



# **HEALTH & SAFETY POLICY**

**June 2017**

# **Cedars School of Excellence**

## **PART I - HEALTH AND SAFETY POLICY STATEMENT OF INTENT**

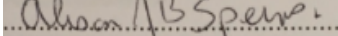
**Ref: Health and Safety at Work etc Act 1974, Section 2(3).**

Cedars School of Excellence recognise the importance of the health, safety and welfare of all its staff, pupils, visitors and contractors and seek to set high Health and Safety standards across all of these areas.

To ensure this, Cedars School of Excellence aim to minimise harm to people through effective Health and Safety Risk Management by.

- The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.
- Ensuring, so far as is reasonably practicable, the safety and absence of risk to health in connection with the use, handling, storage and transportation of articles and substances.
- Provision of such information, instruction, training and adequate supervision, as is necessary, to ensure, so far as is reasonably practicable, the health, safety and welfare of all staff and pupils.
- Ensuring, so far as is reasonably practicable, the provision of a safe place of work, with safe access and exit.
- The provision and maintenance of a healthy working environment including adequate welfare facilities.
- To prevent accidents and cases of work related ill health.
- To review and revise this policy as necessary at regular intervals.

The allocation of duties, with regard to health and safety, and the particular arrangements laid down by the School, as the employer to implement this Health and Safety Policy Statement of Intent are set out in the Policy.

Signed .....A Speirs.....  Date: June 2017  
**On behalf of the Board of Governors**

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## **PART II - ORGANISATION**

**The Board of Governors** is responsible for:

- Overall and final responsibility for Health and Safety within Cedars School of Excellence
- Allocation of resources to meet the requirements of this Health and Safety Policy.
- Delegating to the Head Teacher the overall responsibility to manage this Health and Safety Policy on a day to day basis ensuring that it is reviewed at least annually.

**The Head Teacher** is responsible for:

- The day to day responsibility for Health and Safety within Cedars School of Excellence
- That the arrangements of this Health and Safety Policy are fully implemented.
- Ensuring that any staff, under her control, fully complies with any Health and Safety provisions placed upon them by this Policy and that staff are made aware of Health and Safety procedures.
- Installing an effective system which ensures that any equipment, materials or substances purchased are safe as is reasonably practicable and conform to any relevant statutory provision.
- That all staff under their control are kept aware of any changes to this Health and Safety Policy including and changes to Health and Safety legislation likely to affect them.
- In the event of an accident / incident investigation being required, will complete a School Accident Reporting Form accordingly.
- Ensuring the Control of Visitors and Contractors arrangements are fully implemented

**The Depute Head Teacher** is responsible for:

- The timely Monitoring, Reviewing and Auditing of this Health and Safety Policy.
- Installing an effective system which ensures that all equipment requiring maintenance is identified and that maintenance is carried out. This will include ensuring that suitable arrangements are in place for the maintenance of all fire extinguishers, alarm systems and emergency lighting.
- Liaising with staff to provide risk assessments that cover the School's activities. The findings of risk assessments will be reported to the Head Teacher who will ensure any action required will be implemented.
- Installing a school inspection regime which seeks to ensure that work being carried out in accordance with the School Policy and any relevant statutory provisions.

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- The identification of necessary training for staff including providing training advice and arranging or carrying out such training, where required. This will include the organisation of training in school fire procedures on an annual basis.
- Ensuring that a fire risk assessment is carried out annually.
- Organising training for first aid.
- Reviewing the medical needs of school pupils and organising any specific training requirements (epipen etc) on an annual basis and ensuring that a record of this training is kept in Google drive.
- Reviewing the School Accident Book, checking for any accident trends with results presented at the Annual In Service.

**The School Secretary** is responsible for:

- Ensuring that relevant medical information is obtained from all pupils starting school and recorded on the Pupil Information form including obtaining parental permission to administer medication. She is also responsible for ensuring medications are stored in labelled boxes within the school office.
- Ensuring a medication Parental Permission Form (PNF) is sent out to all parents, requesting completion and returned to the school as soon as possible. Both forms will be kept in the Pupil Folders in School Office. All pupil medical needs are also uploaded to Google drive.
- Ensuring that administration of medication is adhered to and reviewed on an annual basis.
- Recording of accidents in the school accident book.

**Teaching Staff and all other staff including volunteers** are responsible for:

- Adherence to the requirements of this Health and Safety Policy at all times.
- Following safe working practices as advised and instructed.
- Ensuring the health, safety and welfare of themselves, pupils and others that may be affected by their acts or omissions.
- Reporting any accidents or near misses to the Depute Head Teacher immediately.
- Ensuring that all accidents are recorded in the Accident Book.
- Ensuring that they use the correct tools and equipment for the job and any appropriate safety equipment or protective clothing supplied.
- Remembering that they are working with young persons.

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**Pupils**, dependant on age, must:

- Behave responsibly at all times to ensure the health, safety and welfare of themselves and others that may be affected by their acts or omissions.
- Following safe working practices as advised and instructed.
- Develop responsibility for themselves and others in the use of tools and equipment.

**Parents** have a responsibility to:

- Comply with the Health and Safety Policy
- Inform the school of certain diseases and other health conditions/disabilities which may impact their child's performance or capability while at school.
- Conform to NHS guidance for return to school after an illness, for example children with diarrhoea and/or vomiting should be kept off school until at least 48 hours after their symptoms have gone.

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## **PART III - ARRANGEMENTS**

### **FIRE**

#### **POLICY**

Cedars School of Excellence seeks to ensure that all reasonably practicable measures are taken to minimise the possibility of a fire starting on school premises.

However, in the event of a fire or other emergency, **all** persons will be evacuated from the school building quickly and in a timely and safe manner to ensure that no- one is injured while leaving the premises.

#### **ORGANISING**

It is the responsibility of all staff to familiarise themselves fully with the location of fire alarm call points, fire exits and fire extinguishers, and the schools' Emergency Evacuation Procedure for evacuating the school.

The fire alarm will be tested weekly, using a different call point each week to activate the alarm.

Fire drills will take place at least annually, when **all** staff and pupils will exit the building and go to their Fire Assembly Points where a head count will be taken.

Fire extinguishers, the alarm system and lighting will be maintained by an external contractor (Tyco, Pointers).

Staff training on school fire procedures will take place at the annual in service, with a Fire Risk Assessment carried out on an annual basis. In addition staff will complete an online fire training course provided by AFT solutions.

All staff will be reminded to ensure that fire exits are to be kept clear and free obstructions.

Waste will be removed from the school on a regular basis.

#### **PLANNING AND IMPLEMENTATION**

A Fire Register, held in the school office is maintained to record all activity associated with the schools' Fire Precautions and Control Procedures. e.g. fire drills, weekly fire tests, monthly emergency lighting tests and maintenance of equipment.

All Fire Register information this is recorded on Google Drive by the Depute Head

Weekly fire tests will be carried out by the Head of Primary with all staff responsible to inform the Head Teacher immediately if any fire alarm sounder does not operate during a weekly test or if any fire point is found to have a fire extinguisher missing or discharged.

A copy of the schools' Emergency Evacuation Procedure is placed on the walls at various locations throughout the school.

The schools' Fire Risk Assessment is uploaded to Google drive annually.

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The schools' Emergency Lighting is tested on a monthly basis by the Depute Head and subject to an annual test by a competent and qualified electrician. This is recorded on Google Drive by the Depute Head.

All electrical equipment is checked on an annual basis and fixed wiring every five years by a competent and qualified electrical organisation. This is recorded on Google Drive by the Depute Head.

Flammables are kept in a suitable cabinet in the chemical store in the school basement.

No flammable materials are stored in the boiler room.

### **MONITORING**

Checks on fire exits, signs, extinguishers and waste management will be done monthly during the staff classroom inspections.

Checks that the emergency lighting tests are done and the boiler room is clear will be part of the termly inspection process.

### **REVIEWING**

The Fire Policy and Procedures will be reviewed annually the Depute Head with any changes recorded in the school Fire Register and posted on Google drive.

Other triggers for reviewing the Fire Policy and Procedures include:

- Failure to evacuate the school in a timely fashion during a fire drill
- Non operation of alarm system
- Failure of emergency lighting

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## **FIRST AID/MEDICAL NEEDS AND ACCIDENTS**

### **POLICY**

Cedars School of Excellence seeks to ensure that the likelihood of injuries to staff and pupils is as low as reasonably practicable. However the school accepts that individuals may become unwell or be injured while at work and that the School must be in a position to treat these conditions.

The school will use the standards laid down in the Health and Safety (First-Aid) Regulations 1980, Associated Code of Practice and Guidance Notes as its minimum requirements for First Aid provision and will ensure that only qualified and designated first-aiders will treat injuries however minor.

### **ORGANISATION**

An individual will be nominated as the **School First Aider** having undergone the three day First Aid for Work certification. Other members of staff will be trained in emergency first aid at work. The Depute Head will organise this training and record in training records and upload training certification to google drive.

Training for individual pupil medical needs will be organised by the Depute Head as required.

All individuals will be expected to attend refresher training on a three yearly basis with training records recorded in the School Training Folder.

### **PLANNING**

First-aiders must complete the School Accident Book (held at the school reception) for any treatment administered, which must be fully completed providing details of

- The person treated
- The accident
- About the accident, i.e. when, where and how?
- Their own details

In addition the parent or guardian of any child requiring first aid attention must be informed, if necessary - by telephone, an administration of first aid form found at the front desk must be completed and sent home with the child.

The school secretary is responsible for ensuring that all first aid kits are kept fully stocked and up to date. This includes trip first aid kits and the kits contained in school transport vehicles.



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## **Reporting Accidents, Injuries and Incidents**

Cedars School of Excellence seeks to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 by ensuring that all incidents and accidents are recorded and if necessary, reported to the relevant Enforcing Authority, e.g., HSE.

**The Head teacher** is responsible for implementing the following procedure.

### **Procedure**

- All injuries or incidents must be recorded by the School First-Aider in the school Accident Book.
- The School First-Aider/Staff must inform the Head Teacher/ Depute Head as soon as possible after administering any first aid of a serious nature to a pupil
- The Head Teacher, upon receiving notification of an accident / injury, or, if an incident took place within the school that could have led to an accident / injury, will liaise with the Depute Head Teacher to decide if the accident / injury / incident requires to be reported under RIDDOR and if so, follow the procedure laid down by RIDDOR.

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## **Accident / Incident Investigation**

Cedars School of Excellence seeks to ensure that the likelihood of injuries to staff and pupils is as low as reasonably practicable and provide a safe and healthy working environment for staff and pupils.

The School recognises that accident investigation plays an important role in this regard and will carry out a formal investigation on any accidents / incidents recorded in the School Accident Book which warrants such an investigation.

It should be noted that it is important to report any incident that could have resulted in an accident (referred to as a near miss), as such incidents can be used to prevent future accidents.

## **Procedure**

In the event of an investigation being required, the Head Teacher will complete a School Accident Reporting Form ensuring that it contains:

- A description of events leading up to the accident/incident
- Any medical assistance administered
- If RIDDOR reportable
- All witnesses' statements
- The likely cause of the accident/incident
- Any immediate actions taken
- Recommendations to prevent a recurrence.

The Head Teacher will also ensure that all recommendations are promulgated accordingly to all relevant staff.

## **MONITORING**

**The Depute Head Teacher** will review the School Accident Book, checking for any accident trends with results posted on Google drive and presented at the Annual In Service.

## **REVEWING**

**The Depute Head Teacher** will ensure that all school first aid and medical requirements training is reviewed on an annual basis.

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## **ADMINISTRATION OF MEDICATION**

### **POLICY**

Cedars School of Excellence seeks to ensure that that any medication required by pupils will only be administered by parental written request and that staff are trained in the administration of specialised medication (epipen/diabetic or epilepsy medications).

### **ORGANISATION**

**The School Secretary** is responsible for ensuring that relevant medical information is obtained from all pupils starting school and recorded on the schools google drive including obtaining parental permission to administer medication. She is also responsible for ensuring medications are stored in labelled boxes within the school office.

**The Depute Head Teacher** is responsible for reviewing medical needs and organising any specific training requirements.

All class teachers are responsible for ensuring that they know the medical needs of all their pupils and for ensuring that all medications are taken on trips etc.

### **PLANNING AND IMPLEMENTATION**

**The School Secretary** will ensure that the medical section contained in the parent information sheets is completed on an annual basis. If a pupil requires regular medication a Permission for Administration of Medication form will be sent out by the school secretary. Both forms will be kept in the Pupil Folders in School Office. All pupil medical needs are also uploaded to Google drive.

**The Depute Head** will arrange for the school nurse to visit the school to give training on the use of epipens and any other medical information needed. A record of this training is kept in Google drive.

For the administration of paracetamol all parents will be asked to sign in the medical section on the school information sheet sent out annually for permission to administer paracetamol with a record of this retained on the school google drive.

Staff are aware that:

- Prior to administering paracetamol to any pupil, they must confirm that written parental permission has been obtained.
- If a pupil is requesting paracetamol in the morning the parent must be contacted to ensure that a dose has not already been administered.
- No medication should be accepted or administered unless written permission is obtained.
- If necessary, a new Permission for Administration of Medication should be completed (these are available at the School Front Desk).
- Medications required on a frequent basis are stored in the filing cabinet in the School Office (including epipens), in a suitably labelled box with instructions for their use contained within the box.

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### **MONITORING**

**The Depute Head Teacher** will ensure that this procedure is adhered to during termly inspections.

### **REVIEWING**

**The Depute Head Teacher will** review this Policy on an annual basis or in the event of a medication change or a related incident in the school.

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## **INSPECTIONS**

### **Policy**

Cedars School of Excellence seeks to ensure that that to ensure a healthy and safe working school environment it is important (and a legal requirement) to establish a system of regular inspections of the school.

These inspections take two forms, informal and formal inspections:

### **ORGANISING**

The Depute Head teacher will organise for the following inspections to take place informal and formal inspections:

## **PLANNING AND IMPLEMENTING**

### **Informal**

All staff when carrying out their normal working activities must be aware of their legal responsibilities as laid down in the Health and Safety at Work etc. Act 1974, Section 7:

It shall be the duty of every employee while at work:

(a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work: and

(b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him, so far as is necessary to enable that duty or requirement to be performed or complied with.

In complying with this, staff are deemed to be carrying out informal inspections of their workplace and should be vigilant for anything out of the ordinary that has the potential to become a hazard, taking any action necessary and informing the Head Teacher as soon as possible of the potential hazard and of any remedial action taken.

In particular they must ensure:

- All school procedures are being followed.
- All fire exits and fire extinguisher locations are free from obstruction.

### **Formal**

All staff will carry out a monthly classroom and public area inspections and note their findings on the sheets provided. These will be distributed and returned to and checked by the Head of Primary who will organise any action that needs to be taken.

A summary of all findings will be posted on Google drive.

**The Depute Head Teacher** will carry out inspections of the whole school once a term to ensure overall compliance with this Policy and any relevant statutory provisions, informing the Head Teacher of the outcome of the Inspection.

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The Depute Head and a member of the Board of Governors will carry out a whole school inspection on an annual basis and report back to the school board on their findings.

### **MONITORING**

**The Depute Head Teacher** will ensure that this procedure is adhered to during termly inspections.

### **REVIEWING**

**The Depute Head Teacher will** review this Policy on an annual basis or in the event of a incident in the school.

# ***Cedars School of Excellence***

## **VISITORS AND CONTRACTORS**

### **Policy**

The School has a statutory duty to ensure, so far as is reasonably practicable, the Health and Safety of its staff and pupils, and that their activities do not endanger others who may visit or work on its premises.

Similarly any visitor or contractor will be expected to comply with any statutory requirements as well as the School's procedures for the maintenance of a secure and caring environment for pupils within the School.

We will aim to reduce the likelihood of Contractors exposing employees, members of the public and others to risks to their health and safety, by undertaking a contractor vetting process.

We will satisfy our 'Due Diligence' obligations in respect of activities undertaken on our premises in relation to contractors' work activities.

We will ensure that the contractor is competent and has, so far as is reasonably practicable, considered all potential health and safety issues and made adequate provision for their control.

## **ORGANISING**

**The Head Teacher** is responsible for the implementation of this arrangement and is responsible for measuring and annually reviewing this procedure.

## **PLANNING AND IMPLEMENTING**

### **Visitors and Contractors**

It should be assumed that visitors and contractors are ignorant of the hazards that may be present in the School.

Therefore, to ensure their Health and Safety, the following procedure must be followed:

- All visitors and contractors must report to the school reception on arrival.
- They must complete the Visitors / Contractors' Book stating:
  - Their name.
  - Their company (if appropriate).
  - Reason for visit.
  - Date and time of arrival and signature.
- They will be issued with an information leaflet informing them of the fire procedure and any other relevant Health and Safety information.
- They shall wait until their point of contact within the school arrives at reception and escorts them to their place of work, meeting room or classroom.

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- On completion of business, the visitor or contractor shall be escorted back to the school reception and sign out, recording their time of departure.

### **Control of Contractors**

- All contractors will be subject to the Cedars School of Excellence Contractor Vetting Process which includes completion of our Contractors' Health and Safety Appraisal Questionnaire (found on Google drive). A guide to completing this appraisal should also be provided (available on Google drive).
- On receipt of a completed Contractors' Health and Safety Appraisal Questionnaire, we will appraise the contractors suitability.
- When we have satisfied ourselves that the contractor has proved their competency, their details will be entered on the Approved List of Contractors stored on Google drive with the contractor informed accordingly.
- **How do contractors obtain work for the school?**
- Prior to starting any work within the school, a site visit must be carried out by all contractors.
- During their site visit the contractor will be expected to provide a verbal overview of his intended work including any hazards / risks to the school staff and children while the work is being carried out.
- The contractor will also receive relevant health and safety information pertinent to their work in the school including emergency arrangements, security and access arrangements, any relevant school hazards / risks and that they must report any near misses, accidents or incidents associated with their work activities.
- The contractor will then submit their Method Statement and associated (suitable and sufficient) Risk Assessments applicable to their intended work for review prior to starting any work.

Within their Method Statement and associated Risk Assessment, all contractors must pay particular attention to:

- Ensuring that there is co-operation and co-ordination between them and the school.
- Clearly highlighting the significant hazards associated with their work within the school including any disruption to normal school activities.
- Any Permits to Work required.
- Ensuring that there is safe access and egress for all school staff, schoolchildren and any visitors.
- Safety signs displayed.
- Fencing off of their work area to prevent unauthorised access.



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- Provided that their Method Statement and Risk Assessments are acceptable, the contractor will be advised of a suitable start date.

Where possible contractual work will be carried out after school hours or during holiday periods.

Where this is not possible contractor staff should be Disclosure checked with their Risk Assessment containing Child Protection Controls.

### **MONITORING**

During their time in the school, **The Head Teacher** will monitor all contractors work to assess:

- Progress of their work.
- Compliance with their Method Statement and Risk Assessments.
- Compliance with (agreed) school health and safety procedures / instructions.
- Legal compliance.

The frequency of the monitoring will be determined by the appraisal results, the nature of the work and the degree of hazard and risk and may also require regular Progress Update Meetings to be held.

### **Completion of Work**

Upon completion of their work, all contractors must report to the Head Teacher prior to leaving the school.

### **REVIEWING**

There are a number of triggers that would initiate a review of the Control of Contractors arrangement, these are:

- **Incident Review Meeting:-** After an accident or incident or near miss involving a contractors activities, the results of which may call into question the effectiveness of the existing control measures.
- **Additional contractors introduced:** - The work activity of the new contractor may affect the work of existing contractors, e.g. electrical work.

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## **Training, Information and Instruction**

### **Policy**

It is the policy of the School that the **Head Teacher** will ensure staff under her control are provided with sufficient Health and Safety information, instruction and training with respect to their relevant tasks.

### **Organising**

The Depute Head will review any training needs required and organise it as appropriate.

### **Planning and Implementation**

In service training is given every year on fire procedures, medical issues, trips and other Health and Safety procedures.

Google drive shall be used to notify staff of any changes in procedure and any other relevant Health and Safety information.

Training records detailing information and instruction given to staff are posted on Google drive by the Depute Head.

### **Monitoring and Reviewing**

Training needs will be included in staff annual PRD review meetings. This policy will be reviewed on an annual basis but the Depute Head.

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### **Child Protection**

The school has a Child Protection Policy in place (See the Wellbeing and Child Protection Policy)

The Head Teacher is responsible for the implementation and training in child protection procedures.

Training will be given to all staff on a yearly basis at the start of the year in service.

**Mrs Alison Speirs** is the child protection officer for the school and all incidents must be reported to her.

All staff and volunteers are disclosure checked (See control of contractors).

**Dr Leah Marks** is responsible for implementing this and for maintaining records required.

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## **School Transport and Trips**

### **Policy**

The school provides daily transport and undertakes a large number of short school trips. The aim of the school is to provide safe transport for all and appropriate training for staff.

### **Organising**

The Head teacher is responsible for the implementation of this policy.

### **School Mini Bus**

The nominated School Bus Driver is responsible for ensuring that all daily and weekly inspections of the School Mini Bus are carried out and recorded in the School Mini Bus Maintenance Log, which must be kept on the bus.

Mr Chris Jewell will organise insurance for minibuses.

Mr A Collins is responsible for ensuring that all statutory safety checks, annual servicing, MOT, Road Tax renewals and any repairs are carried out.

Details of any repairs, statutory safety checks, annual servicing etc must be recorded in the School Mini Bus Maintenance Log with all associated documentation kept in the School Mini Bus Maintenance Folder stored in school office.

The Depute Head will organise ROSPA training for bus drivers and obtain drivers details for drivers of bus or cars.

## **Planning and Implementation**

### **Drivers**

Only persons over the age of 25 years and in possession of a full driving licence are permitted to drive the School Mini Bus mini bus.

Drivers must be over 25 years of age and require to have received their licence before 1/1/97 (with the exception of named Drivers ) if their licence was issued after this they will be required to sit a separate test.

Any person driving the bus must ensure that they are fit to do so medically and that they have had a recent eye test. Persons driving the bus must inform the Head teacher of any driving endorsements. All drivers are required to complete a health and eye sight questionnaire.

### **Staff Cars**

Individual staff who wish to use their car for school purposes need to contact their insurance company and obtain in writing confirmation that the Insurance cover is valid for the purpose to which the car will be used.

Staff should :-

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- Inform the Head teacher before using their own car.
- Insurance documents and drivers' licences should be provided to the Depute Head annually who will store them on Google drive together with their current MOT Certificate.
- Staff transporting younger children must use the booster seat, fitted to the back seat.
- Ensure the car used is road worthy, in strict compliance with legal requirements.

### **Driving Times**

For journeys between 6a.m. and 6.00p.m a driver should not drive for more than two hours without a break of at least 15 minutes.

Journeys between 6.00 p.m and 6.00 a.m a driver should not drive for more than one and a half hours without a break of at least 15 minutes.

A driver should drive for no more than 6 hours in any 24 hour period.

### **Information to Pupils and Parents**

In order for parents and pupils to be aware of the requirement to behave on the bus in a safe and responsible manner a safety information sheet is sent to every parent whose child uses the bus on a daily basis.

**The school secretary** is responsible for ensuring that this information goes out to parents.

### **Consent for trips**

**For day to day routine trips** the school secretary will send out trip consent forms contained within the annual information sheets. For residential trips, non routine day trips and trips abroad a separate consent form will be sent out by the trip leader. These should be kept until the trip is over and then shredded (data protection)

### **Seat Belts and Booster Seats**

Seat belts should be worn at all times. Booster seats are available for children in P1,2 and 3 and for any pupil below the height of 135cm and under 12 years of age. These must be used on all trips.

### **Trips**

School trips must be planned, controlled and monitored. In order to do this staff

- Must inform the Head Teacher regarding an intended trip and enter it into the school diary.
- A number of generic risk assessments are available on Google drive. In addition to this risk assessments for specific venues are also available. Staff should download these and ensure they have read them, make any appropriate changes, signed them and passed them to the Head teacher for approval.
- If no venue specific risk assessment is present a risk assessment must be carried out by a responsible member of staff. This assessment must be shown to the Head Teacher who is responsible for ensuring that any controls are implemented. The assessment should then be posted on Google drive.
- All accidents or near misses on a school trip must be reported in the accident book and a review of safety procedures should follow in order to ascertain whether a similar accident/incident could be prevented in the future.

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## **Residential Visits**

A responsible member of staff should be appointed by the Head Teacher to

- Inform the Head Teacher of all arrangements including Health and Safety.
- Obtain and examine a copy of the centre's Health and Safety policy and procedures along with risk assessments and any relevant qualifications.
- Obtain any relevant certification, including a copy of insurance documents.
- Liaise with the centre on all Health and Safety matters.
- Carry out risk assessments and circulate these to every member of staff or volunteer on the trip.
- Set up a Trip Folder containing all relevant information in order to control and monitor Health and Safety procedures.

## **Monitoring**

The Depute Head will check bus maintenance records are up to date during the termly inspection. The Head Teacher will monitor all school trips.

## **Reviewing**

This policy will be reviewed on an annual basis or if an incident triggers a review.

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## **ELECTRICITY**

### **POLICY**

All staff must be concerned with electrical safety since hazards may arise from appliances or apparatus of any kind.

No one should interfere with or work on electrical apparatus unless they are specifically trained in the approved safe practices.

The School will ensure that adequate inspection and testing of both areas is undertaken, if necessary using outside contractors.

### **ORGANISING**

The electrical supply will be examined, inspected and tested on a maximum of a 5 yearly basis by a SELECT or other approved electrician.

Plugged electrical equipment shall be examined, inspected and tested on an annual basis - portable appliance testing (PAT). This is the responsibility of **Mr Andrew Collins**

### **PLANNING AND IMPLEMENTATION**

**Mr Andrew Collins** will ensure that all PAT paperwork for this will be placed into the maintenance record book in the school office and a notification made on Google drive that work is completed. Reference to portable electrical equipment should not be taken to be restricted to equipment that is simply capable of being carried in the hand by one individual. It should be taken to mean all equipment that can be attached to the electrical supply by a 13-amp plug. Each item of portable electrical equipment will carry its own unique identification marker. If the supply cable is permanently attached then it will be tested with the equipment, if it is detachable then it will be separately identified and tested. All equipment and cables will be logged on a register and tested on a frequency, depending on usage. Any electrical equipment introduced to the School, including personal equipment, must be given an identification number and tested as part of the scheme.

The Depute Head will ensure that 20% testing will take place annually by a competent electrician and results will be recorded on the Google Drive.

### **MONITORING**

The Depute Head will ensure that equipment is tested and paperwork obtained annually. Electrical equipment within classrooms will be checked by staff during monthly inspections.

### **REVEWING**

**This policy will be reviewed annually or an incident meeting called if**

- Any person within the school suffers electric shock
- Any electrical equipment goes on fire
- Any near miss with electrical equipment occurs.

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## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

### **POLICY**

Some chemicals or substances in use within the School have safety and/or health hazards associated with them. Some are highly flammable, some are toxic, and others are corrosive.

Staff should not use any chemical or substance unless they are fully aware of the hazards associated with the chemical or substance. They must comply with any control measures stated in the basic COSHH information sheets, contained within their department.

### **ORGANISING**

**The Chemistry Teacher** will be responsible for maintaining a chemical log book for all chemicals kept in the school science department. She will be responsible for COSHH assessments carried out in the school, including COSHH assessments for cleaning materials etc.

### **PLANNING AND IMPLEMENTING**

- An initial assessment shall be carried out to decide which chemicals/substances are hazardous to health and, therefore, require a full COSHH assessment to be carried out. Information provided by SSERC safety net shall be used to carry out assessments in science.
- If a chemical/substance requires a full COSHH assessment then the manufacturers/suppliers data hazard sheets shall be obtained and from these, the assessment procedure carried out. Assessments and the chemical register will be posted on google drive.

### **MONITORING**

Performance will be measured through a series of monitoring activities which include, work place safety inspections, management audits, formal safety audits and independent external safety audits. All of which will consider the chemical safety as an integral element of the monitoring process.

### **REVIEWING**

There are a number of triggers that would initiate a review of the chemical safety arrangement, these are:

Incident Review Meeting:- After an accident or incident or near miss involving a chemical.



# ***Cedars School of Excellence***

## **MANUAL HANDLING**

### **Policy**

The School will carry out Manual Handling assessments if necessary in accordance with the Manual Handling Operations Regulations 1992 and provide training in Manual handling.

### **Organising**

The Head teacher is responsible for ensuring that all Manual handling operations are risk assessed. The Depute Head will organise online manual handling training on an annual basis.

### **Planning and Implementation**

The Depute Head will ensure that all staff are provided with online training course supplied by AFT solutions.

Staff are required to carry out their own risk assessments when undertaking manual handling activities.

### **Monitoring**

The Depute Head will ensure Manual Handling completed training records are obtained and record this on Google drive.

### **Reviewing**

This policy will be reviewed on an annual basis or earlier should an incident occur.

# ***Cedars School of Excellence***

## **WATER SYSTEMS (LEGIONELLA)**

### **POLICY**

To ensure that all water systems which may pose a risk to health are suitably tested and maintained. To ensure all appropriate documentation is available in relation to testing of water systems.

### **Organisation**

The Depute Head is responsible for the implementation of this arrangement. The Head teacher is responsible for measuring and annually reviewing this procedure.

### **PLANNING AND IMPLEMENTING**

- We have prepared a course of action for preventing or controlling the risk. Records are retained and checks carried out to ensure control measures are effective.
- A survey and assessment by an independent consultant with a written scheme has been prepared to meet the requirements of the legislative guidance. These include:
- An up-to-date plan of the system
- A description of the correct and safe operation of the water system
- A list of measures to be taken to control legionella growth and minimise aerosol release.
- The checks (with frequency) to be carried out to ensure that the scheme remains effective, and
- The remedial action(s) to be taken in the event that the scheme is shown not to be effective.
- Water temperatures are monitored monthly and recorded on google drive by the Depute Head
- Annual checks are undertaken and samples taken as appropriate. Advice with regards to disinfection has been obtained through the consultancy.

**The Depute Head** will ensure that the records of all water testing are maintained and easily accessible. These will be stored in the folder in the staff room.

### **MONITORING**

Performance will be measured through a series of monitoring activities which include, work place safety inspections, management audits, formal safety audits and independent external safety audits. All of which will consider the water system safety as an integral element of the monitoring process.

- We will monitor water system safety to assess:
- If temperatures meet the recognised industry standard;
- If full documentary evidence is available to verify tests and inspections.

The Depute Head will check all maintenance records are up to date during termly inspections.

## ***Cedars School of Excellence***

### **REVIEWING**

There are a number of triggers that would initiate a review of the water system safety arrangement, these are:

- Incident Review Meeting:- After an accident or incident or near miss involving a water system safety issue.
- New process or equipment introduced: - If a new water system is introduced.

# ***Cedars School of Excellence***

## **ASBESTOS**

### **POLICY**

To produce and maintain an asbestos register that is accessible to all in-house and out-sourced staff that may be brought into contact with asbestos as part of their work activities. Promote awareness of the hazards of asbestos.

Prevent exposure to hazards associated with asbestos,

### **ORGANISING**

**Mr Chris Jewell** is responsible for the implementation of this arrangement. The Head teacher in conjunction with Depute Head are responsible for measuring and annually reviewing this procedure.

### **PLANNING AND IMPLEMENTING**

- An asbestos register will be available at all times in the school office in the contractor folder and on Google drive. This was arranged by Mr Chris Jewell and carried out by an external company.
- This register will be made available to all contractors if required or if requested.
- The register should be updated as required.

### **MONITORING**

Performance will be measured through a series of monitoring activities which include, work place safety inspections, management audits, formal safety audits and independent external safety audits.

### **REVIEWING**

An Incident Review Meeting will be held :-

- If any asbestos or suspected asbestos is uncovered in the school.
- If substantial refurbishment work is to be undertaken.

If it is suspected that asbestos has been disturbed

- Evacuate the area and prevent any further entry
- Report to the Head teacher.
- Seek advice from a competent contractor.
- It may be required to take samples and undertake air testing
- If the result is positive, a clean up and removal operation will need to be undertaken by a competent contractor. The area may need to be sealed off until this has been completed

# ***Cedars School of Excellence***

## **WORKING AT HEIGHT**

### **POLICY**

The aim of this policy is to comply with the working at height regulations, to maintain a ladder inspection record and to raise staff awareness of working at height issues.

### **ORGANISATION**

**Mr Andrew Collins** is responsible for all ladders and steps, fixed and portable to be identified and an asset number allocated. An asset register will be maintained with a record of the location and type. The location for a portable ladder or steps shall be its normal place of storage.

A permanent record shall be made of all inspections and repairs. Mr A Collins will be responsible for ensuring these records are kept up to date.

AFT solutions provide an online course on working at height and is required to be completed before staff work at height. Mr A Collins has been on a use and inspection training course. The Depute Head will upload training details to the school google drive.

### **PLANNING AND IMPLEMENTATION**

The record for ladder inspections is kept on the Health and Safety Google drive project and Mr A Collins is responsible for keeping this up to date.

The Depute Head is responsible for sending the online course to staff who may work at height. Staff are responsible to inform the Depute Head if they are working at height and have not completed this course.

Use of Stepladders – a second person is required to hold the steps when: the work necessitates standing on the ladder at a height of 2m or above or if working at a lower height but two hands are required to carry out work.

Where the work is in excess of a minor repair a more substantial platform, e.g. a tower scaffold, should be used.

**It is not permissible, under any circumstances, to stand on the platform of a “platform pair of steps”. Roof work – all roof work requires to be carried out by a vetted independent contractor.**

### **MONITORING**

Mrs J Offord will check that ladder inspections are carried out as part of the school annual inspection.

### **REVIEWING**

This policy will be reviewed annually or if a near miss/accident occurs.

# **Cedars School of Excellence**

## **DISPLAY SCREEN EQUIPMENT**

### **POLICY**

To ensure that all staff identified as users under the The Display Screen Equipment (DSE) Regulations have their workstations competently assessed.

To ensure that the risks posed to persons not covered under the regulations (pupils) are minimised in order to ensure

Generally, users should be reliant upon the use of DSE for their daily work, they should use it on average three hours per day or for more than one hour at a time and have little option in its usage.

### **ORGANISATION**

**The Head of Secondary** shall identify and arrange for users to receive an assessment of their workstation.

### **PLANNING AND IMPLEMENTATION**

- All staff who are classed as DSE “users” including teachers with laptops are trained on their safe use. This will be undertaken by all relevant staff, an online course and refresher training will be under taken every 3 years. The DSE information sheet provided by HSE is also available for all staff on Google drive.
- In service training will include information to all staff over the use of ipads in the school. Class teaching should include frequent breaks for pupils and staff should ensure pupils are not using an iPad in awkward postures such as sitting/ lying prone on the floor.
- Using a laptop in awkward postures such as sitting or lying prone on the floor or using the laptop whilst resting it on your knees should be avoided.
- DSE Self assessments provided by “Healthy Working Lives” for all staff members - using display screen equipment including laptops will be completed and will be reviewed at least every 3 years or sooner if changes to equipment or location occur.
- A risk assessment on the use of iPads will be written, issued to staff and posted on Google drive by **The Head of Secondary**

#### Eye tests

Working with DSE does not cause damage to the eyes, but can make people more aware of existing problems or defects. As a result, eye tests must be offered on request if a user experiences visual difficulties while working with DSE.

If a request has been made for an eye test, a ‘competent person’ such as an ophthalmic optician must carry out the test as soon as possible, and as there are no fixed periods for testing, the examining optician normally decides the frequency.

Where the eye test reveals there is a problem with the employee’s eyesight (that will affect DSE work), ‘corrective appliances’, (i.e. spectacles) must be provided. The requirement is for

## ***Cedars School of Excellence***

the cost of basic spectacles, specifically for use with DSE, and would not include the cost of bifocal or tinted lenses.

To claim reimbursement the user should use the request for eye test form contained in Appendix 3. The employee arranges their own eye test with an Optician of their choice and they will be reimbursed appropriately.

If the employee needs corrective spectacles specifically for DSE use they can also receive a contribution towards the cost of these spectacles. If the corrective spectacles are needed for other purposes – for example, the employee needs them for both driving and DSE use, the employee is not entitled to a contribution towards costs.

Employees are entitled to a maximum contribution of £65 to cover the eye test and the contribution towards basic corrective spectacles.

Where employees choose to have anything other than the basic frames and lenses, they must pay the difference themselves.

There is no liability for the cost of any spectacles that are not necessary for working with DSE.

### **MONITORING**

Ongoing monitoring by staff and termly inspections.

### **REVIEWING**

This policy and iPad risk assessment will be reviewed annually. Self assessments will be reviewed every three years. Any change to the use of IT in the school will require a review of this policy.

# ***Cedars School of Excellence***

## **STRESS**

### **POLICY**

Our aims in recognising stress as a factor in education are that all members of staff in the school will:

- Not experience levels of stress that are inappropriate with the maintenance of good health.
- Have the opportunity to feel positive and proud about their work and the work of the school so that they can feel that the stress that they have experienced has been worth-while.
- Have the opportunity to relax out of school hours without constantly worrying about their work and the work of the school.
- Develop a responsible attitude and understanding towards their own stress levels so that they can take action, or seek help and support, long before stress becomes a critical issue within their lives.
- Develop a responsible attitude and understanding towards the stress levels of colleagues so that they can support and help colleagues who appear to be suffering from undue levels of stress.

### **ORGANISATION**

**Mrs Alison Speirs** will undertake an annual staff review where staff can raise any issues of concern. She also operates an open door policy.

**The Depute Head** will undertake a stress risk analysis survey produced by “Healthy Working Lives”, report on its findings to staff and consult on any measures that could be taken to reduce stress.

Professional Review meetings are held every year for all staff where staff can discuss any issues.

### **PLANNING AND IMPLEMENTATION**

Frequent staff meetings are held to help support staff and to discuss any ongoing issues of a stressful nature. Such issues are always taken seriously and staff should be able to discuss solutions to problems. All members of staff are encouraged to support each other and celebrate their achievements.

Annual staff reviews are used to encourage staff and records of them are maintained on MyGTC

The stress risk assessment, with its findings and an action plan will be posted on googe drive by The Depute Head.

Myers Briggs personality testing has been carried out in the school in order to assist staff to recognise how they react to stress and what they can do to alleviate it. This training can be repeated if thought appropriate.

### **MONITORING**

**The Headteacher** will be responsible for the ongoing day to day monitoring of staff



## ***Cedars School of Excellence***

stress levels.

### **REVIEW**

This policy will be reviewed annually or when major changes take place.

# ***Cedars School of Excellence***

## **APPENDIX 1 - EMERGENCY EVACUATION PROCEDURE**

### **Evacuation Procedure**

#### **School Teaching Staff**

On hearing the alarm or in the event of a fire shall

1. Immediately press the fire alarm call button (if not already done).
2. Direct pupils and any volunteer staff in their area to the nearest fire exit .
3. Each classteacherwillfollowbehindtheirclassensuringthatalldoorsareclosed behind them.
4. The school will assemble on the pavement opposite the school as you leave the front exit.

On no account may any member of staff or any volunteer stop to collect any personal belongings.

#### **Register Procedure for Fire Purposes**

1. The register in secondary will be taken every morning period one by the class teacher this is recorded on Google drive. The primary staff will ensure that a daily register is taken within the primary department and this is passed to the school secretary. If they are absent they should ensure this task is allocated to another member of staff.
2. The school secretary will print out a copy of the secondary register for the day. The primary school register will be stored in the school office and in the event of a fire the school secretary will be responsible to take these registers, the visitor's book and the staff sign in board out of the school. On the day she is out of school **the Headteacher/Head of Secondary** will be responsible for these to be taken outside.
3. The Head teacher will then use these registers to ensure that all members of staff, pupils and visitors are present.

#### **Summoning the Fire Brigade**

Once the school has been effectively evacuated the teacher in charge of the senior school will phone the fire brigade or allocate this duty to another member of staff.

This member of staff will

1. Immediately dial 999.
2. When asked what service they require shall answer - FIRE.
3. When connected say "Fire at Cedars School, 31 Ardgowan Square, Greenock PA16 8NJ.
4. Give the emergency service the phone number of the phone they are calling from.

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## **Evacuation Procedure**

### **All Volunteer Staff**

On hearing the fire alarm or in the event of a fire all staff will

1. Immediately press the fire alarm call button (if not already done).
2. Exit through the nearest fire exit.
3. Assemble on the pavement opposite the school front door.

Volunteer staff can assist in the evacuation procedure by checking any rooms that they pass and closing doors of any empty rooms.

**On no account must any member of staff or any volunteer stop to collect any personal belongings.**

## ***Cedars School of Excellence***

### **APPENDIX 2 - DESIGNATED FIRST-AIDERS**

Mrs D Scorthorne– First Aider

The first aid boxes are located in the school office.

# Cedars School of Excellence

## Appendix 3

### REQUEST FOR A DISPLAY SCREEN EQUIPMENT EYE SIGHT EXAMINATION

<b>To:</b>	<b>Optician</b>		
<b>From:</b>	<b>Cedars School of Excellence</b>		
<b>Name:</b>		<b>Job Title:</b>	

<b>Spectacles</b>	<b>*Yes / No</b>	<b>Contact Lenses</b>	<b>* Yes / No</b>
<b>First Test</b>	<b>*Yes/No</b>	<b>If No Date of last examination</b>	

The employee named above is a regular user of display screen equipment and has requested an appointment. I would be grateful if you could undertake an appropriate eyesight test as defined in the Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002) and complete the following information for our records.

The employee is required to pay to you the cost of the eyesight examination test and, if appropriate, special corrective appliances. Upon production of a receipt from you they will be reimbursed the agreed amount by the School.

**Signed:**.....**Position:**.....**Date:**.....

# Cedars School of Excellence

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**FOR COMPLETION BY OPTICIAN**

<b>Name of Employee:</b>		<b>Date of examination:</b>	
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I have examined the above employee and consider that:

They do not need corrective appliances in order to regularly use display screen equipment

They do need corrective appliances in order to regularly use display screen equipment

**Please tick box as appropriate**

I would recommend that the above named should be re-examined in ..... years.

**Signed:** .....

**Name:** .....

**Company:**..... **Date:**.....

# ***Cedars School of Excellence***

## **Appendix PFN**

### **Permission for the administration of medication.**

It is the policy of the school not to administer any type of medication to any pupil without the written consent of the parent or guardian. Please fill in this form if you wish your child to be given any medication during school hours.

Name of Child .....

Name of medication .....

Form of medication (liquid, inhaler, etc) .....

.....

Dosage .....

Frequency .....

Name of doctor .....

Telephone no. of doctor .....

I as the parent/guardian of the above named child give permission for the medication named in this form to be administered.

Signature of parent/guardian.....

Date.....