



# Health & Safety Policy

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### **1. General**

- 1.1 SMT note the provisions of the Health and Safety at Work, etc Act 1974 (s.31)), which stated that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accept that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the School's premises or participating in School sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the School and is part of the good education of its pupils.
- 1.2 The aim of SMT is "To provide a safe and healthy working and learning environment for pupils, staff and visitors." A member of SMT is appointed annually to take a special interest in health and safety matters. The current SMT member appointed to chair the Health and Safety Committee is Debbie Sycamore, Human Resources Manager.
- 1.3 The arrangements outlined in this statement and the various other safety provisions made by SMT cannot prevent accidents or ensure safe and healthy working conditions. SMT believe that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. SMT, through the health and safety committee will take all reasonable steps to identify

and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on the individual conduct and vigilance while on the School's premises or while taking part in School activities.

## **2. Responsibilities of the Health and Safety Committee**

2.1 In the discharge of their duty the Health and Safety Committee, in consultation with SMT will:

- a) Make itself familiar with the requirements of the Health and Safety at Work etc Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the management of Health and Safety at Work Regulations 1992 (SI 1992 No. 2051);
- b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- c) periodically assess the effectiveness of this policy and ensure that any necessary changes are made;
- d) identify and evaluate all risks relating to:
  - i) accidents
  - ii) health
  - iii) school sponsored activities including work experience;
- e) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to pupils staff and members of the public;

2.2 In particular the Health and Safety Committee undertake to provide:

- a) a safe place for pupils and staff to work including safe means of entry and exit;
- b) plant, equipment and systems of work which are safe;
- c) safe arrangements of the handling, storage and transport of articles and substances;
- d) safe and health working conditions which take account of all appropriate:
  - i) statutory requirements
  - ii) codes of practice whether statutory or advisory
  - iii) guidance whether statutory or advisory
- e) supervision, training and instruction so that all pupils and staff can perform their School related activities in a health and safe manner. All staff will be offered the opportunity to received health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by stature or considered necessary for the safety of pupils, staff and the public then the Health and Safety Committee and SMT will ensure that such training is provided. Pupils will receive

such training as is considered appropriate to the School-related activities which they are carrying out. All training will be regularly updated;

- f) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision;
- g) adequate welfare facilities.

2.3 So far as is reasonably practicable the Health and Safety Committee through the Managing Director and head teacher, will provide adequate resources to implement this policy, making arrangements for all categories of staff, including temporary and voluntary staff to received comprehensive information on:

- a) this policy
- b) all other relevant health and safety matters
- c) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manor without placing themselves or others at risk.

### **3. Responsibility of the Managing Director, Headteacher & / or Human Resources Manager**

3.1 As well as the general duties which all members of staff have (see 5 below), the Managing Director, Headteacher and / or Human Resources Manager (as appropriate) have responsibilities for the day to day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the School (other than independent contractors and those under their control) and will take all reasonably practicable steps to achieve this end through the health and safety committee, SMT, teachers and others as appropriate.

3.2 The Managing Director, Headteacher and or / Human Resources Manager (as appropriate) are required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

3.3 In particular, the Managing Director, Headteacher and / or Human Resources Manager (as appropriate) will, as far as is reasonably practicable:

- a) be aware of the basic requirements of the Health and Safety at Work etc Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school;
- b) ensure, at all times the health, safety and welfare of pupils, staff and others using the Schools' premises or facilities or services or attending or taking part in School-sponsored activities;

- c) ensure safe working conditions for the health, safety and welfare of pupils, staff and others using the School's premises and facilities;
- d) ensure safe working practices and procedures throughout the School including those relating to the provision and use of machinery and other apparatus and any hazardous substances so that each task is carried out to the required standards and so that risks are properly controlled;
- e) consult with members of staff, including safety representatives, on health and safety issues;
- f) arrange systems of risk assessment to allow the prompt identification of all hazards;
- g) carry out periodic reviews and safety audits on the findings of the risk assessment;
- h) identify the training needs of pupils and staff and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
- i) encourage pupils, staff and others to promote health and safety;
- j) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of pupils, staff and others are made safe without delay;
- k) encourage all employees to suggest ways and means of reducing risks;
- l) collate accident and incident information and, when necessary, carry out accident and incident investigations;
- m) monitor the standard of health and safety throughout the School, including all School-based activities, encourage pupils, staff and others to achieve the highest possible standards, and discipline those who consistently fail to consider their own well-being or the health and safety of others;
- n) monitor first aid and welfare provision;
- o) with SMT, monitor the management structure.

#### **4. Responsibility of Heads of Departments and those with Supervisory Responsibilities**

- 4.1 All Heads of Department and those with responsibility for supervising others will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work or their area of responsibility.
- 4.2 In addition to the general duties which all members of staff have (see 5 below), they will be directly responsible to the Management Director, Headteacher and or / Human Resources Manager (as appropriate) or the member of staff nominated by the Managing Director, Headteacher and or Human Resources Manager (as appropriate) to have overall



day to day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

- 4.3 They will take a direct interest in the School's health and safety policy and in helping other members of staff, pupil and others to comply with its requirements.
- 4.4 As part of their day to day responsibilities they will, so far as is reasonably practicable, ensure:
- a) risk assessments have been carried out and safe methods of working exist and are implemented throughout their department;
  - b) health and safety regulations, rules and procedures and codes of practice are being applied effectively;
  - c) staff, pupils and others under their jurisdiction are instructed in safe working practices;
  - d) new employees working within their department are given instruction in safe working;
  - e) regular safety inspections are made of their area of responsibility as required by the Managing Director, Headteacher and or Human Resources Manager (as appropriate) or as necessary;
  - f) positive, corrective action is taken where necessary to ensure the health and safety of all pupils, staff and others;
  - g) all plant, machinery and equipment in the department in which they work is adequately guarded and is in good and safe working order;
  - h) all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work;
  - i) appropriate protective clothing and equipment, first aid and fire appliances (if applicable) are provided and readily available in the department in which they work;
  - j) toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled;
  - k) they monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others;
  - l) all the signs used meet the statutory requirements;
  - m) all health and safety information is communicated to the relevant persons;
  - n) they report, as appropriate, any health and safety concerns to the appropriate individual.



## 5. Responsibility all Members of Staff

- 5.1 All staff will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:
- a) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work;
- 5.2 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.
- 5.3 In particular all members of staff will:
- a) be familiar with the safety policy and all safety regulations as laid down by SMT;
  - b) ensure health and safety regulations, rules and routines and procedures are being applied effectively by both staff and pupils;
  - c) see that all plant, machinery and equipment is adequately guarded and is in good and safe working order;
  - d) not make unauthorised or improper use of plant, machinery or equipment;
  - e) use the correct tools and equipment for the job and any protective equipment or safety devices which may be supplied;
  - f) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
  - g) report any defects in the premises, plant, equipment and facilities which they observe;
  - h) take an active interest in promoting health and safety and suggest ways of reducing risks.

***Whenever a staff member is aware of any possible deficiencies in Health and Safety arrangements she / he must draw these to the attention of the Headteacher / Human Resources Manager or Health and Safety Committee member.***

## 6. Hirers, Contractors and others

- 6.1 When the premises are used for purposes not under the direction of the Managing Director and Headteacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph 3 of this document.
- 6.2 The Managing Director and Headteacher will seek to ensure that, so far as is reasonably practicable, hirers, contractors and others who use

the School's premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

- 6.3 When the School's premises or facilities are being used out of normal School hours for a School-sponsored activity then for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the following requirements of this section.
- 6.4 When the premises are hired to persons outside the employ of the School, it will be a condition for all hirers, contractors and other using the School's premises or facilities that they are familiar with this policy, that they comply with all safety directives of SMT and that they will not without the prior consent of SMT:
- a) introduce equipment for use on the School premises;
  - b) alter fixed installations;
  - c) take any action that may create hazards for persons using the premises or the staff or pupils of the School.
- 6.5 All contractors who work on the School premises are required to be competent in their work and to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work, etc Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with the Health and Safety at Work, etc Act 1974. An Employing and Working with Contractors checklist must be completed prior to any works being carried out.
- 6.6 In instances where the contractor creates hazardous conditions and these are known to the Managing Director and Headteacher (as appropriate) and refuses to eliminate them or to take action to make them safe the Managing Director and Headteacher (as appropriate) will take such actions as are necessary to prevent persons in his or her care from risk of injury
- 6.7 SMT draw the attention of all users of the School premises (including hirers and contractors) to s.8 of the Health and Safety at Work, etc Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interest of health, safety and welfare in pursuance of any of the relevant statutory provisions
- 6.8 For the avoidance of doubt, a copy of this School policy is made available to each contractor who, in turn, will furnish the School with a copy of their own Health and Safety policy.



## **7. Responsibilities of Pupils**

7.1 All pupils are expected, within their expertise and ability, to:

- a) exercise personal responsibility for the safety of themselves and their fellow pupils;
- b) observe standards of dress consistent with safety and / or hygiene ( this would preclude unsuitable footwear, knives and other items considered dangerous;
- c) observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
- d) use and not wilfully misuse, neglect or interfere with things provided for safety purposes;

SMT will make pupils and parents / carers aware of these responsibilities through direct instruction, notices, the student handbook and parent / carers KS3 & 4 handbooks.

## **8. Health and Safety Committee and Staff Consultative Arrangements**

Health and Safety Committee has been established, represented by the Human Resources Manager; the committee meet each term and cover all appropriate areas of work.

8.1 The Health and Safety Committee

8.1.1 Terms of Reference

- a) to advise the Managing Director and Headteacher (as appropriate) on questions of safety policy and to draw attention to the School's legal obligations;
- b) to recommend the appropriate action necessary to implement and monitor the requirements of the health and safety policy;
- c) to provide minutes of meetings each term;

8.1.2 Committee Members

Human Resources Manager, SMT member, staff member, Premises Manager.

## **9. Codes of Practice**

9.1 In consultation with SMT (where appropriate) and taking into account the requirements of this statement the health and safety committee will approve (where necessary) codes of practice for the observation of safety requirements in School.

9.2 From time to time the Department for Children, Schools and Families, the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice of particular topics for the guidance of the Managing Director and Headteacher and others in who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Managing Director and Headteacher (as appropriate) considers the inclusion of all or any such documents into this policy to be inappropriate, they will be required to demonstrate to the satisfaction of SMT that they have already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

## **10. Risk Assessment**

10.1 The Managing Director, Headteacher and / or Human Resources Manager will ensure that reviews of risk assessments of the premises, methods of work and all School-sponsored activities are conducted annually (or more frequently, if necessary). These reviews will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such reviews will be reported to SMT.

## **11. Fire and Emergency Evacuation Procedures**

- 11.1 The school's procedures for fire and emergency evacuation are appended. Fire notices are clearly displayed at every fire alarm call point and within each class. (see addendum A1).
- 11.2 These procedure will be updated as appropriate to take into consideration of changes to building layout.
- 11.3 The log book for recording and evaluation of practice and evacuation drills is located in the reception office and is available for viewing. Once a page has been completed in this box a copy will be made to be placed in the Building Maintenance Folder along with the Fire Risk Assessment.
- 11.4 A review of the Building Fire Risk Assessment will be carried yearly, normally in the autumn term by the Human Resources Manager. Any findings that comprise the fire and emergency evacuation procedures or the integrity of the building will be directly notified to the Managing Director via a report and then to SMT.

## **12. Fire Prevention Equipment**

12.1 The policy of the school is to evacuate and not to fight fires; therefore no fire extinguishers are located in the school, with the exception of the

kitchen which contains a dry powder extinguisher and two fire blankets.

### **13. Emergency Plans**

13.1 The Managing Director, Headteacher and Human Resources Manager will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the School. This plan will indicate the actions to be taken in the event of a major accident so that everything possible is done to:

- a) save life;
- b) prevent injury;
- c) minimise loss.

This sequence will determine the priorities of the emergency plan.

13.2 The plan will address such foreseeable incidents as fire, explosion, suspicious package, telephone warning and unauthorised intrusion, be agreed by SMT and regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to SMT.

13.3 A serious protocol procedure is in place and details who should be contacted in the event of an emergency; this can be found in the policy and procedures file.

### **14. First Aid**

14.1 The arrangement for first aid provision will be adequate to cope with all foreseeable major incidents. (see addendum A2). The school has a first aid policy.

14.2 The number of certified first aiders will not, at any time, be less than the number required by law.

14.3 At the discretion of the Headteacher staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the Headteacher after seeking appropriate advice. The number of such trained but un-certificated first aiders will be determined by the Headteacher as that being sufficient to meet the needs of all foreseeable circumstances.

14.4 Supplies of first aid material will be held at various locations throughout the School. These locations will be determined by the Health and Safety Committee in consultation with SMT. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.

14.5 Adequate and appropriate first aid provision will form part of the

arrangements for all out of School activities.

- 14.6 A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the School premises or as part of a School related activity in either the student accident book located in the reception office or the staff accident book located in the staff working.
- 14.7 Staff meetings and individual briefings for appropriate class teacher / tutor / associate tutors are the medium whereby staff are informed of significant illnesses / conditions of pupils for risk assessment purposes. Policies in respect of asthma, dealing with blood and body fluids, and the control of medicines in force.

## **15. Incident / Accident Reporting**

- 15.1 All accidents must be reported by completing the accident books; student accident book located in the reception office, staff accident book located in the staff room. Incidents that result in a major injury must be reported by the major incident reporting form as well as the appropriate accident book. The accident book record when completed must be passed to the Human Resources Manager for reporting / recording purposes in the Accident Reports file located in the HR office. The Human Resources Manager is responsible for reporting serious accidents to the HSE under RIDDOR, and the Managing Director is responsible for reporting serious incidents to insurers.

## **16. COSHH (Control of Substances Hazardous to Health)**

- 16.1 As an employer we are required by the COSHH regulations to provide adequate information to employees to ensure safe use of substances which may cause ill health. Most of the substances the school uses require only basic personal protection, i.e. rubber gloves, aprons, goggles, disposable gloves. No material should be used unless a safety data sheet is available; this spells out what is required for the safe handling and use for the substances.
- 16.2 Science teacher and supporting staff must adhere to the CLEAPS regulations. Every lesson involving the use of substances that could be hazardous to health must have a safety data sheet in place and the safety precautions surrounding the substances being used must be taught as part of the lesson prior to using the substance(s).

## **17. Visitors**

- 17.1 All visitors to school must report to reception to sign in, if they are going through to the main building they are required to wear the school visitor's label. Visitors to the school who come into contact with children on a one to one basis; prior to this activity being undertaken

the school must have in information from their employer that they have the relevant DBS certificate and training to undertake these activities.

- 17.1 All visitors to the school must read the school safeguarding procedures and sign in the designated box on the signing in and out sheet to say that they have read these procedures.

## **18. Smoking**

- 18.1 Smoking is not permitted on school premises. (See Smoking Policy)

## **19. Working at Height**

Any works at height must be:

- 19.1 Properly planned, appropriately supervised and not carried out in dangerous weather conditions. Staff should be competent enough to complete a task safely and use and be able to erect / dismantle the selected access equipment.
- 19.2 Equipment used for working at height must be fit for purpose; ladders must be inspected and recorded on the company's Ladders Inspection Form. All ladders must have a ladder number so it easily identifiable in an inspection and in the records of use.
- 19.3 Staff shall, when working under the control of another person, report to that person any activity or defect relating to work at heights which he /she knows is likely to endanger the safety of themselves or others.

## **20. Manual Handling**

- 20.1 Moving and handling should be avoided wherever practicable by changes in work process or by the introduction of mechanization.
- 20.2 A careful assessment of the risks is conducted where moving and handling cannot be avoided.
- 20.3 Control measures are put in place to reduce or control the risk.
- 20.4 Risk assessments are carried out by competent persons.

See the company's Positive Handling policy on how to manage restraints of students.

## **21. Display Screen Equipment**

- 20.1 Display Screen Equipment (DSE) Assessment must be conducted for all users of Display Screen equipment. Display Screen Equipment refers to the whole workstation, job process and work environment as

well as the display screen, keyboard and other accessories.

- 20.2 The HSE Display screen equipment (DSE) workstation checklist is to be completed annually by staff members who have a static work station. This will inform the risk assessment process to conform to current HSE guidance on working with display screen equipment brief.

## **22. Driving for Work**

- 22.1 Driving at work, refers to any work carried out on Company business that involves the employee driving a vehicle and covers all journeys other than to and from their normal place of work.

Please refer to the Driving for Work policy and guidance for further information.

## **23. Lone Working**

- 23.1 Lone working is when individuals are alone at work when they are on their own, they cannot be seen or heard by another worker, cannot expect a visit from another worker for some time and / or where assistance is not readily available when needed. Therefore lone workers are those who work by themselves without close or direct supervision.

- 23.2 The Company does not allow staff who are working alone to work at heights. This must be supervised or the person working at heights needs to have radio contact with another member of staff in the building.

## **24. Review**

- 24.1 A review by the health and safety committee will be undertaken annually, with any recommendations for change being made to the SMT.

The following documents comprise the overall policy

### **Health & Safety Policy**

Items 1 to 24

#### **Appendices**

- A1. Fire Procedures
- A2. Current list of First Aiders and First Aid Box Locations
- A3. Serious Incident Protocol

#### **Other Documentation that should be referred to**



- Health and Safety Committee Policy Statement
- Positive Handling
- Emergency Plan
- First Aid Policy
- Visitors Policy
- Curriculum Policies
- Departmental Risk Assessments
- Fire Risk Assessment
- Disability Policy
- Policy & Accessibility Plan
- Incident / Reporting Procedures
- Smoking Policy

Addition of: 19. Working at Heights; 20. Manual Handling; 21. Display Screen Equipment; 22. Driving for Work; 23: Lone Working; 24: Review

Appendix 2; Fire Procedures updated – September 2024  
List of first aiders updated – January 2025

## **Cavendish School**

Head Teacher  
Human Resources Manager

Policy Reviewed: November 2024  
Review Date: November 2025  
Unless new legislation implemented