



Health, Safety and Welfare Policy

Introduction and aims

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The PACT governing body takes responsibility for protecting the health and safety of all children, members of staff and visitors to the school (see organisational chart at the end of this document).

All members of staff are responsible for taking reasonable care of their own safety and that of others within the school community. They are responsible for co-operating with the Head and other members of the SMT in order to enable the governors and proprietor to comply with health and safety duties. All members of staff are responsible for reporting any risks or defects to the Head, Deputy Head or any member of the Health & Safety Committee. Urgent matters must be discussed immediately in person, and details about non-urgent issues can be sent by email to any member of the Health & Safety Committee (see 4 b).

The main legislation covering this area is the Health and Safety at Work Act 1974 and regulations made under that Act. The school has regard to the Department for Education (DfE) 2014 Health & Safety: Advice on Legal Duties and Powers for Local Authorities, School Leaders, School Staff and Governing Bodies. Key points under this guidance include the following:

Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, but not stop them;

It is important that children learn to understand and manage the risks that are a normal part of life;

Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity;

A written risk assessment is not required for every activity. Teachers should assume they only need to complete this in exceptional circumstances (i.e. for trips abroad or when undertaking activities which carry significant risk, for example mountaineering, canoeing and sailing). Where a risk assessment is carried out any significant findings must be noted.

Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.

Under the Health and Safety at Work Act 1974, the employer is responsible for health and safety, though tasks may be delegated to staff. The employer must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off school premises.

Employers, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so.

The law requires employees to take reasonable care of their own health and safety and that of others, to co-operate with their employers on health and safety matters; to do their work in accordance with training and instructions; and to inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

The school curriculum

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard both as part of the enrichment programme and within the normal school curriculum. Through various topics we teach children about the danger of fire, and how to avoid accidents. Likewise, through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.

We teach children respect for their own bodies and of those around them, and how to look after themselves. Pupils learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Recycling products, and saving water and electricity use are encouraged.

We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school buildings and grounds, and inform their teacher.

Our school promotes the spiritual welfare and growth of the children through the RE curriculum and Character Development programme.

Each class has the opportunity to discuss problems or issues of concern with their teacher, and with their tutors. Teachers help children to discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

School meals

At present our school provides hot meals for children and all staff, and we provide them with fresh water and a suitable place to eat in the school dining hall.

Our school promotes a healthy lifestyle. Snacks for break time are therefore limited to sandwiches or fresh fruit. We advise parents that sweets, chocolates and fizzy drinks at break are not

allowed. Pupils may eat in the Dining Hall or the playground but not in any other areas of the school. Healthy eating is promoted via various areas of the school curriculum.

As we have children with a variety of different allergies, we ask that parents consider the needs of other children by only sending in items which do not contain nuts.

General health and safety considerations

Training of staff in health and safety, including risk assessment:

Appropriate training is provided at induction (Inc. volunteers and work experience placements) and during INSETs. A variety of health, safety & welfare issues are also discussed at staff meetings and briefings as required throughout the year. Responsibilities are also outlined in the Staff handbook and in job descriptions. Staff using equipment which may result in injury are advised to use the necessary protective wear.

Consultation arrangements with employees:

Termly meetings are held by a Health & Safety Committee, which consists of Mr Teague, Mrs Williams & Mrs Askew. They can be contacted in person during school time or by email headmaster@thecedarsschool.org.uk; swilliams@thecedarsschool.org.uk; carrie.askew@oakwoodschool.org.uk. Staff are asked to contribute any agenda items before each meeting, although issues can be brought up at any time. A few Health & Safety Ambassadors attend for the first part of each meeting to voice any pupil concerns. The main roles of this committee are to:

- Discuss matters concerning health, safety & welfare including changes in regulations
- Monitor the effectiveness of health, safety & welfare within the school
- Review accidents and near misses. Discuss preventative measures
- Review risk assessments & checklists, and ensure they are updated regularly
- Discuss staff training requirements (including undertaking risk assessments)
- Review and update the policies on 'Health, Safety & Welfare'; 'Risk Assessment' and 'Fire Safety & Procedures'
- Review all matters relating to fire safety, including any action required following termly fire drills
- Monitor the implementation of professional advice
- Assist in the development of safety rules and safe systems of work

Minutes of meetings are sent to the committee members and Tony Newman-Sanders, as the governor responsible for health & safety. Copies are available to other staff on request. Recording and reporting accidents to staff, pupils and visitors – including those reportable under RIDDOR:

Any accidents which involve first aid to be administered are reported using the 'Accident/Injury Record Book'. If advice is needed regarding possible contagious or notifiable diseases, Mrs Williams will consult with the HPA (Health Protection Agency). Further details, including RIDDOR, are provided in the Staff handbook and 'First Aid' Policy.

Policy and procedures for off-site visits, including residential visits and any school-led adventure activities:

The school takes very seriously its responsibilities for ensuring the safety of children whilst on educational trips & participating in off-site or 'learning outside the classroom' activities. See 'Educational & Off-site Visits & Activities' Policy.

Dealing with health and safety emergencies:

Any member of the Health & Safety Committee should be informed in the event of an emergency, preferably in person. Depending on the nature of the event, they may confer and decide on the best course of action. School procedures also include 'Critical Incidents' and emergencies during a school trip, full details are included in the Staff handbook.

First aid and supporting medical needs:

Any first aid should be administered in a timely and competent manner, with procedures effectively implemented according to guidance in the Staff handbook. Also see 'First Aid' Policy regarding accidents, injuries, administering medicines and staff training. It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, subject co-ordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility (e.g. using sports equipment during PE or scissors during Art). Children also learn how to identify hazards and implement control measures during various lesson activities.

Occupational health services and managing work-related stress:

Staff should refer to the 'well-being' section of the Staff handbook for advice on this topic.

Workplace safety for teachers, pupils and visitors:

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. General classroom & caretaker checklists are completed according to agreed procedures, as well as 'indoor' and 'outdoor' risk assessments. Any incidents of theft from the school site will be investigated by the Head and/or Deputy Head and noted in the central Incidents File. In serious cases, they may involve the police.

School security:

While it is difficult to make the school site totally secure, we do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, surveyors and other consultants). Entry in the mornings and departure in the afternoons is through our main entrance. Access at other times of the school day is via the front door, which is opened by office staff upon hearing the doorbell. We require all adult visitors who arrive in normal school hours to sign in and wear a visitor's badge if they are not accompanied by a member of staff or not known to staff and pupils. Teachers will not allow any adult to enter their classroom if they are not known to them, unless they are accompanied by another member of staff. For example, office

staff may bring a contractor or other visitor to the classroom and introduce them. If any adult working in the school has suspicions that a person may be trespassing on the school site, they must challenge the person immediately and warn them to leave straight away. The Head or one of the Deputy Heads should then be informed. If the Head has any concerns that an intruder may cause harm to anyone on the school site, he will contact the police.

Violence to staff:

The school takes very seriously the need to safeguard the health and welfare of all our staff; both employees and pupils have the right to work in a safe and non-hostile environment. We will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the matter will be taken very seriously. Parents are expected to behave in a civil and respectful manner at all times. In cases of abuse or threats to staff, pupils or other parents, the school may restrict a parent's access to the school premises or ban them altogether. It is an offence for any person (including a parent) to cause a nuisance or disturbance on school premises. The police may be called to assist the school in removing a parent from the property. A parent who has been banned from entering the school premises is trespassing if they do so without permission.

Manual handling

A poster in the staffroom provides general guidance on manual handling as follows:

Don't pick up more than you can carry; don't store heavy items above head height; use the correct equipment (e.g. small stepladder for reaching items at height, or trolley for heavy loads). Pupils are also periodically reminded about potential risks relating to movement of furniture, and procedures are outlined in the Staff handbook.

Slips and trips:

All pupils and staff are encouraged to be vigilant and report any particular hazards to the caretaker, office staff or any member of the Health & Safety committee as soon as possible.

On-site vehicle movements:

The front vehicle gate is kept closed during the morning but is opened before the end of school to allow parents to pick up their sons. A member of staff is on duty at this time. A speed restriction of 5mph is in place in the car park (clearly signed). A tram crossing near the school entrance allows for safe access into school. A member of staff is always on duty at peak times to ensure pupil safety.

Management of asbestos:

A survey completed in April 2016 provides the most up to date information regarding asbestos containing materials in the school – all staff are aware of the two areas to note which are on the register. A detailed risk assessment and refurbishment survey will be carried out before any work commences by a licensed contractor, and maintenance staff are aware that no drilling or tampering

in those areas is permitted. The caretaker carries out termly asbestos monitoring to ensure that the areas involved remain undisturbed.

Control of hazardous substances (COSHH):

Estates staff and cleaners have been provided with HSE guidance regarding working with substances hazardous to health. These are kept to a minimum and control measures are in place (e.g. wearing personal protective equipment, supplies kept to a minimum and stored in the loft, instructions followed, aware of dangers and taking preventive action if necessary etc.).

Information about regular cleaning products used is kept in the 'Welfare, Health & Safety' file in the office. A full Legionnaires risk assessment has been carried out by a specialist company and various works were carried out in order to improve our current hot & cold water system, thereby controlling the risks. The Health & Safety committee oversee the management of legionnaires, and the caretaker (who has received training) is the main person responsible for record keeping and general maintenance of these systems.

Work at height:

Estates staff have been provided with HSE guidance regarding working at height, and they have the necessary equipment (i.e. ladders) needed. A risk assessment must be carried out when using the scaffolding.

Selecting and managing contractors:

The PACT surveyor largely recommends suitable contractors to use for works on the premises. Coach companies have been background checked to ensure that the necessary insurance cover, vehicle safety and DBS checks are in place.

Maintenance of plant and equipment:

Estates staff are responsible for reporting any defects with plant and equipment to a member of the Health & Safety committee. PAT testing of all electrical appliances is carried out on a regular basis (usually every 2 years) however any personal electrical appliances (e.g. mobile phone chargers) should be visually inspected by estates staff prior to use in school. Any equipment deemed not to be fit for use must be withdrawn immediately. Estates staff arrange for the annual boiler service, and Mr Rodrigues is responsible for ensuring that the fixed electrical installation is inspected every 5 years.

Fire Safety:

The school complies with the Regulatory Reform (Fire Safety) Order 2005, as outlined in the 'Fire Safety' Policy. Procedures for fire and other emergency evacuation are displayed prominently in all rooms. A copy of the FEPP is given to all staff at the beginning of each academic year and in-house training is provided, including at induction. Fire drills are held once each term and appropriate records kept. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, exit routes and the testing of the fire alarm system.

Use of minibuses:

Our minibuses are equipped with seat belts, and pupils must use them at all times when the vehicle they are travelling in is moving. Full procedures are detailed in the Staff handbook and 'Minibus' Policy, including license requirements for drivers and annual checks. Mr Rodrigues ensures that the school minibuses are regularly serviced and maintained, and he carries out weekly visual safety checks which are recorded. Insurance documents are held in the central PACT finance office.

Consent

An Admissions Booklet is completed by all Parents, which gives permission for the following:

Children to participate in all off-site trips, visits and activities as arranged during the year;

Use of photographs/videos for school or external purposes;

Personal details being made available to various school groups (e.g. staff, class couples, members of the fundraising team, governors, peripatetic teachers and external club providers if applicable etc).

The school will not publish photographs accompanied by any detailed personal information which may identify a child, unless specific permission has been granted by the parents.

Monitoring and review

The Governors acknowledge their responsibility in ensuring that this policy is effective in its implementation and meets all current regulatory requirements. Tony Newman-Sanders is the governor responsible for overseeing all health and safety matters at The Cedars, and he receives minutes from the termly meetings of the Health & Safety Committee.

This policy will be reviewed on an annual basis, however it may be amended earlier if legislation or school procedures change.

The Head implements the school's health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.

Signed: R Teague

This policy will be reviewed annually	
Title	Health, Safety & Welfare
Version	7
Date Created	1 February 2017
Author	Robert Teague, Head
Approved by SMT	Yes
Approval/Review required by PACT or sub-committee	Yes
Latest Review (state whether changes were made)	Yes
Next Review Date	Summer 2020

This policy should be read in conjunction with the following related policies:

Child Protection & Safeguarding; First Aid; Fire Safety & Procedures; Educational & Off-Site Visits & Activities; Risk Assessment; Safer Recruitment.

PACT Board – Overall responsibility for Health & Safety

Mr P Leonard (Acting Chair) and Mrs Millington (COO)

PACT Governors – Responsible for oversight of operation of Health & Safety

Mr P Leonard (OW) / Mr J Clausell (OH) / Dr T Newman-Sanders (TC) / Mrs L Newman-Sanders (TL)

Heads of each school – Responsible for day to day operations, management of Health & Safety and security

Mr C Candia (OW) / Mr R Farrell (OH) / Mr R Teague (TC) / Mrs L Sanders (TL)

Health & Safety Committees at each school – Responsible for organisation of Health & Safety, attending termly meetings and resolving any issues

Health & Safety Coordinator for PACT

All staff, including peripatetic teachers & volunteers as well as visitors, including parents, children & contractors.

Responsible for taking reasonable care for their own health and safety and that of the others who may be affected by their acts or omissions; any issues or perceived shortcomings in the health and safety arrangements should be reported to any Health & Safety Committee member or Head of the relevant school.