

Health & Safety Policy

Foreword

"This policy has been compiled to try and cover any eventuality which may arise regarding health, safety and welfare. Its purpose is a reference to help and enable everyone to carry out any task at work safely. To be effective it needs to be constantly amended and updated. It is therefore necessary that if any person deems that this is necessary they must put their points or concerns to their Manager or The Estates Manager in order that it can be dealt with. "

Sir Thomas Ingilby
Chairman of the School Governing Board

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Section 1

STATEMENT of POLICY

CUNDALL MANOR SCHOOL

Health and Safety

Cundall Manor School will:

Establish and implement a Health and Safety Management System to manage the hazards and risks associated with our premises and activities.

Regularly monitor our performance and revise our Health and Safety Management System as necessary to ensure we achieve our objective of continuous improvement.

Provide sufficient resources to meet the requirements of current Health and Safety legislation and aim to achieve the standards of 'Good Practice' applicable to our School.

Actively promote an open attitude to Health and Safety issues, encouraging all those associated with Cundall Manor School to identify and report hazards and risks so that we can all contribute to creating and maintaining an appropriate safe working and learning environment.

Communicate and consult with our governors, staff, students, children and parents/guardians/carers on all issues effecting their health, safety and wellbeing and in so doing bring this policy to their attention.

Provide adequate training for our staff to enable them to work safely and effectively, to ensure they are competent and confident in the work activities they carry out.

Carry out and regularly review risk assessments to identify hazards, risks and existing control measures. We will prioritise, plan and complete any corrective actions required to reduce hazard and risk to an acceptable level.

Maintain our premises, fixtures, and fittings and associated resources to a standard that ensures that hazard and risk are effectively managed.

Ensure that responsibilities for Health and Safety are allocated, understood, implemented, monitored and associated actions are effective.

Retain access to competent advice and assistance, thereby ensuring that we are aware of relevant changes in legislation and 'Good Practice'.

It is the duty of all of us to:

- Take reasonable care of our own safety.
- Take reasonable care of the safety of others who may be affected by what we do or fail to do.
- Co-operate so that we can all comply with our legal duties.
- Ensure we do not interfere with or misuse anything provided in the interests of Health and Safety.

Signed: 

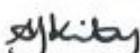
Dated: 16/02/17

Sir Thomas Ingilby – Chairman of Governors

Signed: 

Dated: 16/2/17

David Lister – Governor with Health & Safety Responsibilities

Signed: 

Dated: 8/2/17

Environmental Policy Statement

Cundall Manor School recognises the need for sustainable development and continually aims to improve the environmental effect of its activities. To achieve this we will **establish sound environmental management by:**

Meeting or improving upon relevant legislative, regulatory and environmental codes of practice.

Developing objectives that target environmental improvements and monitor performance by regular review.

Considering any environmental issues in the decision-making process.

Developing a relationship with suppliers and contractors so that we all recognise our environmental responsibilities.

Educating staff so that they carry out their activities in an environmentally responsible manner.

Provide for the effective use of resources by:

Promoting waste minimisation by recycling or finding other uses of by-products whenever economically viable.

Promoting the efficient use of resources, energy and fuel throughout CMS's operations.

Co-operate with:

The communities in which we operate.

The regulatory bodies and other interested parties with the shared vision of being a good and trusted neighbour.

Signed Dated

Sir Thomas Ingilby – Chairman of Governors

Signed Dated

David Lister – Governor with Health & Safety Responsibilities

Signed Dated

Amanda Kirby

Section 2

ORGANISATION

2.1 - Organisation and Responsibilities

Sir Thomas Ingilby	Chairman of Governors
David Lister	Governor Health & Safety Representative
Amanda Kirby	Headmistress
Tony Reece	Estates Manager
Vicky Lee	School Nurse
Carl Hicks	Lead Member of the Site Team
Malcolm Hammond	Health, Safety & Environmental Consultant (competent advice)

Sir Thomas Ingilby, the Chairman of the Board of Governors has ultimate responsibility for the health and safety of Cundall Manor School; he discharges this responsibility through the Board of Governors, the Head Amanda Kirby, along with the Estates Manager, Tony Reece, who in turn devolve appropriate responsibilities to named staff members.

Sir Thomas Ingilby and the Board of Governors have nominated a Board member, David Lister with special responsibility for health and safety.

Sir Thomas Ingilby and the Board of Governors will ensure that:

- They provide a lead in developing a positive health and safety culture throughout the School.
- All decisions reflect a positive health and safety culture.
- Adequate resources and sufficient funds are made available for the implementation of appropriate health and safety within the School.
- They promote the active participation of all staff, temporary employees, students and contractors to comply with the School policies, procedures and safe practices.
- They receive from the Governor with Health and Safety responsibility David Lister a summary of the School's health and safety performance at every Board of Governors Meeting.
- They receive from the Governor with Health and Safety responsibility David Lister an annual health and safety report for analysis, discussion and development of a suitable and sufficient corrective action plan to improve the School's health and safety.
- They provide and renew adequate insurance cover.
- Competent persons are appointed to provide health and safety assistance and advice.
- Support adequate maintenance and inspections of all plant, machinery and buildings.

The Board of Governor's Health and Safety Representative David Lister is the nominated person to liaise with the Board of Governors and the School's Health and Safety Committee on all health and safety related issues.

The Board of Governor's Health and Safety Representative will ensure that:

- The Board is advised of relevant changes to the School's health and safety policies, procedures and development of the Corrective Action Plan.
- Reports are provided to the Board of Governors at each Governors meeting on the current status of health and safety within the School.
- They attend health and safety committee meetings and provide relevant information and feedback.
- Regular meetings are attended where health and safety issues can be discussed with the nominated staff responsible for health and safety along with the health and safety consultant, to monitor progress made against the Corrective Action Plan and their effectiveness assessed.
- Regular analysis of accidents, dangerous occurrences, diseases and near misses that have been reported.
- The schedule of maintenance and statutory examinations of buildings, plant and equipment has been complied with.
- An annual health and safety report along with a suitable and sufficient corrective action plan to develop health and safety within the School for the following 12 months has been generated.

The Health and Safety Committee is the designated body that liaises between the Board of Governors Member with Health and Safety Responsibilities and staff on health and safety issues.

The Health and Safety Committee will ensure they:

- Promote health and safety communication throughout the School for Governors, Staff, Pupils, Parents/Guardians/Carers and Contractors.
- Support and help develop the School's policies and procedures for health, safety and welfare.
- Review reports and investigations into reportable accidents and diseases, trends in injuries and losses, significant near misses, any dangerous occurrences caused by staff, pupils or contractors.
- Review reports of hazards, risks and defects that have been raised, along with associated remedial actions.
- Review and monitor unplanned remedial works and progress with the School's Planned Preventative Maintenance Programme.
- Monitor staff attendance and compliance with training in health and safety matters.
- Carry out periodic formal health and safety inspections of the School's buildings and grounds (possibly one area each meeting).
- Review and monitor the School's ongoing health and safety Corrective Action Plan.

- Will participate in the generation of the School's Annual Health and Safety report that is presented to the Board of Governors.

Head Amanda Kirby accepts responsibility for ensuring compliance with Health and Safety legislation within the School. Day to day responsibility for implementation and monitoring of Health and Safety within the School has been delegated to the Estates Manager, the Deputy Heads, Assistant Heads, Boarding and School Nurse:

Head Amanda Kirby has instructed that:

- The School Health and Safety Policies are implemented, monitored, communicated effectively, reviewed and amended as appropriate.
- A Health and Safety Plan of Continuous Improvement is created and implemented.
- The designated members of staff responsible for health and safety are provided with suitable and sufficient facilities and support to enable them to meet the School's health and safety objectives.
- Suitable and sufficient funds, people, time and resources are provided to meet health and safety needs.
- An affective training programme is generated and adhered to.
- A system of communication and consultation with the Governing Body, Senior Management Team, Assistant Heads, Teaching Staff, Non-Teaching Staff, Students and Contractors is developed and monitored.
- An annual review of Health and Safety is carried out and the findings reported to the Board of Governors for review and development of a suitable Corrective Action Plan.
- A positive health and safety culture is promoted throughout the School.
- Adequate insurance cover is provided and renewed.

Deputy Heads Stuart Bayne and **Dawn Thyne** accept responsibility for ensuring compliance with School health and safety policies, procedures and risk assessments within their areas of responsibility. They will support their area staff and School Nurse to be proactive in issues of health and safety.

Deputy Heads Stuart Bayne and Dawn Thyne have instructed that:

- The School Health and Safety Policies are implemented, monitored and communicated as appropriate.
- The Health and Safety Plan of Continuous Improvement is implemented.
- The designated members of staff responsible for health and safety are provided with suitable and sufficient facilities and support to enable them to meet the School's health and safety objectives.
- An affective training programme is generated and adhered to.

- A system of communication and consultation with the Senior Management Team and Staff is developed and monitored.
- Monitoring sheets are completed and returned on time.
- A positive health and safety culture is promoted throughout the areas of responsibility.

The School Nurse is the nominated member of staff to oversee accident reporting the implementation of initial accident investigations as appropriate and liaise with the nominated Governor with Health and Safety responsibilities David Lister, the Safety Committee, Estates Manager, Head, nominated staff members and the Health and Safety Consultant to ensure compliance with Health and Safety legislation.

The School Nurse will ensure that:

- The School Health and Safety Policies and procedures are implemented, communicated, monitored, developed, amended as required and reviewed at least annually.
- Accidents, incidents, losses, significant near misses, dangerous occurrences and diseases are recorded in line with School's policies.
- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) injuries, diseases or dangerous occurrences are immediately reported to the Bursar or Acting Bursar.
- Accident trends are reported to the Health and safety Committee Meetings.
- All first aid equipment and stock is monitored and managed as appropriate.
- Infection control methods and procedures are adhered to and documented.

Director of Studies, Assistant Heads, Head of Boarding are the designated people with day-to-day responsibility for ensuring compliance with the School's Health and Safety Policies, Procedures and Safety Practices within their areas of responsibilities and control. They are supported in this role by the Estate Manager, School Nurse, Safety Committee members and Malcolm Hammond – Health & Safety Consultant.

The named members of the teaching staff will ensure that:

- There is a positive health and safety culture within their area of responsibility.
- They are aware of and comply with the School's Health & Safety Policies, Procedures and Safety practices.
- They will effectively communicate to their staff, students and contractors the School's Health & Safety Policies, Procedures and Safety practices.
- There is adequate supervision of staff, students and contractors to ensure that activities are carried out safely and in accordance with the School's Policies, Procedures and Safety Practices.

- Staff induction, personal development and training are undertaken and documented.
- Safety practices and risk assessments are developed, adhered to and monitored.
- Accidents and near misses are formally reported in writing to the School Nurse and Bursar's Office.
- Safety issues are formally reported in writing to the Bursar's Office who may raise concerns with the Joint Head Teachers Amanda Kirby or John Sample.
- In their area of control, the environment and equipment is kept clean, tidy, in good condition, maintained and inspected as required and records maintained.
- Staff and students that require Personal Protective Equipment (PPE) are provided with suitable items, they undergo appropriate documented training in the use and maintenance of the items.
- Staff, students and contractors are encouraged to highlight hazardous items, situations or areas of risk.
- Only competent, insured and certificated contractors are used, where appropriate, risk assessments, lesson plan(s) and/or methods statements will be obtained and assessed to confirm they are suitable and sufficient prior to commencement of activities.
- Ensure that their staff attends any health and safety or related training when requested and as required.

Teaching Staff are the designated persons responsible for ensuring their personal safety, that of the students and children under their supervision as well as others that are effected by their actions or activities

Teaching Staff will ensure that they:

- Are aware of and comply with the School's Health and Safety policies, procedures, work practices and risk assessments.
- Develop a positive health and safety culture and outlook.
- Comply with verbal or written instruction relating to health and safety.
- Use in a safe and appropriate manner any resource or teaching aid that is provided by the School or themselves.
- Generate appropriate specific lesson plans, risk assessments and if required provision of person protective equipment (PPE) for themselves and/or students.
- Comply with the School's dress code for clothing and footwear.
- Conduct themselves in a professional manner and refrain from inappropriate behaviour.
- Maintain all resources and their work area/room in good clean and tidy condition, they report any defects on the appropriate fault report form and send to the Bursar's Office.

- Report any safety hazards, malfunctions, accidents or near misses to their Head of Year or the Bursar's Office to manage.
- Are aware of and comply with the School's Fire Procedures and evacuation plans.
- Attend and participate as requested any health and safety related training.

Non-Teaching Staff (Administrative) are the designated persons responsible for ensuring their personal safety and that of others that are effected by their actions or activities.

Non-Teaching Staff (Administrative) will ensure that they:

- Are aware of and comply with the School's Health and Safety Policies, procedures, work practices and risk assessments.
- Develop a positive health and safety culture and outlook.
- Comply with verbal or written instruction relating to health and safety.
- Use in an appropriate manner any equipment that is provided by the School or themselves in a safe and appropriate manner, this may include the requirement for specific risk assessments and provision of personal protective equipment (PPE) for themselves and/or others.
- Comply with the School's dress code for clothing and footwear.
- Conduct themselves in a professional manner and refrain from inappropriate behaviour.
- Maintain equipment in a safe and clean condition, ensuring any required maintenance or inspections (Portable Appliance Testing) is carried out as required and documented.
- Do not use any defective equipment, it must remove from service (if safe to do so switch off, unplug and label faulty) the item and raise the appropriate fault report form and send to the Bursars Office.
- Do not without authority modify any equipment.
- Keep their work station/area in good clean and tidy condition.
- Report any safety hazards, malfunctions, accidents or near misses to the Bursar's Office to manage.
- Are aware of current School Fire Procedures and comply with them.
- Attend and participate as requested health and safety related training.

Non-Teaching Staff (Grounds & Maintenance) are the designated persons responsible for ensuring their personal safety and that of others that are effected by their actions or activities.

Non-Teaching Staff (Grounds & Maintenance) will ensure that they:

- Are aware of and comply with the School's Health and Safety Policies, procedures, safe work practices and risk assessments.
- Develop a positive health and safety culture and outlook.
- Comply with verbal or written instruction relating to health and safety.
- Use in an appropriate manner any equipment that is provided by the School or themselves in a safe and appropriate manner, this may include the requirement for specific risk assessments and provision of personal protective equipment (PPE) and respiratory protective equipment (RPE) for themselves and/or others.
- Comply with the School's dress code for clothing and footwear.
- Conduct themselves in a professional manner and refrain from inappropriate behaviour.
- Maintain equipment, plant and machinery in a safe and clean condition, ensuring maintenance and inspections are carried out as required and documented.
- Do not use any defective equipment, plant or machinery, they must remove from service the item and raise the appropriate fault report and send to the Bursar's Office.
- When driving any vehicle comply with directional signage and speed limits in School grounds and on the public highway. Be aware of and comply with the Highway Code.
- Do not without authority modify any plant or equipment.
- Do not use any plant or equipment they are not competent to use or where appropriate hold current licences or certificates of competency.
- Keep their work station/area in good clean and tidy condition.
- Report any observed defects or hazards on the appropriate fault report form and send to the Bursar's Office.
- Are aware of current School Fire Procedures and comply with them.
- Attend and participate as requested in health and safety related training.

Non-Teaching Staff (Housekeeping) are the designated persons responsible for ensuring their personal safety and that of others that are effected by their actions or activities.

Non-Teaching Staff (Housekeeping) will ensure that they:

- Are aware of and comply with the School's Health and Safety Policies, procedures, work practices and risk assessments.
- Develop a positive health and safety culture and outlook.
- Comply with verbal or written instruction relating to health and safety.
- Use in an appropriate manner any equipment that is provided by the School or themselves in a safe and appropriate manner, this may include the requirement for

specific risk assessments and provisions of personal protective equipment (PPE) or respiratory protective equipment (RPE) for themselves and/or others.

- Comply with the School's dress code for clothing and footwear.
- Conduct themselves in a professional manner and refrain from inappropriate behaviour.
- Maintain equipment in a safe and clean condition, ensuring any required maintenance or inspections (Portable Appliance Testing) is carried out as required and documented.
- Carry out a visual checks of electrical appliances prior to use, if defects found the item must not be used, it must remove from service (if safe to do so switch off, unplug and label faulty) and complete an appropriate fault report form and send to the Bursar's Office.
- Do not without authority modify any equipment.
- Keep their working area tidy, chemicals under secure control and minimise trip hazards by good cable management of electrical appliances and suitable use of wet floor signs.
- Report any safety hazards, malfunctions, accidents or near misses to the Bursar's Office to manage.
- Are aware of current School Fire Procedures and comply with them.
- Attend and participate as requested health and safety related training.

Contractors are responsible for ensuring their personal safety and that of others that are affected by their actions or activities when working on behalf of Cundall Manor School.

Contractors take personal responsibility to ensure that they:

- Provide and work within as required suitable and sufficient risk assessments and appropriate safe systems of work for the activities and any equipment to be used.
- Stay within the agreed areas of work or activity and not visit other areas or grounds without prior consent from either the appropriate member of staff or the Bursar's Office.
- Park their vehicle(s) in the agreed parking areas only, and keep vehicle(s) secure (locked) when not attended.
- Are aware of and comply with as required all appropriate School Safety and safeguarding policies, procedures, working practices and risk assessments including signing in and out at Reception.
- Uphold a positive health and safety culture and outlook.
- Comply with verbal or written instruction relating to health and safety.
- Are aware of and comply with best practices from the Department of Education.

- Conduct themselves in a professional manner and refrain from inappropriate behaviour.
- Do not use any machinery or equipment that has not been agreed by School Management.
- Report any accidents, safety hazards, malfunctions or near misses during their contracted time with Cundall Manor School to the Bursar's Office.
- Be aware of and comply with School fire procedures.

Malcolm Hammond - Safety Support Ltd

Provides the following services in agreement with The Management of Cundall Manor School:

1. Development of the School's Health and Safety documentation and staff training.
2. Review update and amend current documentation and training such as:
 - Changes in Health and Safety legislation relevant to the School.
 - Organisational changes which affect Health and Safety Management.
 - Specific suitable and sufficient risk assessments.
 - Health and safety related induction, task, refresher and awareness training as required and agreed, on relevant topics.
 - Implementation of changes and system procedures as a result of review findings and processes.
 - Provide legislation updates.

Malcolm Hammond will also provide:

- Telephone advisory service for nominated School Management and Staff.
- Crisis help and support in the event of serious accident or incident involving the Enforcement Authorities.
- Support with Enforcement Authority visits or documentation.
- Accident and injury claims advice and support.

2.2 - Supervision

In order for health and safety standards to be maintained and improved, all teachers, managers, supervisors will be responsible for the supervision of health and safety.

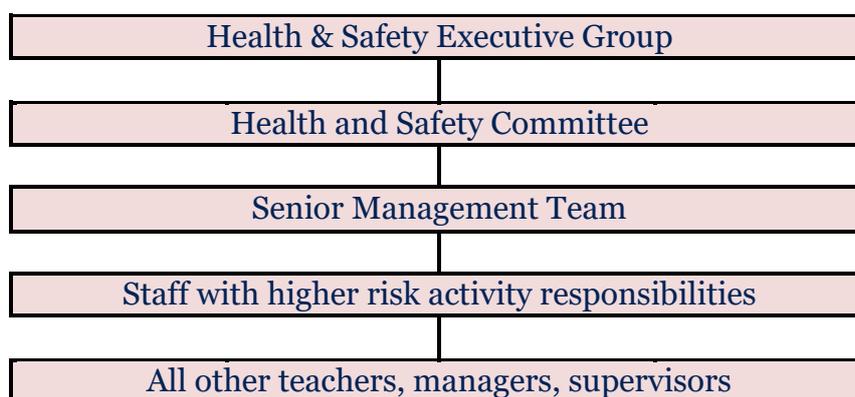
All teachers, managers, supervisors or persons designated as 'in charge' are responsible for the following:

- Ensuring persons under their supervision are made aware of and understand their own responsibilities under this policy and any procedures or safe systems of work that may emanate from the area under their control.
- Ensuring that the correct and safe equipment for each work situation is available and used for its proper use.
- Forwarding any matter concerning health and safety that cannot be resolved to The Bursar by the quickest method available.
- Instigating and maintaining safety discipline in their workplace.
- Supervision to staff on job tasks and methods.

In addition to their general duties as described above, the following areas of school activities require that competent supervision is provided by the person in charge as the risks associated with the activities are higher than in normal school activities.

- | | |
|------------------------|--------------------------------|
| • The DT Teacher | • The Catering Manager |
| • The Houseparents | • The Lead Member of Site Team |
| • Head of Science | • Events Coordinator |
| • The Swimming Teacher | • School Nurse |

Additional health and safety training and support will be provided if this is deemed necessary.



2.3 - Co-Operation

All **staff** must adhere to the following to ensure they fulfil their statutory obligations to take reasonable care of the health and safety of themselves and other persons that may be affected by their acts or omissions at work.

- Report all health and safety concerns and incidents to the relevant person as detailed above.
- Work together with management on health and safety matters.
- Not to interfere with anything that has been provided in the interest of health, safety and welfare.
- Take reasonable care of their own health and safety.
- Conform to safe systems of work.
- Maintain good housekeeping principles, adopting clean and tidy working conditions.
- Not to operate any machinery or equipment unless they have been adequately trained and authorised to do so.
- Ensure they are familiar with the emergency procedures, designated emergency exits and assembly points relative to their work area.

2.4 - Health and Safety Management & Flowchart

The Governors have ultimate responsibility for Health and Safety within the school and should work with the school health and safety team to ensure that the school has;

- A health and safety policy and have arrangements to implement and monitor it.
- Decided appropriate health and safety procedures and practices to be undertaken by the school.
- Work with the school's health and safety team to ensure regular termly health and safety inspections of the school premises.
- To ensure that all staff with Health and Safety responsibilities are trained and competent to carry them out.
- To ensure that risk assessments are in place and reviewed regularly.
- To maintain an 'audit track' showing delegated responsibilities for all Health and Safety tasks.
- To consider budget implications on implementing the responsibilities identified above.
- Attend appropriate levels of appropriate training.

The purpose of establishing the Cundall Manor School Health & Safety Executive Group and Health & Safety Committee is to ensure that sound health and safety standards are maintained and that at regular intervals matters can be raised which stimulate an interest on a continuing basis on aspects affecting the health and safety of staff, pupils or other persons working (or affected) by work activities carried out by Cundall Manor School.

The Health & Safety Committee is a clear two-way formal link from department/location to board level.

Cundall Manor School Health & Safety Executive Group and Health & Safety Committee meet informally as required and formally on a termly basis. Formal meetings will be called more frequently if deemed necessary or if a situation arises where an accident or incident should be discussed forthwith.

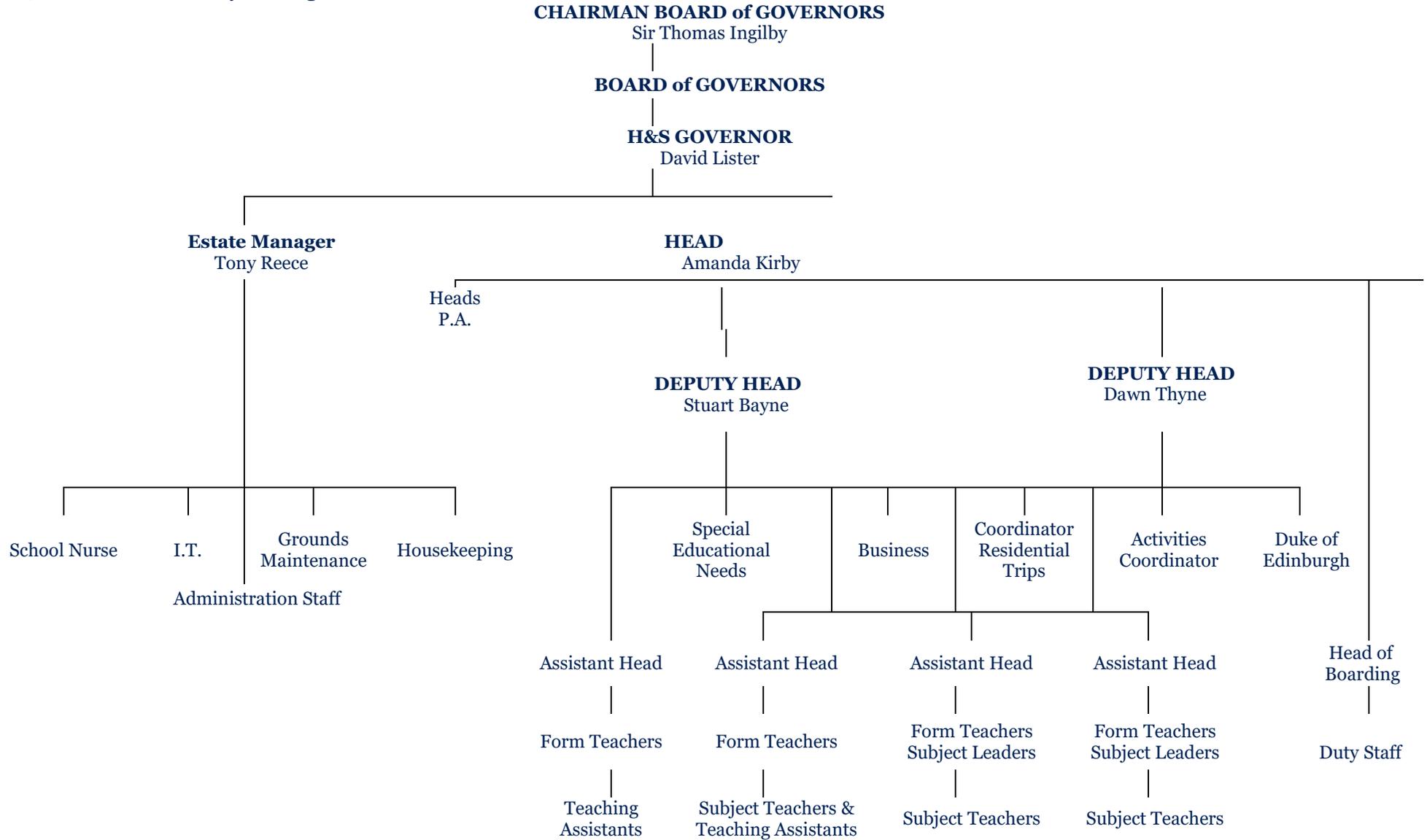
The main objectives of the Health & Safety Executive Group are:

- Development of policy.
- Ensuring the board of Governors is kept up to date with policy development and legal requirements.
- Prioritising budget allocations for Health and Safety.

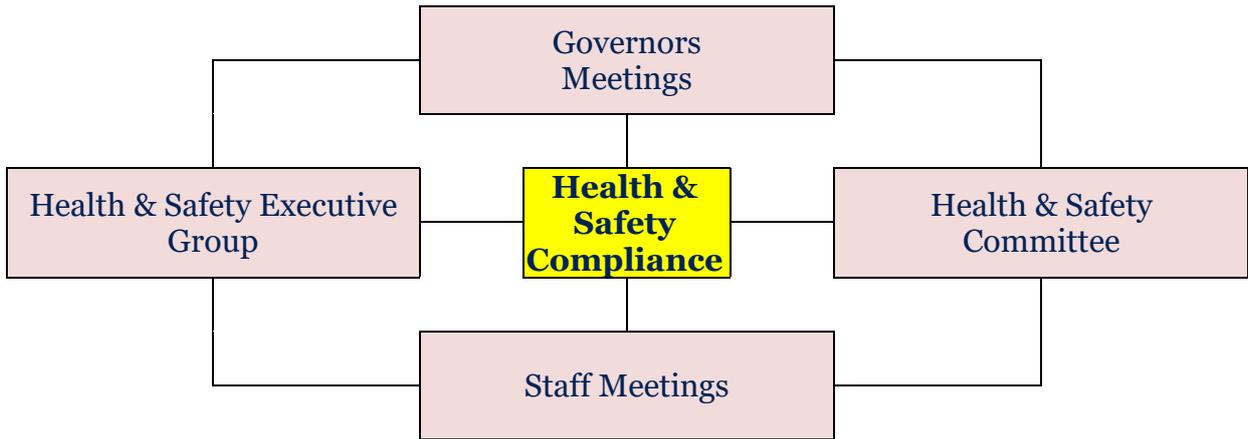
The main objectives of the Health and Safety Committee are to consider:

- Accident trends and statistics.
- Staff training.
- Staff concerns and proposals.
- The impact of proposed legislation.
- Health and safety policy.
- Inspection finding.

2.5 - Health and Safety Management Structure



Health & Safety Management Process



Health & Safety Executive Group

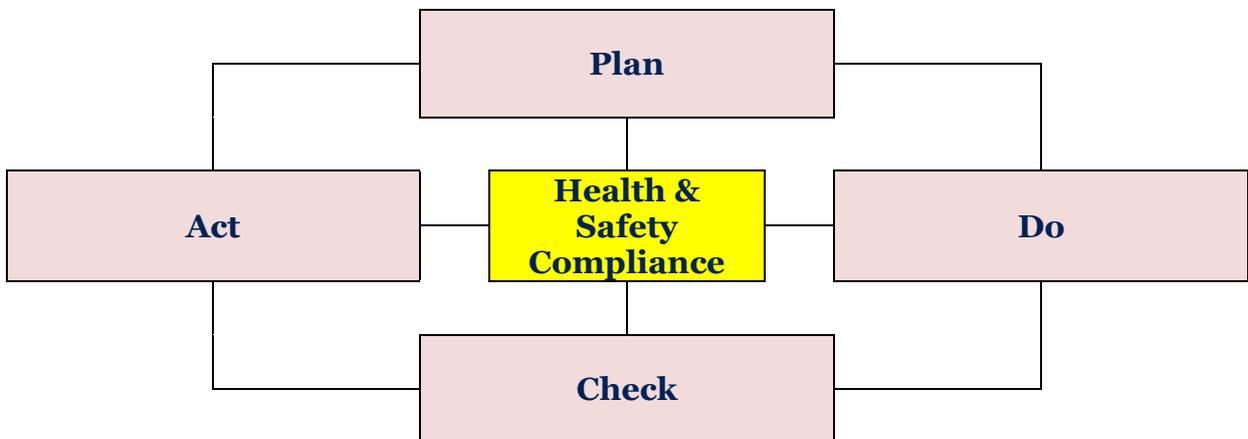
- Head
- Governors Representative
- Estate Manager
- Health & Safety Consultant (as required)

Health & Safety Committee

- Estate Manager
- Governors Representative
- Head
- Assistant Head – Pre-Prep
- Lead Member of Site Team
- Kitchen Manager
- School Nurse

- The HS&E Consultant as/when required

Health & Safety Management System



Based on ISO18001

Section 3

ARRANGEMENTS

3.1 - Risk Assessment Policy

It is the policy of Cundall Manor School to assess the risk to the Health and Safety of anyone who may be affected by our activities so we can determine to what extent we are complying with our statutory duties under the management of Health and Safety at Work Regulations 1999. Particular regards will be given to promoting Children's Welfare.

Cundall Manor School's Health and Safety Executive Committee is the main forum within the school for discussing formal monitoring of risk assessments, induction and training programmes. The committee meet every half term, risk assessments are a standing agenda item at those meetings, when Heads of Academic and Support Departments brief the Chairman on the status of the risk assessments in their own areas of responsibility.

All staff will be made aware of the relevant risk assessments for their area and the controls that are in place for their safety, in return they must make their manager or supervisor aware of any deficiencies in the risk assessment.

The Health and Safety Executive Committee will be responsible for evaluating the time, cost and practicality involved in implementing control measures against the level of risk identified during the assessment.

A summary of this evaluation and subsequent recommendations will be considered by The Board of Governors who will give approval to any significant action required to remove and/or control identified risks.

The Head will be responsible for ensuring the implementation of the required actions.

It is the responsibility of The Head to check that the implemented actions have removed/reduced the risk.

Assessments will be reviewed every 12 months or in light of significant changes or experience, whichever is soonest.

Refer to:
Risk Assessment Policy

3.2 - Workplace Health, Safety and Welfare

The health, safety and welfare of our staff, pupils, volunteers and visitors is of great concern to the management of Cundall Manor School, we will therefore, 'so far as is reasonably practicable', provide adequate and appropriate welfare facilities for them while they are at work or on our premises.

The Workplace (Health, Safety and Welfare) Regulations 1992 cover a wide range of basic health, safety and welfare issues and apply to most workplaces and premises.

Cundall Manor School is made up of several buildings of different ages that are regularly maintained and upgraded as required.

We will provide:

- clean drinking water
- toilets and washbasins (separate facilities for male and female)
- well lit and ventilated facilities
- hot and cold running water
- soap or other washing agents
- basins large enough to wash hands and forearms if necessary
- a means for drying hands
- suitable seating area for workers to use during breaks
- a means of heating food or water for hot drinks
- when work or activities requires specialist clothing, changing rooms and storage will be provided

3.3 – Training of Staff in Health and Safety

Cundall Manor School is committed to ensuring that all staff has suitable and sufficient Health and Safety information as per the Health and Safety Information for Employees Regulations 1989.

Cundall Manor School communicates with its staff:

- Orally – in the form of directions and statements
- In writing – in the form of safety memo's and this manual
- Induction training
- Staff Health & Safety Handbook
- Staff meetings
- Safety briefings
- Notice Boards
- Tool Box talks
- By the setting of positive example
- Other forms of training as is deemed necessary

The current Health and Safety Law poster is displayed in the front office and staff room.

Health and safety advice is available from any member of the Health and Safety committee.

The Estate Manager will arrange supervision of young persons at work. A young person is any person yet to attain the age of 18.

The Estate Manager will ensure induction training is provided for all staff once they have formally taken up employment but before they actively commence their work activities. Further training specific to a particular role will be provided on the same basis where required.

All training is recorded on a central training matrix. The Health & Safety Executive Group will have access to the training matrix and will ensure safety training is kept up to date.

3.4 - Consultation arrangements with Employees

Cundall Manor sees communication between staff at all levels as an essential part of effective health and safety management.

Cundall Manor will endeavour to communicate its commitment to safety to all staff and to ensure they are familiar with the contents of the organisations Health and Safety Policy.

Cundall Manor communicates with its staff:

- Orally – in the form of directions and instructions.
- In writing – in the form of safety memo's and this policy statement.
- Employee Health & Safety Handbook
- Induction training
- Staff meetings
- Safety briefings
- Notice Board
- By the setting of positive example.

Consultation with staff is facilitated directly through:

- The encouragement of informal 2 way communications between all staff and managers.
- Formal consultation as part of staff meetings, Safety briefings and through the School/Staff Notice Board.

Consultation meets the requirements of The Health and Safety (Consultation with Staff) Regulations (HSCER) 1996.

All staff are expected to co-operate with all managers and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Staff have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the School.

This includes a duty to pupils and the public.

Refer to:
Induction Policy

3.5 –First Aid, Accident Reporting and RIDDOR

It is the policy of Cundall Manor School to comply with Reporting of Injuries, Diseases and Dangerous Occurrences (Amendment 2013) Regulations 2013 (RIDDOR) and the Health and Safety (First-Aid) Regulations 1981.

First aid kits are kept at:

- In each separate school building and school vehicles.
- Locations detailed in and displayed around the school and in the Medical Room.

All staff will be made aware of their location.

In line with the current First Aid at Work ACOP at least 1 member of staff (available at all times during working hours) is employed by the organisation and trained to the level of First Aid at Work with additional Emergency First Aid at Work and ‘Appointed Persons’ as required.

Specific members of staff working with young children will be additionally trained in Paediatric First Aid in line with current guidance and best practice.

Workplace injuries requiring attention must be treated immediately by a First Aider or if more appropriate by the School Nurse.

Workplace accidents, near misses and cases of occupational ill health must be recorded on an Accident/Near Miss Report form which is available from the School Nurse.

Some additional reporting might need to be undertaken in some instances to parents, this will be done by the School Nurse or if appropriate the pupils Form Teacher.

All accidents must be recorded whether they are on the premises or in the precinct of the premises and regardless of whether they involve staff, pupils, volunteers, sub-contractors, visitors or members of the public.

The School Nurse is responsible for ensuring that all first aid incidents are recorded and that statistics are available for analysis by the H&S Committee.

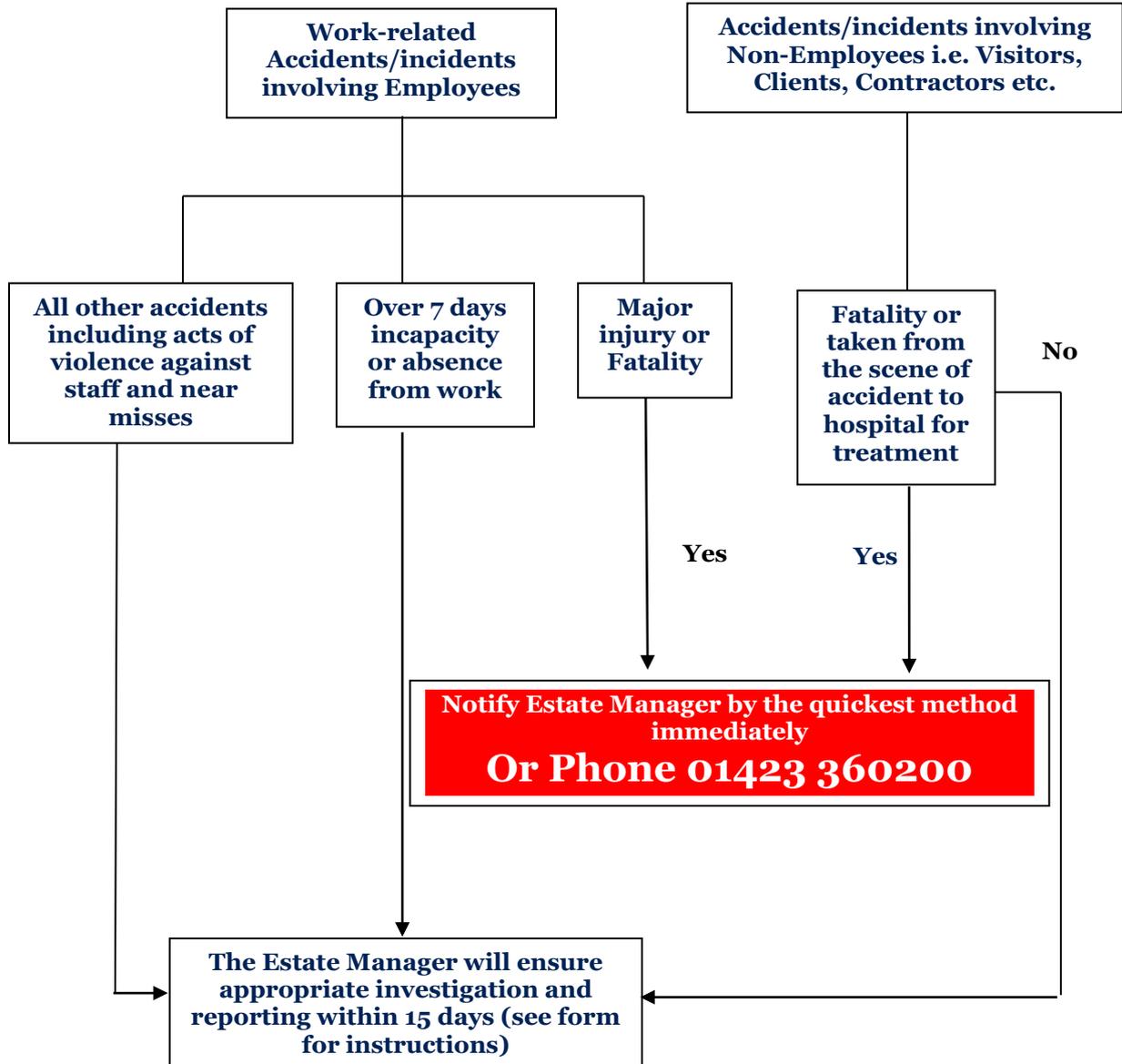
The Estate Manager is responsible for ensuring that all reported accidents and near misses are investigated appropriately and that any necessary actions are undertaken following the accident reporting and investigation procedure.

The Estate Manager or Nominated Deputy is responsible for reporting Accidents, Diseases and Dangerous Occurrences to the enforcing authority as per RIDDOR 2013 as described in Cundall Manor RIDDOR Recording/Reporting Flowchart.

Refer to:

Health and Safety File 1 - Accident Investigation, Accident Reporting, First Aid, Emergency Dental Care, Infection Control and Medication

**INCIDENT/ACCIDENT REPORTING AND INVESTIGATION FLOW CHART
FOR WORK-RELATED ACCIDENTS/INCIDENT AND NEAR MISSES**



The Bursar is the RIDDOR responsible person.

- Notify HSE of an Major Injury or Fatality by Telephone ASAP – **0845 300 99 23**
- Notify HSE of an Injury or Dangerous Occurrence on form F2508 as soon as is reasonably possible
- Notify HSE of occupational diseases on form F2508A within 15 days of official notification

Work-related accidents, near misses and illnesses are those that are attributed to work activity, equipment and substances, condition of the premises or the level of supervision.

Major injuries include fractures (except fingers and toes), amputations, loss of sight, 24 hours hospitalisation etc.

The Bursar is responsible for ensuring that all reported accidents and near misses are investigated appropriately and that any necessary actions are undertaken.

IF IN DOUBT – Contact the Estate Manager on: 01423 360200

3.6 – Educational Visits and Trips

Cundall Manor School is committed to ensuring educational visits and trips remain accessible whilst also being conducted with a clear insight into risk assessment and management.

The school has a duty of care to both pupils and employees and as such has clear guidance and procedures in place to facilitate visits and trips whilst adhering to current legislation and best practice.

Overall responsibility for Health and Safety ultimately rests with the employer, but all employees have responsibilities as well to:

- Take reasonable care of their own and others' health and safety.
- Cooperate with their employers.
- Carry out activities in accordance with training and instructions.
- Inform the employer of any serious risk.

The purpose of the Cundall Manor School Educational Visits Policy is to define policy in the light of current best practice, to manage the risks associated with the wide range of activities undertaken by Cundall Manor School and to audit the management steps to ensure that required standards are achieved.

On-site and off-site activities involving pupils operate within a legal framework defined by statutory instruments or regulations derived from related Acts of Parliament or 'framework directives' from the European Parliament. A list of these are available in the comprehensive Health and Safety files held by the Estate Manager.

This policy follows current professional practice within Cundall Manor School and merely pulls together what is already being done into a unified system which can be monitored by the Educational Visits Coordinator.

The Educational Visits Coordinator take on the roles of both the Outdoor Education Advisor and Educational Visits Coordinator required in LEAs and maintained schools. This formal recognition of both functions helps Cundall Manor School fulfil its Health and Safety obligations in the area of off-site visits by ensuring Cundall Manor School guidelines are clearly stated and enforced. It is also essential that these guidelines are subject to review, both in the light of internal experience but also through the experience of the wider community and society as a whole. The system is partly controlled by legislation but also relies heavily on Common Law, which is therefore subject to update and change in the light of legal decisions. It is therefore essential that staff regularly check their responsibilities and methods in order to conform to these guidelines.

Refer to:

Health and Safety File 9 - Educational Visits Policy

3.7 – Emergency Procedures and Contacts

These procedures and policies provide a general framework and administrative structure to be used in the event of a crisis that involves Cundall Manor School. By charging individuals with particular responsibilities, providing appropriate contact resources and appropriate procedures, it is expected that this document will prove to be of crucial assistance, particularly in the initial stages of managing a crisis.

These documents purposely do not address more specific responses demanded by the almost limitless variety of possible crises, but instead provides a general framework for response, which in turn will guide more specific steps that a given critical situation demands, to be determined at the time of its occurrence by those who are managing it.

A crisis is an event or perceived event, which has the potential to cause harm to the School or any of its constituents. Examples of such an event include: death of, or serious injury to, a staff member or pupil; arrest of a staff member or pupil for a serious legal infraction; charges of malfeasance against administrators, or staff; suicide by an immediate member of the school community; bomb threat; a major epidemic; a physical disaster in the School; or a missing pupil.

Refer to:

Emergency Procedures and Contacts

Crisis Management Procedure

Missing Pupil Policy

3.8 – Occupational Health

(Stress, Lone Working, DSE, PPE, Maternity/ Paternity leave)

It is the School's policy to protect its employees as far as practicable from any health risk which may arise from work or the working environment by:

- Developing occupational health procedures and ensuring that policies are current and relate to the School's needs.
- Providing pre-employment screening and regular health supervision of all employees.
- Establishing and maintaining appropriate standards for health and hygiene relevant to each employee.
- Identifying possible health hazards within the working environment.
- Advising on the prevention of occupationally induced health problems with a view to improving employee health and performance.
- Providing an efficient first aid service.

Ensuring that occupational health provisions are within, and assist, school health and safety policies and that they comply with all relevant legal and statutory obligations.

Stress

Cundall Manor School is committed to protecting, so far as is reasonably possible, the health, safety and welfare of all its employees. We recognise that workplace stress is an issue that can have an adverse impact on those affected and acknowledge the importance of identifying and reducing workplace stress factors.

The Definition and Symptoms of Stress as defined by the Health and Safety Executive: "stress is the adverse reaction people have to excessive pressure or other types of demand placed on them". This definition makes the distinction between pressure, which can have a positive effect when managed correctly and stress which can be detrimental to health.

The School Governors are fully appreciative of the demands placed on staff and that these on occasion might lead to work related stress. The Board has identified that there are key areas that need to be addressed to ensure a set of conditions that, if present, reflect a high level of health well-being and organisational performance.

Refer to:

Stress Policy

Absence Management Policy

Lone Working

The Head and Estate Manager have overall responsibility for health and safety on site. This includes ensuring there are suitable arrangements in place for security, workplace safety and lone working and monitoring and reviewing these arrangements on a regular basis.

Identifying Lone Workers The Health and Safety Executive's definition of lone worker is:

“Those who work by themselves without close or direct supervision, either employees who work separately from others in an establishment, or mobile workers who work away from a fixed base”.

Refer to:

Lone Working Policy

Display Screen Equipment (DSE)

Cundall Manor School is committed to ensuring the health and safety of its staff under legislation associated with Display Screen Equipment.

It is the responsibility of The Estate Manager to ensure advice and direction is provided for staff on the use of Display Screen Equipment to minimise health problems.

To implement best practice in the workplace, Cundall Manor School will determine those persons classed as DSE users and then perform a suitable and sufficient analysis of each workstation to assess risks they may be being exposed to. Such assessments will be carried out:

- At induction by the IT Manager.
- If a reason exists to suspect the assessment is no longer valid.
- A significant change has occurred to the workstation or user.

The DSE risk assessors will provide all DSE users with adequate training and information in the use of the workstation at which they will be required to work.

Cundall Manor School will reimburse reasonable costs of an eye examination.

Refer to:

DSE Policy

Personal Protective Equipment (PPE)

Cundall Manor is committed to ensuring the health and safety of its staff through the provision of suitable and sufficient personal (and respiratory) protective equipment where identified risks cannot be eliminated at source or to an acceptable minimum.

Staff must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use, maintenance and storage.

Any Personal Protective Equipment (PPE) supplied will be recorded and staff must immediately report any loss of, or obvious defect in any personal protective equipment provided to the issuing officer.

Issuing officers will endeavour to ensure that any personal protective equipment issued to staff is used properly.

Where an assessment of school activities identifies risks cannot be eliminated at source or to an acceptable level, pupils will be provided with appropriate personal (and respiratory) protective equipment and supervised and instructed on its use.

Any Personal Protective Equipment used in the Science Department or CDT department will be assessed for suitability and maintained in good condition by the science technician/CDT teacher, records will be held by the Head of Science/CDT teacher.

Where personal protective equipment is supplied under statutory regulations no charge for this equipment will be made by the Organisation. The equipment will be supplied free but all staff are reminded that it is an offence, under the Personal Protective Equipment Regulations 1992, not to use and take care of equipment provided under this legislation.

Refer to:
PPE Policy

Maternity Provision

There is a requirement for employers to assess the risk to new and expectant mothers in the work place and they must not be exposed to any significant risk. The following list details the main risks that need to be considered:

- Night work
- Shocks vibration or movement
- Manual handling of loads
- Noise
- Extremes of temperature
- Fatigue
- Biological and chemical agents
- Environment
- VDU's
- Inability to wear personal protective clothing

For the avoidance of any doubt pregnancy is not equated with ill health. The School will, when it has not been possible to remove or reduce the risk to acceptable levels, temporarily adjust the work-load and conditions of pregnant staff.

The policy applies to employees of Cundall Manor School only and outlines the statutory rights and responsibilities of employees who are pregnant or have recently given birth, and sets out the arrangements for ante-natal care, pregnancy-related sickness, health and safety, and maternity leave.

The School has a general duty to take care of the health and safety of all employees. We are also required to carry out a specific risk assessment to assess the workplace risks to women who are pregnant, have given birth within the last six months or are still breastfeeding. The earlier you notify us of your circumstances the sooner we can carry out the required risk assessment so it is to your advantage to notify us as soon as possible.

3.9 – Workplace Safety for Teachers, Pupils, Visitors, Members of the Public and Contractors

Cundall Manor School is committed to ensuring the health and safety of all persons on, near to, or affected by their work.

All visitors to Cundall Manor School must report to Reception where they must then be signed in on arrival and signed out on departure.

In the event of an emergency evacuation, it is the responsibility of the senior fire warden, or nominated staff member, to remove the visitor log when leaving the premises.

Evacuation of Pupils, Visitors, Members of the Public and Contractors can then be co-ordinated and accounted for at the stated assembly points.

It will be the responsibility of Cundall Manor School to ensure, so far as is reasonably practicable, that the general public are protected from anything likely to endanger their health and safety as a result of the organisations (or contractors) activities.

The Estate Manager is responsible for maintaining an accurate and valid approved contractor's file for any contractors that may be employed by Cundall Manor School.

It will be the responsibility of The Estate Manager to ensure that all contractors are familiar with the relevant contents of this Health and Safety Policy.

Refer to:

Supervision Policy and Guidelines

Selecting & Managing Contractors see 3.17

3.10 – School Security

Cundall Manor School policy for the security and workplace safety is primarily to provide a safe and secure environment in which our pupils can learn, our staff can work and our visitors can freely come and go.

Its second objective is to protect our buildings and grounds, together with the equipment belonging to the school and the personal possessions of everyone in our community.

Refer to:

Security, Access Control, Workplace Safety and Lone Working Policy

3.11 – Violence to Staff

There are no circumstances in which violence towards any member of staff is acceptable, whatever form it takes, and no member of staff shall be expected to accept exposure to violent behaviour as being part of their job.

The following points are based on the Cundall Manor School stance on violence against staff. They form the basis of an appropriate statement of policy on violence to staff:

- i. the school will endeavour to minimise the risks to members of staff by providing a safe and healthy working environment, paying particular attention to reception and interviewing facilities, other public areas of the school and by minimising the risks to members of staff working away from the school premises;
- ii. the school will provide training for staff, where appropriate, on violence related to employment;
- iii. the school will not tolerate verbal or physical harassment of staff, assaults on members of staff or their property, either during or outside working hours, which are a result of employment to work at the school;
- iv. the school will not tolerate verbal or physical harassment, or assault upon the person or property of the family or associates of members of staff where those incidents relate to the member of staff's employment to work at the school;
- v. the school will record and investigate all incidents, threats of, or actual, violence at work and will take any remedial action that may be necessary.

Refer to:

Violence to Staff Policy

Behaviour Policy

Anti-bullying Policy

Substance Use and Misuse Policy

3.12 – Manual Handling

Cundall Manor is committed to ensuring compliance with the law as laid out in the Manual Handling Operations Regulations 1992.

The Estate Manager will ensure that manual handling operations are avoided as far as reasonably practicable where there is a risk of injury. Where this is not reasonably practicable, a suitable and sufficient assessment of the operation will be made.

The Estate Manager will be responsible for ensuring that all steps are taken to reduce the risk of injury to the lowest level possible.

Where a risk assessment identifies a residual risk that cannot be removed, training in manual handling will be provided for all members of staff identified as at risk.

It is the responsibility of each and every employee to comply with safe systems of work implemented by Cundall Manor. Similarly an employee must not undertake any manual handling operation which they justifiably consider poses a danger to themselves or any person without first raising it to the attention of the Estate Manager.

Assessments will be reviewed every 12 months or in light of significant changes or experience, whichever is soonest.

Refer to:
Manual Handling Policy

3.13 – Slips, Trips and Falls

Slips, trips and falls are the most common cause of injuries in workplaces and the second highest cause of over three-day injuries. They occasionally cause fatalities and the financial costs of slip and trip incidents are considerable.

The majority of people in Cundall Manor School are not employees but pupils. Cundall Manor School have responsibility to protect them from slips and trips.

Structured timetables lead to large numbers of people moving around at the same time, increasing the potential for slip and trip incidents. Slip and trip incidents can be controlled and the measures needed are often simple and low cost, but will bring significant reductions both in human suffering and costs.

Cundall Manor School have developed and implemented a successful policy to control slip and trip risks which will require the support of everyone, including senior managers, employees, contractors and others. We at Cundall Manor take a 'whole school' approach and also involve the pupils/students in practical discussions on the risks and how they can be controlled. Linking it to topics in the curriculum can form part of the process of educating pupils in risk awareness.

Refer to:
Slips/Trips and Falls Policy

3.14 - On Site Vehicle Movement

Cundall Manor School is committed to ensuring all traffic movements undertaken on school premises is done in a safe manner.

It will ensure that the site is organised so that pedestrians and vehicles can circulate in a safe manner. That vehicles and traffic routes are separated wherever possible and that traffic routes are suitably signed and controlled.

The following areas will be addressed:

- School Minibuses
- Vehicles on site
- Parking and deliveries
- Access control and security

Signage will be put in place to designate speed limits, access areas, prohibited areas and parking facilities.

Parking arrangements will be specified for:

- staff
- visitors
- parents
- major events
- contractors

Deliveries will only be permitted during the hours specified and vehicles are only allowed to park in designated bays. Deliveries should be arranged in advance wherever possible with the responsible school manager.

School buses transport pupils to and from the school at agreed times. All use of the school minibus must be arranged via the Assistant Accountant. This will include the departure and return times of the vehicle so that suitable arrangements can be made with regard to the overlapping with any other vehicle movements.

Pedestrian routes have been identified and separated wherever possible from vehicles by physical measures such as fencing or bollards. Lighting is provided as appropriate.

The school has planning permission in place to remove traffic from the school site. This is being implemented in the academic year 20/21.

Refer to:

On-Site Vehicle Movements Policy

3.15 – Asbestos and Water System Maintenance

The Estate Manager will ensure an up-to-date Asbestos register is maintained, based on a full survey, and reviewed annually in line with the Control of Asbestos Regulations 2012.

All works involving Asbestos will be carried out in compliance with the Control of Asbestos Regulations 2012.

The Estate Manager will ensure the school water systems are assessed and that suitable precautions, in line with the Control of Legionella bacteria in water systems guidance (ACOP L8), are implemented to reduce the risks of exposure to bacteria like Legionella.

Refer to:

Health and Safety File 5 - Asbestos

Health and Safety File 5 - Water System

3.16 - Control of Hazardous Substances (COSHH)

It is the policy of Cundall Manor School to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

Cundall Manor School will ensure that exposure of workers and pupils to substances hazardous to health is removed/minimised and adequately controlled in all cases.

The Estate Manager will be responsible for ensuring COSHH risk assessments are undertaken. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.

The Estate Manager will be responsible for ensuring that all relevant staff receives comprehensive and adequate training and information following the outcome of these assessments.

All staff, this includes sub-contractors or contract cleaners, must work strictly in line within the information provided under COSHH. Training will be provided to any employee identified at risk. If any person is unsure about any symbol or sign, they must ask how to handle it.

Any employee purchasing any new substances must inform the Estate Manager before they are purchased.

Any substances used in the Science Department will be assessed by the science technician and records held by the Head of Science.

Staff at school, are not obliged to administer medication to children. However, it is the Cundall Manor school policy for appropriate staff, wherever possible, to assist children and parents by supervising or administering medicines when this is essential.

Where a child needs a high frequency, specialist or complex medication a risk assessment will determine the appropriate action including:

- Training, information and supervision
- Storage of medicines
- Administering and assisting
- Emergency procedures

Advice, training and guidance on medication will be organised by the School School Nurse. The Estate Manager will ensure the School School Nurse receives appropriate training and resources to carry out this role.

Assessments will be reviewed every 12 months, in light of experience, or when circumstances change, whichever is soonest.

Refer to:

First Aid and Medication Policy
Health and Safety File 5 - COSHH

3.17 – Selecting and Managing Contractors

Both Contractors and the Governing Body are employers and therefore have responsibilities under the Health and Safety at Work Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees and others who may be affected by their work activities. The requirements of the Act also apply to the self-employed person.

This means that when the school employs a contractor, there is a shared responsibility of the 'duty of care' split between the school and the contractor, because both are employers. In practical terms, this means that both have a duty to ensure that all reasonably practicable precautions are taken to safeguard their own employees, students, other persons on site and the general public.

Sometimes the contractor may be a specialist who has more knowledge and information, than the host employer, of the particular risks associated with their work. If this is the case, then the contractor should inform the host employer of such risks and make available their risk assessment.

The Estate Manager will check the health & safety competence of any contractor before appointment.

The Estate Manager will be responsible for the implementation of this policy.

Refer to:

Selecting and Managing Contractors Policy and Guidelines
Health and Safety File 6 - Contractors' details and information

3.18 - Facilities Management

Cundall Manor School are committed to being legally and morally responsibly to ensure that every child has access to a quality education and that the ability of school facilities meet a standard of educational adequacy.

To meet this goal, Cundall Manor need to know the condition of the school facilities. It should then ensure that facilities that do not meet the educational standards are brought up to an acceptable level within budget restrictions.

The school's objectives of achieving greater value for money in the maintenance and day to day running of the buildings and site.

We are focused on improving services and reducing costs in all areas:

- grounds maintenance (minor improvements/tree management)
- catering
- caretaking
- cleaning
- internal decoration
- security
- Health and Safety
- disabled access
- new ways of working
- fire precautions
- space allocation
- transport/parking
- waste collection/recycling

Grounds Maintenance

Responsible for maintaining the site in a good state of repair and appearance including all buildings and facilities, roads and pathways, grounds and gardens.

Catering

Ensure that good health and safety standards are maintained, all risk assessments carried out and reviewed, and all hazardous substances stored and used in accordance with the COSHH regulations.

Cleaning and Welfare

Ensure that the site is kept clean, tidy and attractive in order to minimise risks to the health and safety of those using the school site and to ensure the activities of the school can take place in an environment suited to learning.

Health & Safety

Ensure the school complies with all current legislation in relation to site safety and facilities management; including the maintenance of appropriate records. Carry out regular termly inspections and ensure that the full requirements of health and safety legislation and best practice are met.

Fire and Security

Ensure that all systems are regularly maintained and tested, appropriate records kept and all related policies and procedures are reviewed and updated as necessary.

3.19 - Maintenance of Plant and Equipment

The Cundall Manor School is committed to complying with our statutory obligations as laid out in Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998, the Noise at Work Regulations 2005 and the Vibration at Work Regulations 2005.

All staff, and pupils under direct instruction, will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment, which could pose a risk to the wellbeing of persons in or around the workplace, will be restricted to authorised staff only.

It is the responsibility of all staff to ensure that any tools or equipment they use are in a good and safe condition and that they are properly and safely stored when not in use.

Any tools or equipment, which is in any way defective, must be repaired and replaced. It is the responsibility of the user to check equipment for safety prior to use and report any problem to their supervisor.

The Lead Member of the Site Team will be responsible for identifying all equipment/plant needing maintenance and for ensuring suitable and sufficient maintenance procedures, including portable appliance inspection and testing, are devised.

The Lead Member of the Site Team will be responsible for ensuring the maintenance identified is implemented with all relevant records contained centrally on the maintenance file held in the Estate Managers Office.

Equipment used in the Science Department will be maintained by the science technician and records held by the Head of Science.

The Head of each Department is responsible for ensuring work equipment is clearly marked with Health and Safety warnings where appropriate and that any new plant and/or equipment meet the relevant Health and Safety standards before purchase.

Refer to:

Health & Safety File 4 - PAT Testing and Fixed Electrical Certificates
Machinery Maintenance Records

3.20 - Transport, school vehicles and work-related Road Safety

The school owns a number of vehicles and from time to time, will hire additional vehicles as required.

The School provides information regarding the safe operation of these vehicles and general advice for drivers.

The School will on a weekly basis carry out a safety inspection of any vehicle used or hired by the school.

All drivers are responsible for checking the vehicle prior to commencing a journey and if any faults are identified these must be reported to the Estate Manager's Assistant immediately and alternative transport arranged. Drivers must never use a faulty vehicle; it is the driver's legal responsibility to check roadworthiness.

When vehicles are off site for a prolonged period the nominated drivers are responsible for ensuring the safety checks are carried out.

Eligibility to Drive

- All drivers must be 21yrs of age or over and under 70 yrs.
- All drivers must have at least two years regular driving experience.
- All drivers must have a D1 Classification on their licence.
- All drivers must have had an initial assessment and or training by the School regarding their suitability to drive and be authorised by the Estate Manager.
- All drivers will be required to submit their licence for checking to the Estate Manager's Office and must undertake to advise the Estate Manager of any changes to the licence.
- Any driver with more than 6 points on their licence will not be permitted to drive any School vehicle with passengers (pupils and staff). A driver with more than 3 points on their licence will be subject to re-appraisal and will be authorised at the discretion of the Estate Manager.
- All drivers will observe the Highway Code at all times
- All drivers must have completed a medical / insurance questionnaire.

A driver will be authorised to drive a school vehicle for the duration of the academic session. Should any of the above criteria change i.e. additional points on their licence or develop a medical condition, the driver must notify the Estate Manager immediately.

Vehicles shall only be used for School business and no private use of vehicles is permitted without written authorisation of the Estate Manager.

Refer to:

Health and Safety File 8 - Mini Buses

3.21 - Fire Safety and Emergency Arrangements

All Staff have a duty to conduct themselves in such a way as to minimise the risk of fire.

Smoking is not permitted anywhere on site.

The Estate Manager is responsible for ensuring a suitable and sufficient fire risk assessment is undertaken and that corrective actions identified are implemented and reviewed every 12 months.

The Estate Manager will ensure that nominated fire wardens receive appropriate training and resources.

The Lead Member of the Site Team is responsible for:

- Checking escape routes for conformity
- Checking fire extinguishers are ready for use
- Any other actions detailed in the fire risk assessment.

The Estate Manager is responsible for the supervisory role during evacuation.

Fire extinguishers will be serviced annually under contract by a Registered Fire Extinguisher Engineer. A record of this will be retained by the Estate Manager.

Fire and Emergency evacuation procedures will be developed to ensure appropriate warning, protection and safe evacuation is achievable.

The Head and Estate Manager are responsible for ensuring practice fire drills and emergency evacuations are conducted and recorded on the Fire and Emergency evacuation record a minimum of every 6 months.

The Estate Manager will ensure individual staff are familiar with the Fire and Emergency evacuation procedures and receive basic fire awareness training.

The Estate Manager will monitor compliance and maintain a central file detailing any such drills/evacuations.

Any difficulties discovered during fire drills and/or emergency evacuations will be reported to the Estate Manager.

Refer to:

Health and Safety Files (Fire 1 and Fire 2) - Fire Safety Arrangements

3.22 - Electrical Safety

Everyone, staff and pupils, must be concerned with electrical safety since hazards may arise from installations or apparatus of any kind, Therefore, no-one should interfere with or work on electrical apparatus unless they are specifically trained in the safe practices involved.

The principal hazards arising from the use of electrical apparatus are:

- Electric shock, due to current flowing through the body.
- Fire caused by overheated conductors
- Explosion due to spark in a flammable atmosphere

There are two distinct areas where electrical hazards can be present, either from the electrical supplies of the building itself, or from the electrical equipment plugged into these supplies.

It is the responsibility of the nominated Member of the Maintenance Team to ensure that adequate inspection and testing of both areas is undertaken, using outside contractors, if necessary, to all electrical appliances purchased by the School for the use of pupils, staff and visitors.

The electrical supply will be examined, inspected and tested on a maximum of a 5 yearly basis, ensuring that all markings on distribution boards and wiring diagrams are kept up-to-date. Inspections will be carried out as per the Electricity in the Workplace Regulations.

With regard to portable appliance testing (PAT), this shall also be carried out, by an outside contractor, if necessary, on an annual basis.

Reference to portable electrical equipment should not be taken to be restricted to equipment that is simply capable of being carried in the hand by one individual. It should be taken to mean all equipment that can be attached to the electrical supply by a 13 amp plug.

Each item of portable electrical equipment will carry its own unique identification marker issued by the school for the use of pupils, members of staff or designated personnel. If the supply cable is permanently attached then it will be tested with the equipment, if it is detachable then it will be separately identified and tested. All equipment and cables will be logged on a register.

Any electrical equipment introduced to the School, including those electrical items brought in by children, must be given an identification number and tested as part of the scheme.

The Lead Member of the Site Team shall be responsible for ensuring that should block adaptors be used in School these shall be within safe limits.

Refer to:

Health and Safety File 4 - PAT Testing and Fixed Electrical Testing Certificates

3.23 - Food Safety

Cundall Manor School recognises their general duty under The Food Safety Act 1990 to protect food from anything that could cause harm to consumer.

The legislation lays down the food hygiene rules for all food businesses; Cundall Manor School will apply effective and proportionate controls throughout their food production and has adopted a formal management system to protect food safety.

Everyone who plays a part in this must ensure they follow all safe production methods and best practices.

The Catering Managers will ensure the management system is implemented and maintained.

The Catering Managers will be subject to external audits carried out by HSE external consultants.

We will ensure:

- compliance with all legal requirements
- kitchens are maintained to safe and legal standards
- food sourced from the very highest quality and safety conscious suppliers
- effective controls are in place to provide traceability
- appropriate care of food from delivery and storage through to preparation, cooking and service
- the highest possible standards of personal hygiene and cleanliness are maintained at all times
- the application HACCP principles as part of our overall safety management system
- monitoring and recording of food safety activity so we can demonstrate due diligence
- staff are well trained and supervised at all levels to ensure they are confident and able to handle food safely

Food handlers will receive adequate supervision, instruction and training in food hygiene for the work they do. It will be renewed every three years, refreshed annually and kept up to date with changes in law or good practice.

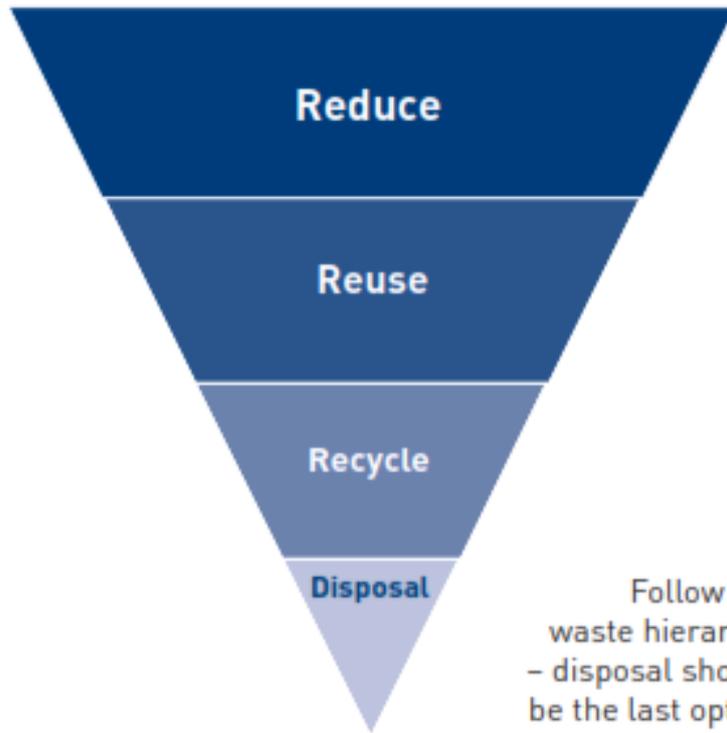
Levels of training will be proportionate to the level of responsibility and training records will be maintained by the Estate Manager to show who has been trained and to what level.

Cundall Manor School will act to ensure that the food it makes, serves or sells is safe to eat.

Hazards within the kitchen are dealt with in the Risk Assessment for the kitchen.

Refer to:

Health and Safety File 7 - Food Safety and Housekeeping
Detailed Kitchen records are retained in the kitchen.



Follow the
waste hierarchy
– disposal should
be the last option

3.25 - Safety Disciplinary Procedure

Disciplinary action will be taken against any employee who shows wilful disregard for safe working practices in line with the Cundall Manor School disciplinary procedures.

Depending on the severity of the incident e.g. where the total disregard for safe working practices as seriously affecting the Safety and Health of other staff, the employee may be instantly dismissed.

In addition, any employee contravening Section 8 of the Health & Safety at Work Act 1974 which states, "no person shall intentionally or recklessly interfere with or misuse, anything provided in the interest of Health & Safety or Welfare in pursuance of any of the relevant statutory provisions", are also liable to disciplinary action and possible dismissal.

It should be noted that with regard to this policy, volunteers are considered staff following guidance issued by the Health & Safety Executive.

Application of Health & Safety standards to voluntary workers

"In general, the same Health and Safety standards should be applied to voluntary workers as they would to staff exposed to the same risks....HSE considers it good practice for a volunteer user to provide the same level of Health and Safety protection as they would in an employer/employee relationship, irrespective of whether there are strict legal duties."

HSG1923 (Charity and Voluntary Workers)
Health and Safety Executive

3.26 - Conclusion

This policy is a working document and shall be reviewed and updated to ensure best practice.

It is the duty of each and every employee to read this document fully and to identify any areas to which they are unclear.

Any such areas will be drawn to the attention of The Estate Manager who may arrange for further information, instruction, supervision, and training.

A signed account must be made by each employee stating that they have read and understood the legal and organisation duties regarding their Health and Safety outlined in this policy statement.

Section 4

INFORMATION, GUIDANCE AND PROCEDURES

4.0 Refer to relevant Health and Safety Files

4.1 Refer to Covid-19 Risk Assessments and protocols.

The school has adopted a framework and put in place proportionate protective measures for children and staff, which also ensure that all pupils receive a high-quality education that enables them to thrive and progress.

POLICY END

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