



Cundall Manor School

# Health and Safety Policy 2023

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Estates Manager

Tony Reece

Business Manager

Laura Taylor

Headmaster

Chris James-Roll

Health and Safety Governor

Claire Burrows

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## **1. Purpose**

It is the intention of the Governors and Head to create and maintain a safe and healthy workplace for employees, pupils and visitors. We also intend to consult with appropriate colleagues and commit to relevant training. This policy contains the general arrangements for the management of Health and Safety.

Departments and activities which involve significant risk have their own additional policy and procedure documents in addition to the ones summarised here. Extra-curricular activities are also subject to risk assessment and are regulated as appropriate

This policy should be considered in conjunction with other written policies on Fire Safety, First Aid etc.

## **2. Objectives**

This Policy explains how the school complies with Guidance and Legal Requirements by committing to:

- Providing a safe and healthy working and learning environment on and off site
- Preventing accidents and work-related ill health
- Providing safe premises (including access and egress), plant and equipment
- Maintaining safe systems of work among staff and pupils
- Assessing and controlling risks from curriculum and non-curriculum work activities
- Providing a safe means of use, handling, storage and transportation of articles and substances
- Formulating effective procedures for use in case of fire and/or the need for emergency evacuation of the school
- Providing adequate information, instruction, training and supervision to staff and pupils
- Consulting with staff, pupils and their representatives on health and safety matters
- Monitoring and reviewing systems and prevention measures regularly (at least annually) to ensure they are effective
- Ensuring adequate welfare facilities exist throughout the school
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

## **3. Responsibilities**

3.1 The Headmaster will ensure:

- The promotion of a health and safety culture within the school and on off site visits in order to prevent accidents, work-related ill health and damage to property
- That a clear written health and safety policy is developed, implemented and communicated in accordance with legal obligations, DFE guidance and guidance
- Adequate control of health and safety risks arising out of the school's activities
- The establishment of a health and safety committee which is representative of the operation and structure of the school and which meets at least termly
- That arrangements are in place for the effective consultation with staff, nominated trade union representatives and pupils regarding health and safety matters
- Sufficient funds are set aside for health and safety management in accordance with the rationale
- The school's health and safety policy and performance is reviewed at least annually

3.2 The Estates Manager's will ensure:

- Monitoring of investigations into accidents, incidents, absence and complaints pertaining to matters of health and safety
- Health and safety performance is measured both actively and reactively and measures are put in place to monitor the effectiveness of the health and safety arrangements in controlling identified risks

- Clear procedures are created for risk assessment, the development of safe working practices and reporting of accidents and/ or incidents.
- The formulation of effective procedures for use in case of fire and/or the need for emergency evacuation of the site
- Ensure the school's health and safety policy and performance is reviewed at least annually
- The provision and maintenance of safe premises, plant and equipment
- Responsibilities for health, safety and welfare are allocated to specific people and those persons are formally informed of these responsibilities as well as the monitoring and compliance of these policies.
- Persons to whom health and safety responsibilities are delegated are competent to do their tasks i.e. that they have sufficient experience, knowledge and training to perform the tasks required of them and have sufficient time and resources to undertake the role
- The provision of adequate information, instruction, supervision and training for staff and pupils
- The effective management of health, safety and welfare of staff, pupils, contractors, visitors and others so far as is reasonably practicable

### 3.3 SLT, Heads of Department and Assistant Heads will:

- Apply the school's Health and Safety Policy to their own department or area of specialism
- Develop and disseminate a departmental/team health and safety policy, if appropriate, detailing the particular roles and responsibilities for health and safety in that specialist area and the organisational arrangements in place for achieving this
- Ensure they are familiar with current Regulations, Codes of Practice and Guidance appropriate to their specialist areas and with this Policy (this may require reading trade journals, ESIS, British Standards, CLEAPSS)
- Ensure that risk assessments of the activities for which they are responsible are conducted and reviewed at least annually
- Ensure that all staff under their control (including non-teaching staff) receive adequate information, supervision and training (both induction training and on-going training) in health and safety matters relevant to their specialist area
- Ensure that all statutory notices and appropriate safety signs are displayed in their specialist area
- Ensure that adequate first aid provision, protective clothing and equipment, registers and log books are available for use in their specialist area
- Ensure that machinery, equipment and substances are accompanied by adequate information on use and that use is restricted to named individuals where necessary for reasons of health and safety
- Evaluate promptly and where appropriate take action regarding criticism of health, safety and welfare arrangements reported to them, or refer them to the Head
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other staff and pupils to avoid hazards and contribute positively to their own health and safety
- Investigate any accidents, which occur within their sphere of responsibility
- Prepare a report for the H&S Committee on the health and safety performance of his/her department or area of responsibility where required
- Include health and safety at departmental/team meetings.

### 3.4 Class Teachers will:

- Take reasonable care for their own health and safety and for that of staff, pupils, volunteer helpers and visitors under their supervision
- Ensure they are familiar with this Policy and the procedures in respect of fire, first aid and other emergencies, and to carry them out as required

- Exercise effective supervision of pupils and give clear oral and written instructions and warnings to pupils as often as necessary
- Follow any safe working procedures issued for their subject area and generally
- Provide and require the use of appropriate protective equipment, clothing and guards where necessary and ensure they are used as required
- Make recommendations to their Assistant Head / Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery
- Integrate all relevant aspects of safety into the teaching process and, where necessary, provide special lessons on health and safety in line with Curriculum requirements for safety education
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation
- Report all accidents, defects and dangerous occurrences to their AH/ HoD and report where appropriate

### 3.5 All Staff will:

- Co-operate with the Head, their AH/ HoD and their Line Manager on health and safety matters
- Act with due care for the health, safety and welfare of themselves, other staff and other persons at the School
- Exercise effective supervision over those for whom they are responsible
- Ensure they are familiar with the contents of this Policy and, in particular, the procedures in respect of fire, first aid and other emergencies
- Observe all instructions on health and safety issued by the school or any other person delegated to be responsible for a relevant aspect of health and safety at the school
- Implement safe working practices which comply with the approved school policies and procedures and set a good example personally
- Act in accordance with any specific health and safety training received
- Exercise good standards of housekeeping and cleanliness
- Ensure that offices, general accommodation and vehicles are kept tidy and report any defects to their Line Manager
- Ensure that tools and equipment are in good condition (and not use them otherwise), ensure that they are appropriate to that use and that adequate instructions for their use are provided
- Report any defects in tools and equipment and actual or potential hazards to their Line Manager or the Head, in particular those, which are of a serious or imminent danger, and introduce procedures to minimise the possibility of mishaps
- Use protective clothing and safety equipment provided (when appropriate) and ensure these are kept in good condition
- Provide instructions, warning notices and signs as appropriate
- Report all accidents in accordance with current procedure
- Ensure that any accidents or incidents which could have resulted in personal injury are reported to the Estates Manager and School Nurse
- Assist in the investigation of any accident (or incident where personal injury could have arisen) and take appropriate corrective action
- Co-operate with the appointed Enforcement Officers of the Health and Safety Executive
- Ensure that if authorising work to be undertaken or authorising the purchase of equipment, the health and safety implications of such work or purchase are considered
- Ensure that if entrusted with responsibilities for specific aspects of health, safety and welfare they satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's Line Manager
- Minimise the occasions when an individual is required to work or study in isolation
- Not interfere with or misuse anything provided to safeguard their health and safety
- Members of staff are expected to be vigilant at all times but particularly where there are vehicles on site and when activity is taking place at height

3.6 Pupils (In Accordance with their Age & Aptitude) and School users will:

- Co-operate with the Head and staff on health and safety matters and in particular must follow the instructions of staff in the event of an emergency
- Take reasonable care for their own health and safety and that of others at the school
- Observe standards of dress consistent with safety and/or hygiene
- Use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety
- Report all health and safety concerns to the Head.

#### **4. Workplaces and Welfare**

4.1 The Estates Department, under the Estates Manager, have a comprehensive and pro-active servicing regime in place to ensure that installations critical to the efficient functioning of the buildings facilities and surroundings are properly maintained. The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected periodically as required by qualified professionals, and their reports are considered by the Estates Manager as part of the school's routine maintenance.

4.2 The Estates Department responds quickly to day-to-day requests for repairs and fault rectification which are logged on the Service desk computer-based system for this purpose which is accessible to key users within the school.

4.3 Cleanliness and good order are maintained by a team of domestic staff under the management of the Domestic team leader.

4.4 The access and parking of motor vehicles on site is restricted to two designated car parks. Mini buses and site vehicles only may be parked on the main school site. Speed restrictions are imposed and must be observed.

4.5 Throughout the site pedestrians take precedence over vehicles, but, although the site is largely pedestrianised, the minibuses cross the site to park during periods of none use. Electronically operated vehicle barriers have been installed (at the Senior School) to restrict vehicular access into the central parts of the site at particular times.

4.6 The School is committed to providing a working environment which ensures that people are well at work both physically and mentally. Reasonable adjustments to working environments will be made through consultation with the Business Manager. Where referral to occupational health consultants is appropriate this will be arranged by the Business Manager.

#### **5. Risk Assessment**

5.1 The School has a Health & Safety Risk Assessment Policy

5.2 Hazards are identified and assessments carried out and recorded for risks within each department.

5.3 Where there is a specialist body providing health and safety advice to specific disciplines (e.g. CLEAPS in the case of Science) the risk assessments provided by that body may be used as the basis for the assessments within the disciplines found in Cundall Manor School.

5.4 Control measures are prioritised using the standard approach based on the Health and Safety Management Regulations and other specific regulations where appropriate.

5.5 Staff are provided with regular training on matters in relation to Health and Safety and have access to essential. Risk assessment training is provided to appropriate staff and support and advice is available from the school's Health and Safety advisor, Malcolm Hammond.

5.6 Annual training is provided for appropriate staff in relation to manual handling, use of Personal Protective Equipment, asbestos awareness, slips and trips and control of hazardous substances as well as mental health awareness training.

5.7 The school has a detailed programme of annual maintenance and servicing of all machinery in the school. Records of all safety checks are maintained in the Estates Manager.

## **6. Emergencies (Including Fire)**

6.1 Emergency procedures for fire and similar emergencies are maintained and reviewed annually. A notice of the evacuation arrangements is posted in each classroom and at other key locations. Test evacuation procedures are carried out at least once per term during the school day and periodically for the Boarding House during boarding hours. Fire risk assessments are carried out by external fire consultants and reviewed whenever changes occur such as layout and change of use. The Estates Manager is responsible for any remedial measures identified in the fire risk assessment concerning physical aspects of the buildings.

6.2 The fire alarm is sounded on a test basis weekly and the fire detection and alarm systems are inspected and tested annually by a specialist contractor. Fire extinguishing equipment is inspected and tested by a competent external contractor twice per year in the Senior School and annually in the Junior School.

6.3 Bomb Threat policy and procedure can be found annexed to this policy

## **7. Accident Reporting**

7.1 Accidents and injuries are to be reported on the relevant incident slips that are located next to first aid are as around the site. All entries are collated and reported back to the Health and Safety Committee every half term. The accountability for reporting this lies with the Estates Manager

7.2 Incidents which do not result in injury but nevertheless due to the nature of the hazard might have more serious consequences in a repeat incident should be recorded as "near misses". These situations should be reported immediately to the Estates Manager for remedial action to be initiated if the hazard remains. The accident or near miss report should be sent in all cases as soon as possible after the event to the Business Manager and if serious a telephone call made as forewarning so that an investigation can be instigated and any urgently needed remedial action initiated. Accidents or dangerous occurrences which are required to be notified to the enforcing authorities under the RIDDOR legislation will be determined by the Estates Manager and Business Manager who will be responsible for making the notification.

7.3 In addition to the statutory and moral considerations we have a contractual duty to advise our insurers of accidents which may result in a claim for compensation. Notification will be the responsibility of the Business Manager. We are covered by appropriate insurance both as employers and in respect of public liability. A copy of the accident report and any related investigation report will be made available to our insurers by the Business Manager. Except for our insurers the accident report should not be copied to third parties and any claims for compensation should be forwarded to our insurers without any comment being made to the claimant or their representative(s).

7.4 A more detailed procedure is set out in the Accidents Policy and procedure Annex to this policy.

## **8. Control of Visitors and Contractors**



8.1 The School has Visitor Policies.

8.2 Visitors are required to register at Reception and are issued with an identification badge which they surrender on leaving the premises. Contractors engaged by the Estates Department will report direct to the Estates Office and go through a similar registration process.

## **9. First Aid**

9.1 The School has a First Aid Policy.

9.2 As a boarding school, we employ a registered nurse. In addition, we have a number of qualified First Aiders and Appointed Persons as required by the First Aid at Work Regulations.

## **10. Control of events and educational visits**

10.1 Educational visits require permission from the Senior Leadership Team (SLT) and ultimately the Headmaster.

10.2 Curricular activities, which take place off site, are deemed to have the Headmaster's approval.

10.3 Visits overseas or involving significant or unusual risks require the Headmaster's express permission.

10.4 All residential visits require parental consent and most non-curricular off-site activities require parental/guardian/boarding staff consent as appropriate. Consent is collected via Engage, the School's Management Information System (MIS) and parents/guardians must also confirm the medical and dietary information is up to date.

10.5 Hazard identification, risk assessment and the preparation of a plan, which acknowledges all identified hazards and makes provision for foreseeable emergencies, are essential pre-requisites for Group Leaders of all off-site trips.

10.6 In-school activities are also subject to risk assessment where appropriate under the guidance of a Deputy Head.

10.7 Some additional facilities/events found in the School, for which there are separate control arrangements, include

- climbing frame
- mini-buses
- swimming pool
- go kart race

## **11. Training**

11.1 Training in Health & Safety is carried out on induction and is ongoing throughout the year. Health and Safety training is discussed at the Health and Safety Committee and any training required is arranged via the Estates Manager or Business Manager. Regular Health & Safety updates are given in Staff Meetings where necessary. All staff are invited to attend various training sessions such as first aid. Risk assessment training is given by the relevant coordinator and guidance available online.

## **12. Consultation & Staff Voice**

12.1 Staff are consulted on health and safety and are encouraged to contribute their views and concerns, feeding in to Health and Safety discussions. This can be by dissemination and collection of information,

contributions and comments to proposed documentation and informally such as, chats, points being raised at meetings or reporting concerns to the Estates Manager.

12.2 A more detailed procedure is set out in the Consultation Policy and procedure Annex to this policy

### **13. Review**

This policy will be reviewed annually and ratified by the health and Safety Committee and Full Governing Body

**Date of creation: August 2023**

**Date of ratification:**

**Date of next review: August 2024**

## **Specific Incidents – Policy and Procedure**

### **Accident Policy**

An accident is an unplanned and/or uncontrolled event that may or may not result in personal injury, damage to equipment, premises or environment. Accidents where no personal injury occurs may be referred to as incidents. We have adopted this policy and related procedures to assist us in the management and control of accidents/incidents and their causes. There are legal requirements placed on us by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (See Accident Guidance) which are referred to in this policy.

#### **It is Cundall Manor School's policy to:**

- Record all injuries in the appropriate Accident Book and instruct employees on the procedure to be followed.
- Keep records of all accidents/incidents involving staff, children, students and non-employees, ensuring the details of their status e.g. parent, visitor, contractor etc. is recorded.
- Seek advice from the School Nurse or Compliance Officer on any situation reportable under RIDDOR and any serious "near miss" incident.
- Report all injuries, industrial diseases and dangerous occurrences, as detailed in RIDDOR, to the appropriate Enforcing Authority. (North Yorkshire Environmental Health).
- Keep details of occupational ill health, including how this was reported to the Enforcing Authority where appropriate.
- Investigate all accidents, including "near miss" incidents, to prevent recurrence.
- Ensure first aid (see First Aid Policy) provision is readily available.
- Contact the Compliance Officer if in doubt

### **Accident Procedure**

Accident resulting in injury occurs:

- Determine if area is safe to access if not obtain support for safe access.
- Summon the School Nurse or First Aider as appropriate.
- Summon ambulance or emergency services if felt appropriate.
- Isolate area and make as safe as possible.
- Provide appropriate first aid.
- School Nurse or first aider to give advice on treatment or transfer to hospital.

- School Nurse to notify The Compliance Officer.
- Accident book to be completed by School Nurse and/or Compliance Officer.
- School Nurse and/or Compliance Officer to confirm if accident is reportable. (Advice may be abstained from the HSE Website).
- If required School Nurse and/or Compliance Officer to report under RIDDOR and maintain a copy
- Where possible and appropriate take photographs of injury, area or piece of equipment.
- Those involved to assemble information relating to the accident/incident inc witness statements.
- Determine true cause of accident.
- Advise insurers or insurance broker where necessary.
- Advise the Headmaster of action taken or required.
- Determine new/improved corrective measures to prevent reoccurrence.
- Implement corrective measures.
- Record corrective actions.
- Monitor corrective action to confirm adequate, if not reassess and implement revised corrective actions.

## Asbestos Management Policy

Cundall Manor School recognises that breathing in air containing asbestos dust or fibres may lead to asbestos-related diseases. These are mainly cancers of the chest and lungs.

It is CMS's policy to:

- Regularly carry out Asbestos Containing Materials (ACMs) inspections and surveys from these keep records current.
- Make the findings of surveys readily available to those who may be affected by the ACMs.
- Monitor the condition of areas know to house ACMs and report any deterioration to the Compliance Officer.
- Ensure ACMs are appropriately signed or labelled.
- Encourage all to assume that any material may contain asbestos unless there is evidence that it does not.
- Only allow work on ACMs including removal to be carried out by suitably trained and registered contractors.
- Ensure that if any ACMs are inadvertently disturbed, the work is immediately stopped, the affected area is vacated, sealed and emergency advice obtained from CMS's Health and Safety Advisor.
- Refrain from knowingly installing ACMs into any of the School's buildings, plant or fixings.

## Asbestos Management Procedure

Control of Asbestos Containing Materials (ACMs):

- Continue with regular ACM inspections and surveys.
- Isolate and affix suitable signs or labels on access doorways of contaminated areas.
- Place appropriate signs on surfaces containing ACMs.
- Maintain records of ACM locations, type, condition and remedial works carried out.
- Monitor the condition of known ACMs.
- Continue to assess the risk of exposure to ACMs.
- Continue to manage plans of control of ACMs.
- Ensure written records on the location of ACMs are brought to the attention of persons who need to know their location such as staff and contractors.
- Ensure any work on ACMs is only carried out by suitably trained and registered contractors after agreement and where required licensed by the HSE.
- Ensure that if any ACMs are inadvertently disturbed work is immediately stopped, the area evacuated, sealed, warning notices posted, those exposed are documented, emergency advice is obtained from CMS's Health and Safety Advisor.

## Bomb Threat Policy

Most bomb threats are hoaxes perpetrated by persons who for whatever reason enjoy causing panic and observing the resulting confusion. We must however, treat each seriously and take appropriate action.

We recognise that there is a need to formalise a policy on Bomb Threat, and what we should do in the event of receiving a bomb threat.

### It is Cundall Manor School's policy to:

- Train staff in telephone techniques.
- Implement a procedure for obtaining bomb threat details. (See Checklist).
- Assist police in obtaining telephoned threat details.
- Provide a necessary alarm raising process.
- Designate an area at a suitable safe distance to assemble in the need for evacuation.

## Bomb Threat Telephone Procedure

Telephone Procedure:

- Take the call seriously.
- Note down exactly what the caller says.
- If possible, ascertain when the device will go off, its location, what kind of device it is, how big it is, what it looks like and any other information which may help.
- Make a note about the caller including whether the voice is male or female, accents, adult or child, whether they sound intoxicated and any other distinguishing features
- Do not be aggressive.
- As soon as possible dial 999 ask for Police and Fire service give full address and emergency contact telephone numbers.
- Inform the Headmaster and Compliance Officer **immediately**.
- Headmaster or Compliance Officer to sound the fire alarm.
- After the message has been acknowledged, vacate the premises and comply with the standard fire evacuation and assembly procedure.
- Hand notes from telephone call to the Headmaster or Business Manager/Estates Manager.
- Once head count is completed at fire assembly point, then evacuate all staff, children and students to the currently agreed Bomb Threat Assembly Point dependent on where the bombs location has been identified.
- Headmaster and Compliance Officer to liaise with Emergency Services.
- Comply with Senior Officers instructions.
- Do not re-enter buildings until told safe to do so by the Senior Officer.

## Communication and Consultation Policy

Cundall Manor School recognises the value of effective methods of communication and consultation in achieving a positive health and safety culture in our School, to ensure not only that up to date information is available when required, but also that our staff are fully involved with our management of health and safety.

### It is Cundall Manor School's policy to:

Establish effective lines of communication both internally and externally as required.

Involve and consult with staff on issues affecting their health and safety at work and to take account of their views on these matters. Communication and consultation takes place through:

- Individual conversations.
- Staff meetings.
- Notice-boards.
- Internal publications.
- Health and Safety Committee meetings.
- Names and contact details of Representatives of Staff Safety.
- Provide information on near miss incidents, accidents, plans for new systems and procedures, issues raised in safety committee meetings etc.

Display the following:

- Filled in 'Health and Safety Law - What You Should Know' poster.
- The current Certificate of Employers' Liability Insurance.
- The current signed and dated Health and Safety Policy Statement.
- Minutes of Health and Safety Committee meetings.
- Notify all staff of the arrangements for appointing safety representatives.

## Communication and Consultation Procedure

Communication Procedure:

- Received information passed to Safety Committee Members, this may be from external sources such as Enforcement Agencies, Consultants, or Publications.
- Decide if the information needs to be communicated to all staff or selected people such as the Head Teacher, Compliance Officer, Governors.
- Agree most appropriate method of communication.
- Keep records of information issued.
- Record feedback.
- Review feedback.
- Take appropriate action as agreed.

## Control of Contractors Policy

Cundall Manor School recognises the term “contractor” applies in the broadest sense to any individual or organisation that enters into an agreement with CMS to provide services. This could include supply, activity or technical support.

### It is Cundall Manor School’s policy to:

- Assess, as far as is reasonably practical the competency of contractors prior to finalising contractual agreements.
- Whenever possible, use contractors that are members of appropriate trade or professional bodies.
- Request health and safety information from the contractor that is relevant to their activities with CMS.
- Monitor the contractors work or work activity.
- Provide the contractor with appropriate information for their safety.
- Wherever practical to arrange contractor’s activities during school holidays.

## Control of Contractors Procedure

Appointment Procedures as appropriate:

- Send a copy of Contractors Safety Questionnaire and Contractors Health and Safety Rules.
- Arrange for those attending School during term time to undergo a DBS check or arrange for an appropriate member of staff to stay with the person during their time on site.
- Receive appropriate completed documentation from contractor including any Risk Assessments and/or Method Statements for larger or hazardous tasks.
- Assess documentation if appropriate assign tasks, if not request further information of seek another contractor.
- Contractors on site to sign the contractors signing in book.
- If appropriate sign the Asbestos and Fragile Roof awareness book.
- Contractors are monitored by the Maintenance Department.

## Control of Substances Hazardous to Health (COSHH) Policy

Cundall Manor School recognises that “hazardous substances” may be bought into the School from various sources for a number of activities and processes or be generated as a result of a process or activity. Exposure to some substances can result in acute or chronic ill-health and injury, exposure may also be fatal.

It is CMS’s policy to:

- Ensure those responsible for managing exposure to hazardous substances are adequately trained and aware of the hazards and risks associated with the substances.
- Ensure no new substances are introduced into CMS without approval by the Business Manager and/or Compliance Officer, and a suitable and sufficient risk assessment is generated for the substance from the associated Manufacturers Safety Data Sheet (MSDS).
- Current records and risk assessments are maintained by arranging annual reviews of all identified substances.
- Ensure staff are aware of the associated risk assessments and comply with their identified safeguards for example appropriate ventilation, extraction systems, Personal Protective Equipment (PPE), Respiratory Protective Equipment (RPE) safe use, control and first aid measures.
- If practical replace hazardous substances with safer alternatives or minimise as far as is reasonably practical the use of the identified hazardous substance.

## Control of Substances Hazardous to Health (COSHH) Procedure

Control exposure to hazardous substances in the working or teaching environment:

- Identify any hazardous substance to be used or exposed to.
- Refer to the current risk assessment for the substance. If no risk assessment can be found **stop** do not use the substance. Notify the Business Manager and/or Compliance Officer who will arrange for an alternative or obtain the Manufacturers Safety Data Sheet (MSDS) and arrange for suitable risk assessments to be completed.
- Prior to use introduce the control measures and safeguards identified in the associated risk assessments.
- Provide any training that may be required to staff, students or children.
- Wherever possible the least hazardous substance for the task should be used.
- Monitor current control measures.
- Carry out formal annual reviews of substances held, stored, used or generated.
- Maintain appropriate documentation at the point of storage and use of substances.



## Display Screen Equipment (DSE) Policy

Cundall Manor School recognises that incorrect use of display screen equipment including notepads, tables and smartphones may result in ill health such as pains in the arms, neck, elbows, wrists hands and fingers, temporary eyestrain and headaches, fatigue and stress.

### It is Cundall Manor School's policy to:

- Identify DSE "Users" as defined under current legislation. In general CMS interprets "users" as staff who use equipment for at least an hour or more at a time for most days a working week.
- DSE users to undertake regular self-assessment of workstation using prescribed form, taking into account the equipment used, furniture, work environment, the user's needs.
- Take the necessary measures identified in the assessment to reduce hazards and risk to the lowest reasonable practicable level.
- Ensure that risk assessments are regularly reviewed, at least annually.
- Advise staff of the findings of the assessments on their own workstation.
- Advise "Users" of the opportunity for free DSE eyesight tests and purchase of corrective DSE spectacles.
- Ensure the software we use is suitable for their tasks.
- Provide information, instruction and training for staff on the risks to health from using display screen equipment and how to avoid them.

### Display Screen Equipment (DSE) Procedure

Identify all Cundall Manor School's DSE "Users" as described in the Policy:

- Staff to complete the CMS Self-assessment DSE workstation assessment (from the Business Manager).
- Line Manager to assess results, decide if control measures and or associated equipment is adequate and amend as appropriate in conjunction with the business manager.
- Plan and organise "users" activities and breaks to periodically interrupt daily work on display screen equipment.
- Staff to undertake regular e-learning on the use of and setting up their workstation.
- Review assessments if workstations change, any work related discomfort or injury

# Display screen equipment (DSE) workstation checklist

Workstation location and number (if applicable):	.....
User:	.....
Checklist completed by:	.....
Assessment checked by:	.....
Any further action needed:	Yes/No
Follow-up action completed on:	.....





The following checklist can be used to help you complete a risk assessment and comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.


The questions and 'Things to consider' in the checklist cover the requirements of the Schedule. If you can answer 'Yes' in the second column against all the questions, having taken account of the 'Things to consider', you are complying. You will not be able to address some of the questions and 'Things to consider', eg on reflections on the screen, or the user's comfort, until the workstation has been installed. These will be covered in the risk assessment you do once the workstation is installed.


Work through the checklist, ticking either the 'Yes' or 'No' column against each risk factor:

- 'Yes' answers require no further action.
- 'No' answers will require investigation and/or remedial action by the workstation assessor. They should record their decisions in the 'Action to take' column. Assessors should check later that actions have been taken and have resolved the problem.

Remember, the checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, eg by giving users health and safety training, and providing for breaks or changes of activity. For more advice on these see *Working with display screen equipment (DSE): A brief guide*.

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<b>1 Keyboards</b>				
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable (eg where there is a need to use a portable).	
Does the keyboard tilt?			Tilt need not be built in	
Is it possible to find a comfortable keying position?			Try pushing the display screen further back to create more room for the keyboard, hands and wrists.  Users of thick, raised keyboards may need a wrist rest.	
   				
Does the user have good keyboard technique?			Training can be used to prevent: <ul style="list-style-type: none"> <li>■ hands bent up at the wrist;</li> <li>■ hitting the keys too hard;</li> <li>■ overstretching the fingers.</li> </ul>	
Are the characters clear and readable?			Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing.  Use a keyboard with a matt finish to reduce glare and/or reflection.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<b>3 Display screens</b>				
<p>Are the characters clear and readable?</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0; background-color: #ADD8E6; text-align: center;"> <p><b>Health and safety</b></p> </div> <div style="border: 1px solid black; padding: 5px; margin: 5px 0; background-color: #FF00FF; text-align: center;"> <p><b>Health and safety</b></p> </div>			<p>Make sure the screen is clean and cleaning materials are available.</p> <p>Check that the text and background colours work well together.</p>	
Is the text size comfortable to read?			Software settings may need adjusting to change text size.	
Is the image stable, ie free of flicker and jitter?			<p>Try using different screen colours to reduce flicker, eg darker background and lighter text.</p> <p>If there are still problems, get the set-up checked, eg by the equipment supplier.</p>	
Is the screen's specification suitable for its intended use?			For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
<p>Does the screen swivel and tilt?</p> 			<p>Swivel and tilt need not be built in; you can add a swivel and tilt mechanism.</p> <p>However, you may need to replace the screen if:</p> <ul style="list-style-type: none"> <li>■ swivel/tilt is absent or unsatisfactory;</li> <li>■ work is intensive; and/or</li> <li>■ the user has problems getting the screen to a comfortable position.</li> </ul>	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<p>Is the screen free from glare and reflections?</p> 			<p>Use a mirror placed in front of the screen to check where reflections are coming from.</p> <p>You might need to move the screen or even the desk and/or shield the screen from the source of the reflections.</p> <p>Screens that use dark characters on a light background are less prone to glare and reflections.</p>	
<p>Are adjustable window coverings provided and in adequate condition?</p>			<p>Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones.</p> <p>If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.</p>	
<b>4 Software</b>				
<p>Is the software suitable for the task?</p>			<p>Software should help the user carry out the task, <del>minimise</del> stress and be user-friendly.</p> <p>Check users have had appropriate training in using the software.</p> <p>Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.</p>	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		

## 5 Furniture

Is the work surface large enough for all the necessary equipment, papers *etc.*?



Create more room by moving printers, reference materials *etc.* elsewhere.

If necessary, consider providing new power and telecoms sockets, so equipment can be moved.

There should be some scope for flexible rearrangement.

Can the user comfortably reach all the equipment and papers they need to use?

Rearrange equipment, papers *etc.* to bring frequently used things within easy reach.

A document holder may be needed, positioned to *minimise* uncomfortable head and eye movements.

Are surfaces free from glare and reflection?

Consider mats or blotters to reduce reflections and glare.


Is the chair suitable?

Is the chair stable?

Does the chair have a working:

- seat back height and tilt adjustment?
- seat height adjustment?
- castors or glides?

The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.

Risk factors	Tick answer	Things to consider	Action to take
	Yes No		
<p>Is the chair adjusted correctly?</p> 		<p>The user should be able to carry out their work sitting comfortably.</p> <p>Consider training the user in how to adopt suitable postures while working.</p> <p>The arms of chairs can stop the user getting close enough to use the equipment comfortably.</p> <p>Move any obstructions from under the desk.</p>	
<p>Is the small of the back supported by the chair's backrest?</p>		<p>The user should have a straight back, supported by the chair, with relaxed shoulders.</p>	
<p>Are forearms horizontal and eyes at roughly the same height as the top of the DSE?</p>		<p>Adjust the chair height to get the user's arms in the right position, and then adjust the DSE height, if necessary.</p>	
<p>Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?</p>		<p>If not, a footrest may be needed.</p>	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<b>6 Environment</b>				
Is there enough room to change position and vary movement?			<p>Space is needed to move, stretch and fidget.</p> <p>Consider <del>reorganising</del> the office layout and check for obstructions.</p> <p>Cables should be tidy and not a trip or snag hazard.</p>	
Is the lighting suitable, eg not too bright or too dim to work comfortably?			<p>Users should be able to control light levels, eg by adjusting window blinds or light switches.</p> <p>Consider shading or repositioning light sources or providing local lighting, eg desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).</p>	
Does the air feel comfortable?			<p>DSE and other equipment may dry the air.</p> <p>Circulate fresh air if possible. Plants may help.</p> <p>Consider a humidifier if discomfort is severe.</p>	
Are levels of heat comfortable?			<p>Can heating be better controlled? More ventilation or air conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?</p>	
Are levels of noise comfortable?			<p>Consider moving sources of noise, eg printers, away from the user. If not, consider soundproofing.</p>	



## Electrical Safety – Fixed Installation Policy

The fixed electrical installation in the Cundall Manor School buildings consists of switchgear and distribution wiring.

CMS recognises that electrical equipment is potentially hazardous and will endeavour to identify risk areas and reduce the risk as far as is reasonably practical by complying with current legislation and guidance.

### It is CMS's policy to:

- Ensure that a suitably competent commercial NICEIC registered electrician(s) inspect and test all the fixed installations at the intervals recommended in current guidance. From the inspection a suitable and sufficient formal report is generated and reported defects are repaired by a NICEIC registered engineer. Records of inspections and remedial works are documented and held readily available on file.
- Inform employees, contractors and others that they must not carry out any electrical fault finding or repairs unless trained and authorised to do so.
- Any earthworks or excavation are only carried out after formal cable location detection equipment has confirmed the area is clear of power cables.
- Ensure that all employees are informed of the need to report any problems encountered in connection with the electrical supply, circuitry or switchgear as a matter of urgency so it may be isolated and taken out of service.
- Ensure that all employees are informed that they must not use any faulty electrical circuitry, sockets or switches.
- Ensure that those who carry out work on electrical systems are authorised, competent and use the correct equipment.
- Any repair or replacement is suitably tested and where appropriate certificated prior to reinstatement.
- Provide emergency and first aid information covering the actions to be taken in the event of electric shock or burns.

### Electrical Safety – Fixed Installation Procedure

Identify all Cundall Manor School fixed electrical installations as described in the Policy:

- Arrange for competent persons to inspect and test installations as recommended in electrical guidance.
- Identify location of faults or works to be carried out.
- Confirm if a permit to work system is required for works. Consult with CMS's safety advisor if necessary.
- Ensure equipment and circuitry is correctly labelled.
- If necessary carry out interim emergency works to make installations safe.
- Liaise with electrical engineers undertaking work on safe procedures for isolation and locking off equipment and circuits.
- Implement a permit to work system if required.
- Install warning signage and inform staff of works, areas effected or if any area or circuits are isolated and must not be accessed or used.
- Obtain and retain formal status reports on works and condition of installation.

- Plan frequency of appropriate retesting of fixed installation.
- Inform staff how to identify defects or hazards and how to report them.
- Any earthworks or excavation are only carried out after formal cable location detection equipment has confirmed the area is clear of power cables.
- Any at height work is specifically risk assessed if in proximity of overhead or above surface powerlines.

### **Electrical Safety – Portable Appliance Policy**

A portable electrical appliance is any appliance that has a temporary connection to an electrical supply such as a plug or socket. This includes 440volt, 240volt and 110volt. It not only includes items such as computers, kettles, vacuum cleaners etc. it also includes other items such as overhead projectors, interactive whiteboards, some lighting, refrigerators, washing machines, cookers etc.

Cundall Manor School recognises the use of portable electrical appliances is potentially hazardous and will endeavour to identify risk areas and reduce the risk as far as is reasonably practical by complying with current legislation and guidance.

#### **It is CMS's policy to:**

- Maintain a formal register of all portable electrical appliances used by the School and ensure that a competent authorised person inspects and tests all such appliances at intervals identified by risk assessment.
- Prohibit the bringing on site any portable electrical appliances without prior approval has been given and the item being inspected and tested by a suitably competent authored person.
- Provide formal instruction to "users" of portable electrical appliances on the hazards associated with the use of appliances, how to use them safely and how to carry out an affective visual pre use check on appliances and report any defects.
- Inform staff that they must not carry out any electrical fault finding, repairs or modifications unless trained and authorised to do so.
- Inform staff that they must not use or must stop using any portable electrical appliance if faults or damage occur to the appliance, how to safely isolate, label and report defects.
- As part of any repair to an appliance it will undergo a formal inspection and test by an authorised competent person, who will label the appliance and amend the Portable Appliance Register.
- Take all reasonable precautions to ensure that any hired in electrical equipment is appropriate for the area and environment it will be used in and safe to use.

### **Electrical Safety – Portable Appliance Procedure**

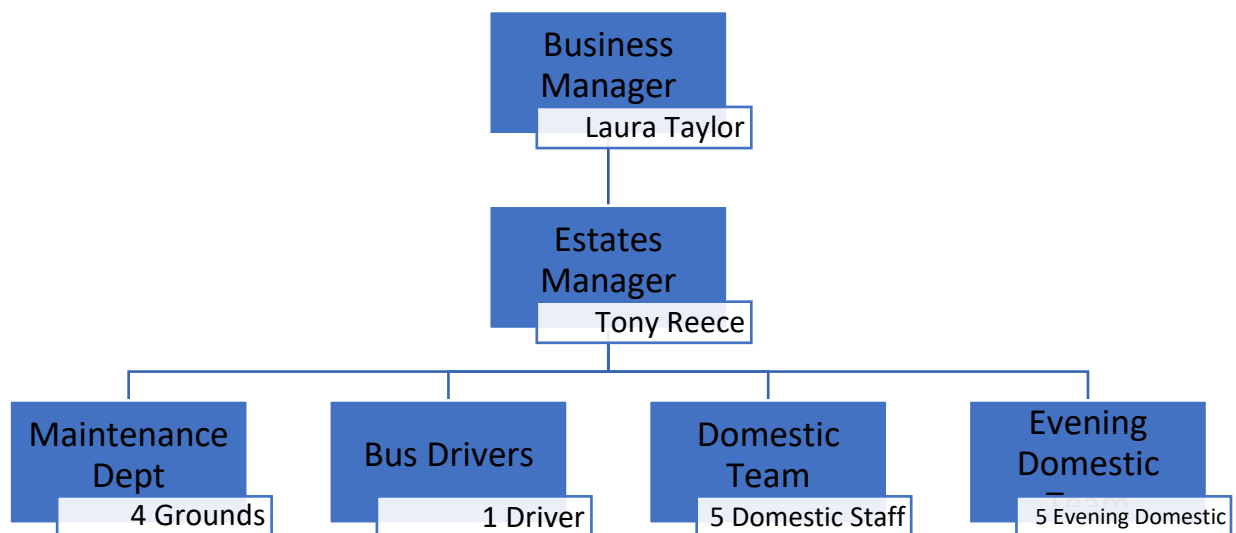
Identify all Cundall Manor School portable electrical appliances as described in the Policy:

- Make a formal inventory or register of all portable electrical appliances owned or leased by CMS, personal equipment authorised to be used on site and any CMS appliance that is used by staff away from site for CMS related activities.
- Risk assess appliances, their use and location of use, from this decide on an appropriate frequency of inspection and test.
- Arrange for an appropriately registered competent person to carry out an inspection and test of all portable electrical appliances as identified above and in the policy. Maintain formal records.
- Train staff in how to carry a suitable pre use visual check of appliances, how to identify faults, safely isolate and label faulty appliances and to report defects.

## Estates Department Policy

Cundall Manor School has its own Maintenance department which comprises of five elements:

1. **Maintenance Dept** – Responsible for the up-keep of the entire site.
2. **Domestic Dept** – Responsible for cleaning the entire site, supporting various school events, and assisting with school meals times.
3. **School Bus Drivers** – Carry out driving duties utilising school minibuses to transport students to and from school.
4. **Domestic staff (Evening)** – Responsible for the cleaning of classrooms and associated school areas.
5. **Estates Manager** – Responsible to the Business Manager for all the above elements of the Estates Department.



### **Maintenance Department - It is our policy to:**

- Carry out planned inspections and routine maintenance along with any enhancements to our premises, grounds and equipment to ensure that there are no significant risks to the health and safety of our staff, students, children, contractors, visitors or others.
- Ensure those who carry out maintenance work are competent to do so.
- Identify and arrange periodic training or refresher training to maintenance staff.
- Ensure that where specialised examinations, inspections or works are required they are carried out by suitably competent certificated persons.
- Routinely maintain items of the fabric, plant and equipment that are not included in the statutory examination and test arrangements.
- Carry out inspections on work equipment prior to use and following re-installation after moving or repair.
- Maintain suitable and sufficient maintenance and defect records.
- Establish the frequency at which maintenance activities are carried out to ensure that:
  1. Safety related features always function correctly.
  2. Manufacturers and/or installers guidance is followed.
  3. Operating conditions such as the working environment are not adversely affected or put others at risk.
  4. Ensure that maintenance is carried out in such a way that it does not present significant risks to the health and safety of those undertaking the work or others who may be affected by the maintenance activity.
- Carryout daily/weekly/yearly checks on the following items as required, the use of which are covered by Risk Assessments (RA) and Safe Systems of Work (SSOW).
  1. School owned minibuses
  2. Tractor
  3. Kubota (4 wheel drive ATV)
  4. Quad bike (ATV)
  5. Ride on mower
  6. Hired vehicles and plant machinery
  7. Various sized trailers and other towed items of equipment.
  8. Grounds machines such as mowers, strimmers, leaf blowers, billy goat etc
  9. Battery, mains and engine driven power/hand tools.
  10. Swimming pool to include pump room.
  11. Fuel tanks supporting the school's heating systems
- By nature of the role of the Maintenance Department it is imperative that they have access to all areas of the school and grounds to carry out their day-to-day activities. That said the following rules are to be observed at all times:
  - a. When using any vehicles around school the on-site speed limit of 5mph must be observed.
  - b. When driving around the site, in all cases the students and staff have the right of way.
  - c. At busy times of the day such as games or break times all maintenance vehicles should keep a safe distance away from any student-used areas.

**Bus Drivers - It is our policy to:**

- Provide the school with competent and qualified bus drivers capable of transporting the students to and from school at the start and end of the school day using one of the schools' minibuses.
- Inspect, maintain and report any damage or concerns about the bus to the Estates Manager.
- Monitor the behaviour of the students whilst traveling on the bus and report any failings in H&S matters to the Estates Manager.
- Fill in all logs and student registers before and after all trips.
- Abide by the highway code at all times and school's own policy for driving on site.

**Domestic Team - It is our policy to:**

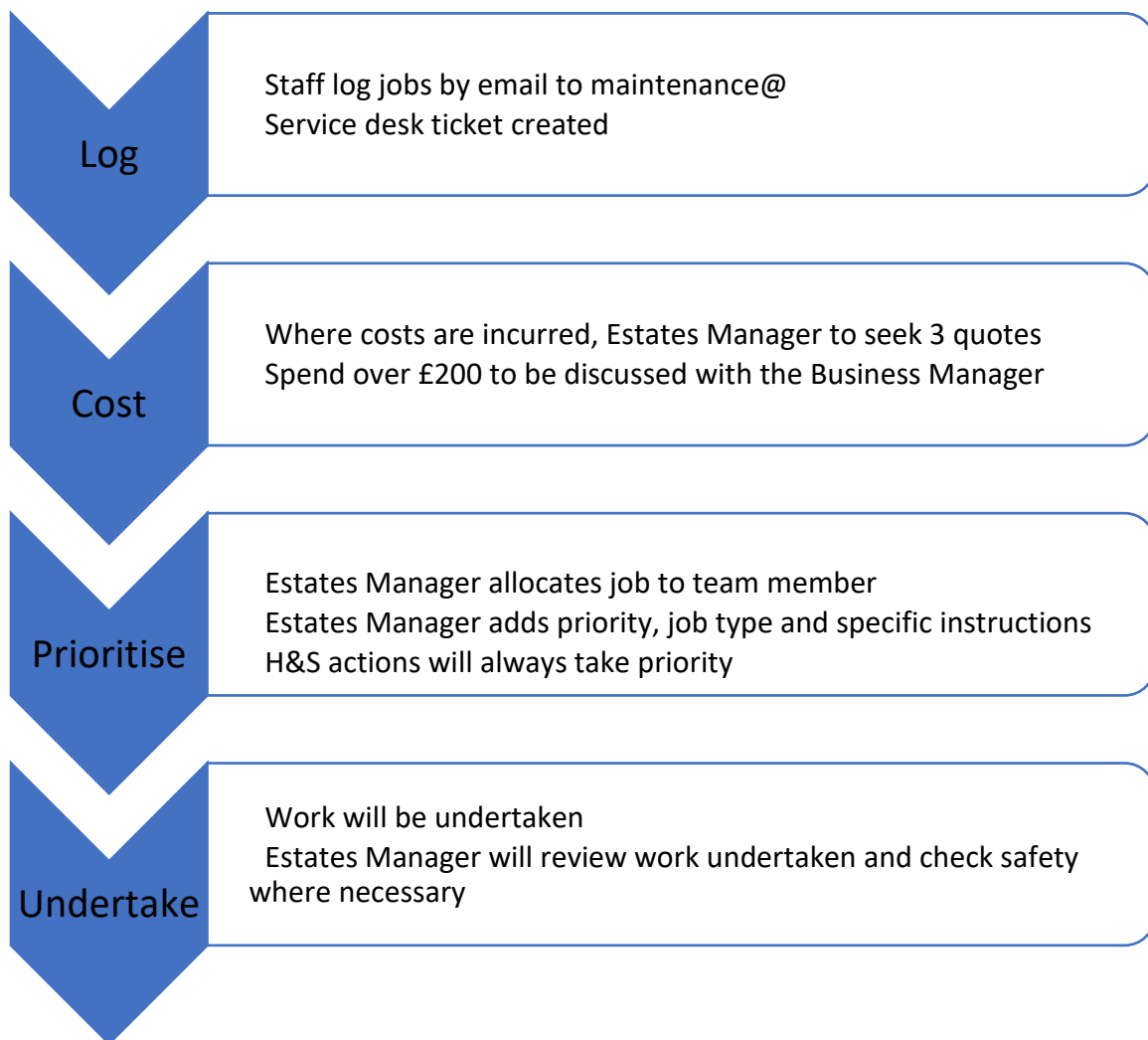
- Clean all the school sensitive offices and areas along with any heavily used areas such as toilets and the gym etc.
- Be responsible for the setting up, serving and clearing away of the student lunch meal and any other school organised social events.
- Maintain all cleaning equipment correctly and report any damage or concerns to the Estates Manager.
- Use and store any cleaning equipment correctly and securely in conjunction with the schools COSSH policy.
- Clean the Boarding house and report any damage or concerns to the House Master/Mistress.
- Run the school's laundry.

**Domestic team (Evening) - It is our policy to:**

- Be responsible for the cleaning of all classrooms and commonly used areas throughout the entire school (less any sensitive areas).
- Clean the school between 5pm and 10pm.
- Report any damage to property, equipment or concerns to the Estates Manager.
- Maintain any cleaning logs as required by the Estates Manager.
- Ensure the security of the areas cleaned at the end of the shift and to ensure all classrooms doors are locked and windows secured.

## Estates Department Procedure

The estates Department will follow the process below:



The Estates Team will also:

- Monitor, review and revise maintenance service desk to ensure all maintenance and/or testing is complete and comprehensive.
- Review and meet training needs for operation and maintenance of all new equipment and plant.
- Monitor adequacy of all contractors including their insurance cover, safeguarding criteria, health and safety documentation.
- Constant review of ongoing task prioritising Health and Safety issues.
- No task requiring specialist training will be carried out unless the parties directly responsible have been trained appropriately.
- In the event that items need to be purchased or hired, then an appropriate Purchase Order (PO) will be issued by the Business Manager or more usually by the Estates Manager.
- The Maintenance Team will meet daily at 08:30 to address the day priorities.
- Estates Manager to host regular site walk with Headmaster and Business Manager to align priorities

## Fire Safety Policy

Cundall Manor School recognises that fire prevention is an important obligation for the School and that fire has the potential to present significant risks to our health and safety.

### It is our policy to:

- Assess the risks from fire in all our premises and implement appropriate controls.
- Ensure good housekeeping to minimise the risk of fire.
- Minimise the risk of fire by implementing suitable and sufficient planned preventative maintenance and test programmes for all buildings, plant and equipment.
- Provide maintained fire detection systems, firefighting equipment, emergency lighting and fire protected emergency exit routes.
- Implement a formal procedure for the action to be taken in the event of a fire.
- Train and instruct staff in fire safety with regular refreshers.
- Ensure students, children, contractors and visitors are aware of the School's fire arrangements.
- Carry out formal regular timed fire evacuation drills.

### Fire Safety Procedure

- Identify all Cundall Manor School buildings a map accordingly
- Occupancy levels to be maintained using the Inventory system.
- Arrange for a competent person to carry out a suitable and sufficient Fire Risk Assessment (Life Safety) on each of the buildings on an annual bases, after a fire or in the event of significant changes.
- Act on the findings of the Fire Risk Assessment (life safety).
- Develop appropriate Emergency Evacuation Plans and communication system to staff, students, children, contractors and visitors.
- Train staff in fire awareness and the School's Emergency Evacuation Plans.
- Nominate and train suitable Fire Wardens.
- Make students, children, contractors and visitors aware of the School's Emergency Evacuation plans.
- Display appropriate Emergency Evacuation Plan notices.
- Carry out periodic formal planned documented emergency evacuations.
- Ensure good housekeeping to keep fire safety installations, emergency exit routes and high risk areas such as boiler houses clear of obstruction, to minimise fire loading and reduce the risk of fire.
- Implement a suitable and sufficient planned preventative maintenance and test programme for all fire safety equipment.
- Implement a suitable and sufficient planned maintenance and inspection programme on all structural fire compartmentation and emergency exit routes internal and external.
- Implement a suitable and sufficient planned preventative maintenance and test programme for all plant and equipment.
- Generate appropriate risk assessments and evacuation plans for those with special needs.
- Generate suitable and sufficient risk assessments and control procedures for special events or activities.

## Alarm Sounds

Staff supervising children to confirm Headcount and evacuate by nearest safe route  
Do NOT re enter a building until told to do so by a Fire Officer  
School secretary to obtain Form registers  
Activate Fire Alarm Howlers if passing

## Assemble for Roll Call

Pupils to be supervised to the Form Fire Assembly Point (Grass between swimming pool and minibus carpark)  
Form Teachers carry out roll call using register  
Form Teachers to inform the Headmaster on roll call progress (all accounted for)  
Line Managers to account for Team members

## Await Instructions

All staff to follow Headmaster and Fire officer's further instructions  
Staff and pupils to remain quiet and listen



**FIRE ACTION NOTICE FOR WEEKDAYS BETWEEN  
5.00pm to 6.30pm & SATURDAYS**

**The following MUST ONLY be carried out if safe to do so. Never allow fire between you and your exit route.**

**On Discovering a Fire**

Go to the nearest Red Break-glass, push in glass at spot and release, alarm will sound.

**On Sounding or Hearing the Fire Alarm**

**ALL CHILDREN/STUDENTS STAFF & VISITORS:** Evacuate the building by the nearest safe route. Go to the **Fire Assembly Point** (Grassed Area between Swimming Pool & Minibus Parking Area).

**If in the Swimming Pool** and if appropriate provide each child with a foil blanket.

**Do not** re-enter the building until told to do so by the Fire Officer in charge.

**CMS Member(s) of Staff:** Using your mobile phone, telephone for the Fire Brigade giving location of the School and access point.

**CMS Member(s) of Staff:** Using your mobile phone, telephone The Headteacher.

**CMS Member(s) of Staff:** Liaise with the Fire Officer in attendance and follow their instructions.

**Do not** re-enter the building until told to do so by the Fire Officer in charge.

**Do not** silence the Fire Alarm until told to do so by the Fire Officer in charge.

## First Aid Requirements Assessment Policy

Cundall Manor School recognises that by providing suitable first aid facilities, having regard to the nature of the School and the number of staff, children and students along with the School's location may be able to reduce the immediate impact of any accident or incident.

### **It is our policy to:**

- Appoint and train a suitable number of first aiders to assist the school nurse.
- Provide and maintain suitable first aid facilities for our level of staffing, children, and student numbers and their needs.
- Ensure that first aid facilities, equipment and personnel are maintained and readily available.
- Provide adequate training for first aid personnel as appropriate taking into accounts the School's hazards and needs of the staff children and students.

### **First Aid Requirements Assessment Procedure**

Identify the number, locations and needs of staff and students:

- Assess the number of first aid personnel required taking into account work patterns, activities, staffing, children and student levels, their locations and needs.
- Determine the appropriate levels of training required for all first aid personnel.
- Provide appropriate approved training for each level of first aid cover.
- Provide maintained first aid boxes in suitable locations, including science labs, PE areas, travel first aid kits for CMS minibuses, hired in coaches or minibuses, staff vehicles and any peripatetic workers vehicles.
- Provide appropriate maintained firsts aid equipment to cover special needs.
- Display notices informing staff, children, students, visitors and contractors of first aid personnel, how to contact them, their location and location of first aid facilities.
- Nominated first aid personnel (school nurse) to check and replenish contents of first aid boxes on suitably regular bases.
- Review first aid arrangements for special events and at least annually.

## Liquid Propane Gas & Gas Oil Safety Policy

Cundall Manor School recognises that if liquid propane gas or gas oil storage tanks, bottles, appliances and pipework are incorrectly installed and inadequately maintained, staff, children, students and others may be at risk of carbon monoxide poisoning, explosion and fire.

**It is CMS's policy to:**

- Install and use liquid propane gas and gas oil appliances which conform to current appropriate standards.
- Ensure propane gas and gas oil appliances and pipework are installed and maintained by suitably competent and registered commercial Gas Safe engineers.
- Ensure propane gas and gas oil storage tanks and bottles are appropriately located, secure and clear of debris including leaves, shrubbery and stored items.
- Maintain records relating to propane gas and gas oil appliances and pipework repair, maintenance, inspections and safety checks.
- Create and implement a suitable and sufficient planned preventative maintenance and inspection schedule for all installations including tanks and bottles as well as appliances including portable appliances.
- Train all staff that comes into contact with propane gas or gas oil storage units, installations and/or appliances in safe use and how to identify visual faults or defects. (Unauthorised staff must not carry out any dismantling or modifications to propane gas or gas oil pipework, storage, installations or appliances).
- Create an emergency plan to deal with propane gas leaks or gas oil leaks, fire or explosions and train staff in how to implement the plan.
- Propane gas tanks bottles storage areas are signed with appropriate warning "Flammable" signs.
- Display the propane gas and gas oil emergency plans in appropriate locations.

### **Liquid Propane and Gas Oil Safety Procedure**

Identify the locations of all liquid propane gas and gas oil storage tanks, bottles, pipework and appliances across the site:

- Create a formal current inventory and plans of routes and locations of all liquid propane gas and gas oil storage containers, pipework, isolation valves/taps and appliances.
- Identify (sign) the location of liquid propane gas and gas oil isolation valves/taps and install appropriate suitable signage and/or guarding to any vulnerable storage containers, installations and appliances.
- Liquid propane gas pipework to be painted gas yellow with direction of flow arrows clearly visible.
- Establish an emergency plan for liquid propane gas and gas oil leaks, fire or explosion.
- Formally train / instruct staff on the action to take in the event of a liquid propane gas or gas oil related incident.
- Display notices in appropriate location of the liquid propane gas and gas oil emergency plan.
- Create and implement a formal suitable and sufficient planned preventative maintenance and test programme for all liquid propane gas and gas oil storage containers, installations and appliances including portable appliances.
- Liquid propane gas installation and appliance repair, maintenance or modification is only carried out by suitably competent registered commercial liquid propane gas safety engineer.
- Any liquid propane gas or gas oil container, installation or appliance is formally tested and certificated after any work has been carried out on it.
- Maintain suitable and sufficient maintenance records by nominated competent person.

## Hazard Reporting Policy

Cundall Manor School recognises that staff have an invaluable monitoring role within their workplace in helping to identify hazards before they cause an accident, injury or loss. In addition staff also has a legal obligation to report conditions that may cause harm.

### **It is our policy to:**

- Operate a suitable and sufficient formal system for the reporting of hazards staff find in their workplace.
- Ensure all reported hazards are dealt with in an appropriate manner and timescale.
- A system is in place to monitor the rectification process and actions on reported hazards.
- Train staff in the formal hazard reporting process and if appropriate safe isolation and signing of areas or equipment.

### **Hazard Reporting Procedure**

Train staff to be hazard aware including checklists for their work area:

- Some significant hazards such as fire, gas leaks and damaged live electrical appliances or installations etc. should be reported immediately verbally to the Compliance Officer, Tony Reece, or a member of the Senior Leadership Team.
- If the hazard is not considered to pose immediate danger, send an email to [maintenance@cundallmanor.org.uk](mailto:maintenance@cundallmanor.org.uk) and detail the hazard detected and approximate location within the school. The Compliance Officer, Tony Reece, will categorise the hazard and allocate a member of the Estates Team to remedy as appropriate. Staff may also telephone a member of the grounds team for swift assistance.
- Compliance Officer, Tony Reece, to monitor progress on Hazard Reports.
- Staff member to inform their Head of Year of hazard(s) and monitor progress.
- If hazard(s) remains report back to the Compliance Officer, Tony Reece.

## Legionellosis Policy

Cundall Manor School recognises that human beings can catch a range of diseases known as legionellosis, including the potentially fatal Legionnaires disease, by breathing in water droplets containing Legionella bacteria. These bacteria are common in natural water systems such as lakes, rivers and reservoirs, and may enter hot and cold water systems and water cooling systems.

### **It is our policy to:**

- Contract an appropriately competent specialist to identify sources of risk and contamination.
- The named specialist will prepare a scheme for preventing or controlling the risk.
- The scheme will be implemented, managed and precautions taken monitored.
- Maintain suitable and sufficient records of the precautions taken.
- Appoint a nominated person to be managerially responsible.

### **Legionellosis Control Procedure**

Identify water systems where airborne droplets may be formed:

- Employ a suitably competent registered specialist to risk assess the water system within the CMS site and generate a suitable and sufficient planned preventative maintenance and test programme.
- Implement the planned preventative maintenance and test programme.
- Keep formal records.

## Lone Working Policy

Cundall Manor School recognise that staff who work alone may be exposed to hazards that are not usually present when working with other people. We additionally recognise that extra precautions are required to safeguard the health and safety of lone working staff.

### **It is our policy to:**

- Carry out a suitable and sufficient risk assessment for lone working activities.
- Provide a safe system of work for lone working staff.
- To identify and carry out suitable and sufficient information and training.
- Make adequate first aid provision for all lone working staff.

### **Lone Working Procedure**

Identify staff who work alone and their activities:

- Identify staff who work alone, any special needs they may have, the areas they work in, any associated hazards, the activities they undertake.
- Generate suitable and sufficient risk assessments.
- Create and implement formal tracking systems commensurate with the hazards and risks that may be associated with the task or location.
- Arrange periodic and end of day communication with a nominated person.
- Provide the nominated person with contact phone numbers, or location of lone worker and appropriate follow-up procedure if lone worker does not make contact.
- Provide information and training on procedures.
- Provide suitable and sufficient communication systems.
- If any adverse incidents occur carry out investigation including taking witness statements.
- If appropriate offer counselling and legal support.
- Analyse incident.
- Regularly review procedures and risk assessments.
- Implement and addition controls as appropriate.

## Maintenance (General) Policy

Cundall Manor School recognise that there is a legal requirement to ensure all workplaces and equipment used at work is suitable and adequately maintained.

### It is our policy to:

- Carry out planned inspections and routine maintenance to our premises, plant and equipment to ensure that there are no significant risks to the health and safety of our staff, students, children, contractors, visitors or others.
- Ensure those who carry out maintenance work are competent to do so.
- Identify and arrange periodic training or refresher training to maintenance staff.
- Ensure that where specialised examinations, inspections or works are required they are carried out by suitably competent certificated persons.
- Routinely maintain items of the fabric, plant and equipment that are not included in the statutory examination and test arrangements.
- Carry out inspections on work equipment prior to use and following re-installation after moving or repair.
- Maintain suitable and sufficient maintenance and defect records.
- Establish the frequency at which maintenance activities are carried out to ensure that:
  1. Safety related features always function correctly.
  2. Manufacturers and/or installers guidance is followed.
  3. Operating conditions such as the working environment are not adversely affected or put others at risk.
  4. Ensure that maintenance is carried out in such a way that it does not present significant risks to the health and safety of those undertaking the work or others who may be affected by the maintenance activity.

### Maintenance (General) Procedure

Identify all buildings, plant and equipment and their location:

- List all items of fabric, plant and equipment that require routine maintenance.
- Ensure any hired in or contract plant or equipment is adequate maintained.
- Identify fabric plant and equipment that require specialist formal thorough examination, testing or maintenance. Arrange for suitable competent registered persons to carry the works out at prescribed intervals and provide appropriate documentation.
- Identify fabric plant and equipment that does not require specialist formal thorough examination, testing or maintenance. Arrange for a suitable competent person(s) to carry the works out at prescribed intervals and provide appropriate documentation.
- Retain suitable and sufficient records and certificates.
- Monitor, review and revise maintenance schedules to ensure all maintenance and/or testing is complete and comprehensive.
- Review and meet training needs for operation and maintenance of all new equipment and plant.
- Manage all waste and hazardous waste; maintain suitable and sufficient records of disposal.
- Maintain all Asbestos Containing Materials registers.
- Monitor adequacy of all contractors including their insurance cover, safeguarding criteria, health and safety documentation.

## Manual Handling Operations Policy

Cundall Manor School recognise that manual handling causes a third of all accidents and injuries to persons at work and that these injuries may result in both temporary and permanent disability.

**It is our policy to:**

- Avoid, so far as is reasonably practicable, the need for members of staff to carry out any manual handling tasks that involves a risk of being injured.
- Carry out an assessment of manual handling activities which cannot be avoided.
- Take appropriate steps, based on the risk assessment, to reduce the risk of manual handling injuries.
- Consider the use of mechanical handling aids to reduce the need for manual handling.
- Inform members of staff of their duties.
- Train members of staff as appropriate.

## Manual Handling Operations Procedure

Identify manual handling tasks and those who will carry them out:

- Carry out a survey of work activities to identify manual handling operations.
- Identify manual handling operations or people that could result in significant risk of injury or loss.
- Look to remove or minimise manual handling activities.
- Provide mechanical handling plant or equipment where suitable and appropriate.
- Risk assess manual handling activities taking into account the persons needs and abilities.
- Carry out manual handling training at prescribed intervals.
- Monitor activities and persons.
- Review and where possible implement additional controls in event of injury, loss or significant near miss.
- Regularly review the health and capabilities of those who carry out regular manual handling activities.
- Ensure any new or expectant mother completes a separate assessment and is monitored and assisted during her time.



## Minibus Use Policy

Cundall Manor School recognise that the use of minibuses for the purposes of off-site activities exposes the driver, students/children, staff and pedestrians to hazards that require specific controls.

### It is our policy to:

- Ensure that all transport used, is maintained by a competent contractor.
- Carefully vet all contracted transport providers on a regular basis.
- Maintain the School minibuses in a safe condition in line with legal requirements and manufacturers recommendations.
- Ensure minibuses and their drivers are adequately insured.
- Make all drivers aware of the various check sheets and inspection protocols.
- At inception and at least annually check driver licences via the DVLA to comply with insurers limitations.

### School Minibus Use Procedure

The Compliance Officer Tony Reece oversees the authorisation and use of School minibuses, Staff are made aware unauthorised use is not permitted.

- Trips with children or students on board will have suitable and sufficient risk assessment for them.
- The minibus used will be suitable for the proposed trip, legal, safe and in road worthy condition.
- Maintenance checks have been completed by a competent person. The minibus will not be used if there are any faults found, these will be referred to the Compliance Officer Tony Reece.
- The minibus will not be overloaded with passengers or cargo.
- Passengers will wear the seatbelts or appropriate child seats provided and any luggage/cargo will be made secure before the start of any journey.
- If required a staff member will travel in the back of the minibus when children or students are on board.
- Only authorised drivers who hold a current D1 licence may drive School minibuses.
- National and signed speed limits on the public highway and private property will be observed, it is recognised that a maximum speed is not necessarily a safe speed to travel and a lower speed will be adhered to.
  - a. **30 mph** in built up areas with street lights unless directed by repeater signs posting a different speed.
  - b. **50 mph** on all normal roads (single –Carriageways) unless sign posted differently.
  - c. **60 mph** on all motorways and Dual Carriageways (unless signed otherwise).
- The School has the right to obtain from the DVLA a statement of condition of driver licence for those driving School minibuses. Authorisation for this check must be given by the minibus driver upon demand.

## Personal Protective Equipment (PPE) & Respiratory Protective Equipment (RPE) Policy

Cundall Manor School recognise the requirement for provision of Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE) is usually determined by risk assessment. PPE and/or RPE are only used as a last resort where risks to health and safety cannot be controlled adequately by other means.

### **It is our policy to:**

- Provide PPE and/or RPE where a risk assessment concludes that such equipment is required.
- Ensure all PPE and/or RPE will adequately protect the individual from the hazard, fits properly and is as comfortable as possible.
- Provide PPE and/or RPE that conforms to relevant British and European standards.
- Provide suitable, sufficient and hygienic storage for PPE and RPE.
- Provide members of staff and students using PPE and/or RPE with relevant information and training.
- Supervise and monitor staff and students to ensure the PPE and/or RPE is being used correctly.
- Keep a record of all PPE and/or RPE issued.
- Discipline employees or students who abuse or repeatedly refuse to use PPE and/or RPE in the correct way.

### **Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE) Procedure**

The use of PPE and/or RPE is generated from the requirement of risk assessments for activities and/or area:

- Review risk assessments to identify where PPE and/or RPE is required.
- Consult PPE and RPE suppliers to ensure the provision is suitable and conforms to BS/EN standards.
- Provide instruction information and training for employees and students on the fit, use, maintenance and storage of PPE and RPE.
- Maintain individual records of PPE and RPE training and items issued.
- Supervise and monitor use, storage, maintenance, condition, availability and re-issue of PPE and RPE.

## Pregnancy at Work Policy

Cundall Manor School recognise that the health and safety of staff that are pregnant, their unborn children, nursing mothers and their babies, and even the ability to become pregnant, can be affected by some work activities.

It is important, therefore, that we carry out risk assessments on the activities carried out by female staff of child-bearing age.

### **It is our policy to:**

- Identify any activities which may put at risk, female staff of child-bearing age, pregnant staff, their unborn children or breast-fed babies.
- Carry out 'pregnant worker' risk assessments on the activities carried out by female staff of child-bearing age.
- Introduce additional control measures, where necessary, to protect those at risk.
- Bring the results of the assessments to the attention of relevant staff.
- Ensure female staff are aware of the need to report pregnancy to the school nurse and their head of year as soon as it is known, and that this information will be held in confidence.
- Re-assess an individual's work activities and conditions when we have been formally notified that they are pregnant, have given birth within the previous six months or are breast-feeding.
- Comply with employment law on this subject.

### **Pregnancy at Work – New and Expectant Mothers Procedure**

The responsibility for notifying CMS of pregnancy lies with the pregnant worker:

- A new or expectant mother provides notification regarding her condition to their Head of Year or School Nurse.
- Carry out new or expectant mother's risk assessment.
- From the risk assessment determine any additional controls that may be appropriate.
- Implement additional controls and monitor.
- Regularly update the risk assessments and discuss with the person.
- Updating risk assessments and any additional controls in place should remain for at least 6 months after birth.

## Risk Assessment Policy

Cundall Manor School recognises that Risk Assessments are a systematic examination of CMS to identify what can cause harm or losses to people and help to determine whether we are doing enough or if further actions are required to reduce the likelihood of injury or ill health.

### It is our policy to:

- Carry out risk assessments and maintain records.
- As a result of risk assessments implement control measures and follow them.
- Inform employees and others of the relevant results and provide necessary training.
- Injuries or incidents lead to a review of relevant assessments.
- Assessments are regularly monitored and reviewed.
- Suitable information instruction and training will be provided to all persons involved in the risk assessment process.

### Risk Assessment Procedure

A competent person to identify significant hazards or risks that are reasonable foreseeable and implement suitable control:

- Identify hazards.
- Assess risk levels.
- Consider who could be harmed.
- How they could be harmed.
- Identify current controls and safeguards.
- Assess their adequacy.
- Record significant findings.
- Decide if additional controls or safeguards are required.
- Implement any additional controls or safeguards identified.
- Monitor and review the risk assessment to ascertain if it is accurate and the controls or safeguards are adequate.

### Key Phrase

**Competent Person** – is a person or group of people that are trained and competent in risk assessment writing and have experience in the task, area, activity, item that is to be accessed.

**Hazard** – is something with the potential to cause harm or loss, this could be for example an activity, people, location, environment, a piece of equipment.

**Risk** – is the likelihood of harm or loss from the hazard, this could be in severity or frequency and will be an element in determining the additional controls required and the timescales they should be implemented in.

**Controls in place** – These are the existing controls that are in place and functioning.

**Addition Controls** – Are the identified additional actions or safeguards required taking into account the hazards, risks and severity of any loss or injury.

A risk assessment should be generated prior to any significant change, new activity or equipment. After an accident, loss or near miss. They should also be accessed as part of any training and induction of staff or others as appropriate. Risk assessments should be reassessed after an accident or near miss, a change of circumstance and at least annually.

Associated documents include the Risk Assessment form and Protocol which refers to risk assessments round children and students.

Further guidance available from the Compliance Officer Tony Reece.

## Security, Access Control and Workplace Safety Policy

Cundall Manor School's policy for Security, Access Control and Workplace Safety at Cundall Manor School 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.

### **Policy:**

- Cundall Manor School recognises that it is the responsibility of all its staff to play a significant role in the Security, Access Control and Workplace Safety across the entire site.
- The Business Manager and Estates Manager will take the lead role in overseeing this policy and making any changes to its procedures etc. after consultation with senior managers.
- Cundall Manor School will always have students under staff supervision during the normal school day and likewise for any students boarding overnight. The ratio of staff to students will be dependent on the number of students and the activity taking place.
- Cundall Manor School will have the availability to call on the assistance of either members of the Academic staff or Estates staff 24hrs a day all year round, including holidays, should assistance be needed.
- The school will hold all staff personal telephone numbers and where appropriate will issue school phones to nominated staff.
- The site will be manned 24hrs a day during term time and normally during the working day during school holidays.
- To create significant barriers in the form of fences and gates with either push button combination locks or other lockable/security devices, so as to control all entry into school and the various key areas and buildings. The combination locks will be changed yearly or after some form of incident or as and when required.
- All doors and buildings will be secured at the end of the school day or after cleaning by the nighttime cleaning staff.
- A member of the SMT is always present during student drop off and pick up times so as to ensure no student is left behind. Should such a student(s) be identified then the school has the ability to contact parents and place the student into a supervised lesson or the manned boarding house until the parents have arrived.
- The school's reception office is to be manned during the school's normal working day, where it can issue visitors badges including individual photo evidence and coloured lanyards to both visitors and contractors, and register all such visitors by name, company etc. on our security system.
- All school doors and windows are fitted with locks requiring a code/key or combination or inside positioning to operate window closing mechanisms etc.
- In the event of an outside organization using any of the school's grounds or equipment, then a individual RA will be produced and a briefing pack issued to the organisers which will contain all relevant information on the general security and access etc. A member of CMS staff, e.g. the Estates Manager or Event coordinator, will be present to handover and take back any buildings, grounds and equipment used.
- Vehicles will only be normally allowed on site for the following reasons and through the following locked gates:

Back gate:                      Food deliveries during out of school hours (before school

opens). This gate will be opened and closed by the catering dept.

- White side gates: Hired large school coaches. Opened and secured by the Estates Team. School minibuses during their morning and evening school runs.
- Front gate: School minibuses. Electronic gate with limited issue of remote control units (all school minibuses, reception office and Estates Team members).
- All gates: Emergency services, fuel deliveries, large bulk deliveries and Estate's vehicles during their daily maintenance work.
- Exceptions: In the event of a vehicle needing to gain access to school other than those mentioned above then the Estates Manager will be informed and the driver will be escorted through school.

## **Security, Assess Control and Workplace Safety Procedure**

### **The Governors**

The Governors, who are responsible for the school's security strategy, will monitor and review the security policy and procedures from time to time.

### **The Head**

The Head has 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.

### **The Business Manager / Estates Manager**

Day to day responsibility is delegated to the Business Manager and team. The Business Manager/Estates Manager is responsible for the physical security of the buildings and for carrying out regular checks of the site, both when it is occupied and unoccupied. The nighttime cleaners are responsible for securing all doors at the end of their cleaning shift.

The Estates Manager ensures that at least one member of the team is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays.

The Maintenance staff carry a school mobile phone whilst working on site and when at home.

A list of names have been provided in order of calling for the Fire Alarm Monitoring Service if the fire alarms go off. The monitoring company will automatically call the fire brigade if the fire alarms goes off a night but will only call the nominated CMS persons during the normal working day. If this is a false alarm then the named person shall contact the Fire Brigade and explain the circumstances. The Fire Brigade may choose to still attend the callout.

1<sup>st</sup> called: Estates Manager – Tony Reece

2<sup>nd</sup> called: Head – Christopher James-Roll  
3<sup>rd</sup> called: Estates Team – Carl Hicks  
4<sup>th</sup> called: The reception office

All mobile numbers have been given to the monitoring service and the system checked.

### **The Health & Safety Committee**

The School's health and safety committee will be the main forum within the school for discussing security issues, and monitoring risk assessments, induction and training programmes, and assessing the effectiveness of the physical and electronic security measures adopted by the school.

### **The IT Manager**

The IT Manager is responsible for maintaining a safe IT technical infrastructure at the school. Their responsibilities include protecting the network and equipment from attack by viruses, maintaining robust firewalls to safeguard or prevent inappropriate usage, and ensuring the security of our electronic hardware.

All school computers, printers, copiers, scanners, projectors, screens and other electronic equipment are marked with a school label and a register is maintained of all equipment showing: make, date of purchase, cost and location in the school. The asset register is audited and updated annually.

### **Teaching Staff on Duty**

At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. Pupils are not allowed to be unsupervised on site, and are expected to go home or to the boarding house at the close of the school day, unless arrangements have been made for late pick-ups/arrivals.

Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring groups into school out of hours. Staff are on duty in the boarding house in the evenings (except weekends, exeats and holidays). Pupils are able to call on a member of staff at any time if necessary.

### **Visitors and Contractors**

All visitors and contractors are required to sign in at our reception, where they are issued with a visitor's badge, which should be worn at all times. As part of the signing-in procedure, the signing-in software will require acknowledgement of the Fire and Safeguarding procedures.

Visitors and contractors wait in the Front Office Area and are collected by the person whom they have come to see. All staff are expected to escort their visitors whilst they are at the school, unless they are an approved contractor completing works at the school, and to ensure that they sign out and return their badges on leaving.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions and other events, a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding. Any such event is subject to our risk assessment policy.



(The special arrangements for our Nursery Department are described at the end of this document. Otherwise, this policy applies throughout school).

### **Site Access Control**

Vehicles will only be normally allowed on site for the following reasons and through the following locked gates:

1. Back gate: Food deliveries during out of school hours (before school opens). This gate will be opened and closed by the catering dept.
2. White side gates: Hired large school coaches. Opened and secured by the Estates Team. School minibuses involved in school runs.
3. Front gate: School minibuses. Electronic gate with limited issue of remote control units. (all school minibuses, reception office and Estates Team members).
4. All gates: Emergency services, fuel deliveries, large bulk delivers and Estate's vehicles during their daily maintenance work.
5. Exceptions: In the event of a vehicle needing to gain access to school other than those mentioned above then the Estates Manager will be informed and the driver will be escorted through school.

Pedestrians will only be normally allowed on site for the following reasons and through the following locked gates/doors:

- a. Side gate at reception: All staff (this gate may be propped open during special events such as open days etc. but in such cases a separate RA will be produced).
2. Main building or any other key building: In some circumstances such as open days etc., then key buildings may be left open to allow visitors in.
- a. Reception Office: Any parent or visitor to the school not involved in an open day etc. will access the school through the school's reception office and follow the appropriate booking in and where necessary escorting procedure.
3. Pre-Prep, Nursery and Reception buildings: All doors are secured, and access will only be granted by a member of the teaching staff.

### **Parking & Deliveries**

There are clear signs directing visitors to our car park. There are warning signs restricting speed to 5mph, and speed humps to restrict speed.

We require all delivery lorries to be fitted with audible reversing alarms, and our Catering Manager has instructed our regular suppliers to make all food deliveries before 8.00am.

### **Reception (Front Office)**

The Front Office is manned between the hours of 8.15am and 5.15pm during weekdays. The master fire alarm panel, showing the location of all alarm call points, and the security alarm panel, is physically located outside the Deputy Heads' Office in the main building.

### **Training**

All staff receive a briefing on security and workplace safety within their first week at the school. This includes advice on:

- Supervising pupils, where new members of the teaching and boarding staff are given training in registration, in the arrangements for supervising pupils.
- Safeguarding their personal possessions.
- Safeguarding the school's property.
- Measures to deter opportunist thieves, such as closing windows and blinds when leaving valuable equipment unsupervised.
- Keeping outside doors shut.
- Arrangements for late and lone working.
- Staff who work in EYFS receive induction training that covers the needs of our youngest pupils.

The briefing also covers:

- The procedure for booking in visitors and escorting them.
- The value of being curious about strangers, and of reporting concerns.
- The regime of login and password protection for electronic equipment.
- How academic, medical and boarding staff are trained in keeping pupils safe.

More detailed and specific training is given to the Maintenance/Grounds teams and to the staff who work in the Main School front office.

### **Boarding House**

All Pupils will have supervised prep in allocated classrooms accompanied by teachers. Pupils are not allowed to leave the boarding house unless they book out and give a location as to where they are going. Boarders are provided with a detailed map of locations which can be visited and those that are "out of bounds".

### **External doors and windows**

External doors and windows are fitted with locks. The majority of external doors to buildings are fitted with code-operated security locks, which are always in operation.

### **Gates**

There are gates at the vehicle and main pedestrian entrances. The gates between Pre- Prep and Main School are secured by code lock at all times.

### **Unsupervised Access by Pupils**

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms, etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.

### **Security of Electronic Property**

All computers are password protected and cannot be activated without a recognised login and password.

### **Marking Property**

All valuable and electronic property is marked clearly with a school label as a deterrent to theft. A register of non-electronic valuables is maintained by the Business Manager. The IT Manager maintains the register of electronic equipment. Both registers are reviewed annually.

## **Slips/Trips and Falls Policy**

Cundall Manor School recognise that anybody using the school site should be able to walk around the entire site both internally and externally without fear of slips, trips and falls being a significant factor. Cundall Manor School also appreciates that environmental and prevailing weather conditions may cause additional hazards which will be addressed to its best ability. Where a risk cannot be reduced to an acceptable level, then warning signs will be displayed, or the area will be marked "out of bounds".

The Estates Manager will be responsible for conducting regular site walk-arounds with the Business Manager to ensure everything possible is being done to keep the site free of significant slips, trips and falls hazards all year round.

#### **It is our policy to:**

- Create risk assessments of all buildings both internally and externally along with all walkways, paths and driveways. (Classroom and Common Area RAs and Classroom and Common area Monitoring sheets).

- To provide sufficient lighting during non-daylight hours to allow safe movement around the site in the commonly used areas.
- To ensure all changes in height such as steps are marked appropriately.
- To maintain the surface of all roads, walkways and steps etc. to an acceptable standard.
- To make all appropriate measures to deal with adverse weather conditions including snow and ice etc.
- To encourage all staff, students and visitors to clear away any rubbish which could create an obstacle.
- To ensure all staff and students wear the appropriate style footwear in specific areas such as kitchens, playing fields and Astro turfed areas.

### **Slips/Trips and Falls Procedure**

In all aspects to diminish the risk of slips, trips and falls across the entire site both internally and externally.

#### External steps, paths and external areas

- Suitable lighting - replace, repair or clean lights before levels become too low to be safe.
- Ensure steps and paths are suitable for the volume of pedestrian traffic.
- Ensure paving slabs are secure and tarmac paths are in good condition to give a flat, even surface.
- Maintain parking area so that it is free of potholes.
- Mark the nosing of steps as required.
- Provide handrails where appropriate and maintain in good condition.
- Discourage shortcuts across grassed/muddy areas.
- Clean leaves, mud, algal growth, etc. from surfaces.
- Put in place effective procedures to deal with snow or ice.
- Regularly inspect trees and hedges which will shed leaves etc. and cut back when necessary.

#### Playgrounds and all-weather sports surfaces

- Ensure surface is flat and well-maintained to avoid surface water.
- Remove accumulations of mud/water and algal growth.
- Ensure users wear the appropriate footwear for the surface.
- Regularly inspect trees and hedges which will shed leaves etc. and cut back when necessary.

#### Building entrances and exits

- Properly positioned door canopies of good size can prevent rain and dirty water from entering the building and getting onto the floor, so preventing slip risks.
- Provide nonslip, water absorbing mats at entrances that are large enough to dry shoes.
- Maintain mats in good condition and change when saturated.
- Ensure that temporary matting does not curl and so pose a trip risk.
- Display signs warning of hidden steps/changes of level/speed bump.
- Display signs warning of risk of slipping when appropriate.
- Site door catches and door stops safely.

#### Sports hall

- Ensure suitable footwear is worn.
- Maintain floor mats in good condition and ensure they remain flat.
- Keep smooth floors clean and completely free of wet or dust contamination.
- Don't make smooth sports hall floors even smoother by polishing and buffing.

#### Changing rooms and swimming pools

- Avoid contamination of the floor surface with mud/water from pupils entering by providing shoe cleaning brushes/scrapers or suitable entrance mats.
- Provide handholds for people with disabilities.
- Display 'no running' signs.

#### Internal stairs and corridors

- Put in place measures for traffic streaming and flow management up/downstairs.
- Put in place measures for traffic streaming and flow management along corridors.
- Mark nosing of steps.
- Provide handrails at a useable level (for children and adults).
- Lighting - replace, repair or clean lights before levels become too low to be safe.
- Provide nonslip, water absorbing mats that are large enough to dry shoes.

#### Classroom areas

- Avoid trailing cables from equipment and tools.
- Provide storage racks for pupils' bags.
- Provide coat hooks/racks for drying wet clothing - consider siting such areas on specialist anti-slip flooring as even drips of rainwater on smooth surfaces can be enough to result in slips.
- Provide specialist water absorbing mats in potentially wet areas.
- Avoid overcrowding of rooms.
- Control the entry and exit of people from classes.
- Provide a clear walkway around the room.
- Don't let displayed artwork, practical work etc. obstruct the walkways.
- Clear away toys in early years classes so they do not obstruct the walkways.
- Regularly inspect trees and hedges which will shed leaves etc. and cut back when necessary.

#### Preparation rooms, technician areas and storage rooms

- Provide suitable storage for goods and equipment.
- Keep containers of bulk liquids in banded areas, as spills cause slips.
- Keep a clear area around machines, kilns and other equipment.
- Use slip resistant flooring around machines.
- Remove floor contamination, e.g., sawdust, clay, and oils quickly and effectively.

#### Kitchens

- Provide suitable equipment to avoid spillages (from cooking, washing etc.)
- Provide edged work surfaces to contain spillages.

- Ensure good ventilation to avoid smoke/steam and condensation.
- Ensure staff wear suitable footwear.
- Spot clean small spillages and pick up food contamination immediately.
- Ensure good housekeeping around bins.
- Ensure floor surface is nonslip, and that it is rough enough to cope with greasy contamination.
- Thoroughly clean floors with products appropriate for surface and contamination removal after work has finished.
- Prevent anyone from walking on the wet floor e.g. use segregation barriers, lock doors etc.
- Only use cones as a temporary warning device, they do not prevent people from walking on spills or wet floors.
- Remove warning signs as soon as hazard has been removed.

### Dining areas

- Ensure staff wear suitable footwear.
- Spot clean small spillages and pick up spilt food immediately.
- Ensure floor surface is rough enough to cope with greasy contamination.
- Clean floors only when pupils/students have left the area.
- Use the right cleaning product for the floor and for contamination removal.
- Prevent anyone from walking on the wet floor e.g. use segregation barriers, lock doors.
- Only use cones as a temporary warning device as they do not prevent people from walking on spills or wet floors.
- Remove warning signs as soon as hazard has gone.

### Offices

- Provide a clear, safe walkway within the office.
- Avoid trailing cables - use cable covers.
- Provide adequate storage.
- Do not store or leave materials in the walkways and around equipment e.g. photocopiers, printers, desks etc.
- Replace worn or damaged carpets/tiles
- Provide secure storage for bags etc.

### Events run internally or by external agencies

- Create an appropriate RA including any environmental issues and discuss with the event organisers.
- Ensure temporary cabling is routed safely and protected from damage.
- Provide sufficient lighting during setup/dismantling.
- Use temporary matting/straw coverings on grassed areas.

### Educational visits

- Assess location and anticipated weather conditions and include in the relevant RA.
- Modify visit depending on local conditions when on site.
- Wear suitable footwear.
- Ensure effective management of the visit.

## Stress Management Policy

Cundall Manor School does not tolerate bullying or abuse of anyone in any format. CMS also recognises that everyone lives with a level of stress which is not detrimental to health or wellbeing, at times the level of stress may increase and be managed, however when someone becomes over stressed due to home or work related activities they are encourage to discuss their feelings with their line manager, the Business Manager or Headmaster.

### **It is our policy to:**

- Operate an open door policy to report bullying, harassment, excessive stress or whistleblowing.
- To be sympathetic and understanding to circumstances and the individual.
- To treat the information in confidence.
- Thoroughly investigate any accusation of bullying or abuse and act appropriately.
- Work with the person to reduce stress levels to an acceptable level.
- Monitor progress in reducing stress levels to acceptable levels.

### **Stress Management Procedure**

Open door policy and whistleblowing:

- Inform all staff of the stress policy, including reporting bullying at work and support available.
- Train all staff to recognise members of staff who may be showing signs of stress.
- Identify members of staff suffering from stress and offer early intervention by way of support.
- Consult with affected members of staff and decide on steps to improve the situation.
- Contact outside professional help if necessary.
- Monitor and liaise with members of staff, heads and managers to reduce stress from work activities.

## Training Policy

Cundall Manor School recognise that training is a vital part of our strategy to effectively manage health and safety issues within our School. When carried out effectively, it can change our staff's perception of risk and result in significant improvements in health and safety performance, preparing our staff to work safely and reducing accidents and damage to our students, premises and equipment. It is also a general factor in motivating staff, so that improvements are often found in overall commitment and work performance, and ensures that staff is competent and confident when carrying out their work. It is our legal responsibility to provide adequate Health and Safety training.

### **It is our policy to:**

- Identify the health and safety training needs associated with our work activities.
- Provide the following health and safety training for our staff:
  - Induction training for new starters.
  - On our Health and Safety Policies and Procedures.
  - Work activity training relevant to the member of staff, including the use of any equipment.
- 1. Training required by specific legislation:
- 2. Training on Fire and Emergency procedures including alarm raising.
- 3. Training on the recognition, handling and use of hazardous substances.
- 4. Awareness training for Management staff.
- 5. Refresher training where identified in our training needs analysis.
- 6. Keeping records of all staff training and related documents.
- Ensure staff are aware of their legal obligation to co-operate and to put into practice any new instruction or guidance given.

### **Training Procedure**

Training is the responsibility of the employer, the employee has a responsibility to request training and to comply with any training given:

- Establish the work content of any job.
- Specify the level of competency required for each task. Consider individuals characteristics which may be needed.
- Assess current competency of individual staff against this analysis.
- Identify staff training needs.
- Identify and if necessary train trainers for each topic.
- Identify external training providers.
- Develop training packages.
- Arrange training dates.
- Deliver training.
- Assess effectiveness of training.
- Maintain formal detailed training records for each person.
- Review training needs to ensure all areas are covered.



## Violence to Staff Policy

Cundall Manor School recognise that certain elements of our contact with others may generate a violent reaction towards our staff, students and children.

### **It is our policy to:**

- Inform all employees, students and children of the procedure following a challenging behaviour incident.
- Not tolerate violence or challenging behaviour towards our employees, students and children.
- Train our employees who may be exposed to challenging behaviour situations.
- Support the employees, students and children involved in any incident.
- Support their decisions regarding the pressing of criminal charges.
- Provide any counselling or post-incident assistance required by the employees, students and children.
- Make all staff aware of the “Concerns Log” and its use.

### **Violence to Staff Procedure**

Violence to staff, students and children is not permitted in any form:

- Challenging behaviour incident occurs.
- Suitable first aid and emergency services assistance is provided if necessary.
- Details of the incident are taken from the involved person(s).
- All actions taken must be in line with CMS behaviour policy and parents informed when required.
- Counselling and legal support is offered.
- Analysis of any reported incident is performed.
- Procedures are reviewed.
- Make all staff aware of the “Concerns Log” and its use.

## Visitors Policy

Cundall Manor School recognise that as an employer and occupier of premises, we have a duty of care towards all visitors, including contractors, and we need to have regard to their health and safety, particularly as they may be unfamiliar with our premises, activities and hazard controls.

### It is our policy to:

- Ensure, as far as is reasonably practicable, the health, safety and welfare of all visitors to our premises.
- Control the access of visitors, including contractors, to ensure the health, safety and security of our staff and pupils.
- Ensure visitors are aware of our rules and procedures.
- Accompany visitors wherever possible or, if unaccompanied, warn them of any danger areas or foreseeable risks.
- Take or direct visitors to the fire assembly point in the event of an evacuation of the premises.
- Record all injuries to visitors in the Accident Book and carry out a thorough investigation, if the injury is of a serious nature or fatal, we will make contact with our safety advisor, for further advice.
- Inform visitors of our smoking and e-cigarette policy.

### Visitors Procedure

A visitor is anyone that visits Cundall Manor School (CMS) that is not an employee, student or a child registered to CMS or CMS Preparatory School (students and children are covered under separate policies):

- All visitors are directed to the Reception Office.
- Visitors and contractors are asked to read the visitors or contractors as appropriate rules.
- Visitors or contractors to complete details in the Inventory sign in system and appropriate lanyards are issued
- Visitors or contractors are accompanied by the nominated person where necessary, in event of fire visitors are escorted to the appropriate assembly point.
- Contractors may be required to read and sign the Asbestos Containing Materials (ACMs) and fragile roof register.
- Visitors or contractors return their lanyards and sign out when leaving the premises.
- The nominated person is responsible for recording any incidents or injuries involving the visitor or contractor.
- Visitor and contractor procedures are monitored at regular intervals.
- Staff to challenge unaccompanied visitors to ascertain purpose for being on site and identity

## Waste Disposal Policy

Cundall Manor School recognise that if waste is not securely contained and properly disposed of it can present health and safety risks and damage the environment.

### It is our policy to:

- Identify different waste streams.
- Segregate different types of waste and recycle as much as possible.
- Provide suitable storage arrangements for each type of waste, so as to ensure it is secure and does not escape.
- Clearly label waste containers as to their contents.
- Keep records of quantity and composition of different categories of waste.
- Only transfer waste to someone with the authority and registered to take it.
- Pass a description of the waste to the person removing the waste.
- Keep copies of transfer/consignment notes covering the movements of waste, making sure the documentation is properly completed.
- Maintain the storage arrangements for waste and to undertake periodic checks upon them.
- Not burn any toxic or hazardous waste on site.

### Waste Disposal Procedure

Cundall Manor School is committed to minimise waste and its impact on the environment by dealing with waste in an environmentally friendly manner as possible:

- Identify waste streams.
- Segregate different classifications of waste and recyclable waste.
- Clearly sign waste containers as to their contents.
- Provide suitable and secure storage arrangements for waste.
- Maintain records of quantity and composition of different types of waste.
- Only allow collection of waste by an authorised licensed carry of waste for the classification of that waste.
- Ensure transfer/consignment notes are fully completed and truly reflect the waste being transferred.
- Maintain full and complete copies of all waste transfers readily available for inspection.

## Work Activity Policy

Cundall Manor School recognise that their activities are diverse and may present hazards to our health and safety which must be controlled. This policy outlines the actions to be taken to identify hazards and control risks it illustrates our commitment to those controls.

### **It is our policy to:**

- Carry out risk assessments on activities which present foreseeable hazards to health and safety.
- Provide appropriate control measures to minimise as far as is reasonably practical risks arising from work and/or lesson activities including information, instruction, training and supervision.
- Train staff to carry out their work in a safe manner.
- Develop work instructions where necessary to control health and safety over and above our health and safety rules.

### **Work Activity Procedure**

Cundall Manor School is committed to minimising work/lesson related injuries by identifying and analysing work activities and practices:

- Identify work/lesson activities that may cause a health and safety risk.
- Carry out suitable and sufficient risk assessments for activities that have been identified as may cause a foreseeable significant risk of injury or loss.
- From a risk assessment, ensure the hazards have been minimised as far as is reasonably practical.
- Analyse the control measures implemented to ensure risk has been minimised to an acceptable level.
- Inform staff of the findings of risk assessments and analysis of the health and safety risks.
- Monitor controls and re assess as appropriate.
- Maintain suitable and sufficient risk assessments, safe systems or work and staff training records.

## Work Equipment Policy

Cundall Manor School recognise that work equipment can present hazards and risks to all our staff, students and children, not just those using it. We must therefore introduce controls to ensure that the risks associated with the use of work equipment is minimised.

### **It is our policy to:**

- Provide work equipment for staff that is suitable and safe for the tasks intended.
- Ensure that all work equipment is maintained, inspected and tested as required.
- Restrict the use of equipment where specific risks have been identified.
- Provide information, training and instruction where appropriate to all staff that use work equipment.
- Ensure that all work equipment is CE marked where relevant.
- Control access to dangerous parts of work equipment.
- Provide suitable protection against specified hazards and appropriate training and safe systems of work is given to users/operators.
- Ensure that all controls, including controls for starting or making a significant change in the operating condition, stop controls and emergency stop controls, are provided where necessary, and are suitable for the equipment and location.
- Ensure that all control systems and guards are safe.
- Provide suitable means of isolating the work equipment from sources of energy.

- Provide suitable environmental conditions for the safe use of work equipment.
- Provide all necessary markings and warnings.

### **Work Equipment (New) Procedure**

All new work equipment is assessed and risk assessed prior to use:

- Identify the requirements of the task, environment and user.
- Identify the equipment, plant or machinery available and its restrictions.
- Confirm if the equipment, plant or machinery is suitable for use.
- Carry out appropriate suitable and sufficient detailed risk assessments and safe systems of work on the proposed equipment, plant or machinery.
- Provide appropriate specific detailed training to users and those that may be affected by the item.
- Monitor work practices and feedback.
- Confirm maintenance and inspections are carried out in line with statutory requirements and manufacturers/suppliers recommendations.

### **Work Equipment (Existing) Procedure**

All existing work equipment is identified:

- Confirm work equipment is suitable for the task it is used for and the environment it is used in.
- Consider if not, it should be modified, moved or disposed of.
- If it is appropriate for use confirm the operator has received formal documented training backed up by periodic refresher training.
- Confirm the appliance or plant has been suitable maintained and is appropriately tested.
- Confirm appropriate suitable and sufficient risk assessments and safe systems of work are in place and reviewed at least annually.

**END**