST member, then to discuss at SST level if there are any training issues or actions required. Completed forms will be kept as a record on FROG and also by the Business Director (as representative for site H&S)**
- Action required to remove/control risks will be approved by:
 - Head teacher, Business Director, LE Governors, Finance Governors**
 - Head teacher / Business Director / Heads of Department will be responsible for ensuring the action required is implemented.**
- **Head teacher / Business Director / Heads of Department** will check that the implemented actions have removed/reduced the risks, by undertaking a further risk assessment to ensure all risks have been removed.

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Arrangements

(2) Consultation with employees

If there is a recognised Trade Union with an appointed safety representative the employer must consult on matters affecting the employees they represent (Safety Representatives and Safety Committees Regulations 1997) or if there are no trade unions, employers must consult directly with employees (Consultation with Employees) Regulations 1996.

A meeting schedule should be held 3 x annually, i.e. 1 x during each full term.

- Employee Representative(s) are:

John Wood, NUT

- Consultation with employees is provided by:

Standing agenda items on departmental and pastoral meetings and items raised and fed back through SST oversight

(3) Safe plant and equipment

- Business Director / Facilities Manager (via the maintenance and DT and Science departments)

will be responsible for identifying all equipment/plant needing maintenance.

- The Facilities Manager / Business Director

will be responsible for ensuring effective maintenance procedures are drawn up.

- The Facilities Manager / Business Director

will be responsible for ensuring that all identified maintenance is implemented.

- Any problems found with plant/equipment should be reported to:

The Facilities Manager / Business Director

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(4) Safe handling and use of substances

- [Facilities Manager, Lead Science technicians and DT technician](#) will be responsible for identifying all substances which need COSHH assessment. [The contract cleaning firm, DCS Limited, will be responsible for identifying all substances related to the cleaning team.](#)
- [Facilities Manager, Lead Science technicians and DT technician](#) will be responsible for undertaking COSHH assessments [in their relevant departmental areas.](#)
- [Business Director / Facilities Manager](#) will be responsible for ensuring that all actions identified in the assessments are implemented.
- [Facilities Manager / Business Director](#) will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

(5) Information, instruction and supervision

- The Health and Safety Law poster is displayed in Student Reception and is updated by:
[Business Director](#)
- Health and safety advice is available from:
[Business Director \(for non teaching staff & contractors\)](#)
[Assistant Head, Training Manager \(for trainee teachers\)](#)
[Assistant Head, Student Welfare & Guidance \(for students\)](#)
[Assistant Head, 6th Form Leadership \(for 6th form students\)](#)
- Supervision of young workers/trainees will be arranged/ undertaken/ monitored by:
[Office Manager \(for work experience students\)](#)
[Assistant Head, Student Welfare & Guidance \(for students\)](#)
[Launchpad Partnership Director \(for Launchpad\)](#)
- [Office Manager and Head of Pupil Development \(via Prospect Training\)](#) is responsible for ensuring that employees working at locations under the control of other employers, are given relevant health and safety information.



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(6) Competency for tasks and training

- Induction training (including basic H&S information) will be provided for all employees by:

Deputy Head teacher (HR)

- Job specific training will be provided by:

Heads of Department (for teaching staff) / Line Managers (for support staff)

- Specific jobs requiring special training are:

Tasks carried out by science technicians, drama technicians, art technicians, DT technicians and teaching staff, site team, ICT team and first aiders. These staff may require manual handling training, working at heights, PAT testing / electrical items, ladder training, COSHH etc

- Training records are kept by:

There is a central record kept by the Assistant Head, Training Manager

- Training will be identified, arranged and monitored by:

Assistant Head, Training Manager will identify and allocate training resources. Courses are booked via the Finance office.

Arrangements

(7) Accidents, first aid and work-related ill health (see First Aid procedure, appendix A) to this policy

- Health surveillance is required for employees doing the following jobs:

Staff in DT areas where dust extraction and ventilation are required in practical areas

Staff in science areas where chemicals and fumes may occur

Staff in maintenance areas where paint, corrosive materials etc may be stored/used

Any areas with heavy machinery such as drills, lathes, mechanical items etc

- Health surveillance will be arranged by:

The Head of Department / Line manager via lead technicians and departmental supervisors



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- Health surveillance records will be kept by/at:

Premises Manager / Business Director

- The first aid boxes are kept at:

Student Reception, Main Reception, Staff room, departmental offices

- The appointed persons first aiders are:

Jacqui Hull – Office Manager, radio call sign Red Alert 1 for a first aid incident

Steve Evans – radio call sign Sierra 1

Plus Mark Durn, Jane Blake, Elizabeth Woolridge, Sue Bullock, Pete Clarke, Jo Bridges

- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in:

Student Reception and with a copy given to the Business Director

- Office Manager / Business Director

is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Arrangements

(8) Monitoring

- To check our working conditions, and ensure our safe working practices are being followed, we:

Monitor the premises by the Premises Manager and Business Director undertaking site walks 3 times per week to identify and document any H&S risks with the premises which are then dealt with

Ask teacher duty teams to monitor student areas for obvious H&S risks and report back via the Site Helpdesk any areas of concern

Use the LA annual H&S inspections as an audit/benchmark document

Use the LA annual Fire Risk inspections as an audit/benchmark document

Report any accidents to Business Director (for staff accidents), Asst. Head Student Welfare & Guidance (for student accidents)



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- [Deputy Head teacher \(HR\) / Business Director](#)
is responsible for investigating work-related causes of sickness absences.

- [Business Director / Premises Manager](#)
is responsible for acting on investigation findings to prevent a recurrence.

Arrangements

(9) Emergency procedures - fire and evacuation

- [Business Director / Premises Manager / Learning Environment Governors](#)
are responsible for ensuring the fire risk assessment is undertaken and implemented.

- Escape routes are checked by:

[Heads of Department and Premises Manager](#)

- Fire extinguishers are maintained and checked by/every:

[2 x per annum service inspection by appointed contractors](#)

[Tags are checked weekly by site team to make sure all remain serviceable and have not been discharged.](#)

- Alarms are tested by/every:

[Fire alarm system is audibly tested every Monday morning and recorded in the log book](#)

[The fire alarm system is serviced 2 times per annum by appointed contractors](#)

- Emergency evacuation will be tested every:

[Once a term, if there has not been cause for an evacuation during this timeframe](#)



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APPENDIX A

FIRST AID PROCEEDURE (to be part of overall H&S Policy)

Foreword

The Health and Safety (First Aid) Regulations 1981 and the revised approved Code of Practice 1990 place a duty on employers to provide, or ensure that there is provided, adequate equipment, facilities and personnel to render first aid to their employees if they are injured or become ill at work. The DfEE document 'Guidance on first aid in schools', issued in 1998, forms the basis of the Schools current policy.

Although the regulations only place a duty on employers in respect of their employees, in the environment of a school where pupils form the majority of the population, there is clearly a primary responsibility for their care and also for visitors to the site.

Provision

As teaching staff will often be unable to attend a first aid incident because of their teaching commitments, it is not appropriate for them to be official school first aiders. However, PE staff have mobile phones in the case of emergency whilst out on the fields.

There are currently 8 qualified official first aiders, all of whom are members of the Support Staff. Each has attended the St John's 4 day training course and thereafter go on a 2 day refresher prior to 3 years having elapsed. Each has access to a first aid box (identified by having a white cross on a green background). Other first aid boxes are kept in each Departmental staff area, in the Pastoral Office, in the Sixth Form and in each of the School's minibuses. The First Aid Officer (Jacqui Hull) is responsible for ensuring that first aid boxes are checked and restocked as necessary.

The kitchen staff are contractors and are responsible for their own first aid provision.

Action to be taken when an incident occurs

All teachers and other staff in charge of pupils are expected to use their best endeavours at all times to secure the welfare of pupils in the same way that parents might be expected to act towards their children. There are, however, bound to be occasions when a pupil complains of feeling unwell or when an incident occurs which requires first aid to be administered. *Staff should not give first aid treatment for which they have not been trained.* It is a matter of judgement for the person in charge at the time as to what action to take, but the following guidelines should be followed.

If an incident occurs which obviously requires immediate first aid, the first aid officer should be contacted either in person (ext 513) or by radio. They will summon one of the first aiders to attend the scene of the incident and take charge of attending to the injured person.

Incidents will occur when an individual requires a first aider but where they are perfectly capable of making their own way to the student reception for assistance. It is for whoever is in charge to decide whether the injured person should be accompanied to the student reception office or not. The injured party should not be moved where there is any chemical injury, where there is any doubt over a possible fracture, a head injury or spinal injury.

The Student Reception is manned during school hours 8.30 a.m.– 4.15 p.m. and a medical room is available there.

The Site Manager should be contacted direct via the radio if the need arises for blood or other bio hazards to be disposed of, and he will direct the cleaning contract staff as required.



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Guidelines for First Aiders

When a first aider attends to an injured person, a view needs to be taken as to whether:-

- i. an ambulance needs to be called (e.g. for serious injuries such as broken legs, damaged back/neck, bad concussion etc); or
- ii. a parent or other relative should be contacted to take the individual to hospital (e.g. for an x-ray) or home or
- iii. the incident can be dealt with locally and the pupil can stay at school. This would apply to casualties with common injuries or illnesses and those arising from specific hazards from school.

In the case of (ii) where no relative is contactable or available, a member(s) of staff may have to take the child to hospital prior to the relative becoming available. In this circumstance two members of staff should accompany the student, and the vehicle should be covered by business insurance.

A list of children with known medical conditions which could require action to be taken at school is retained in the student reception and staff room areas. Tutors and other teachers involved with these pupils should also be aware of potential problems.

Record Keeping

A book is kept in the Student Reception Office in which all minor illness/injury dealt with in the school is recorded together with the action taken. First aiders also complete an incident form which will be completed for all incidents that they deal with. First Aiders will then forward the tear off section to the Student Reception Office so that the record is comprehensive and appropriate monitoring can take place.

An Incident Report File is kept in the Business Managers office. This should be completed for 'all accidents involving safety whether or not involving injury'. Where a major injury occurs (for definition see notes in Report Book) or where someone is off work/school for more than 3 days as a result of an accident there are additional reporting requirements. In all cases the Business Manager is responsible for following the reporting system to both the Health and Safety Office in Shire Hall and the Health and Safety Executive.