

## **PART I - GENERAL STATEMENT OF INTENT**

Cedars School of Excellence will ensure, so far as is reasonably practicable, the health, safety and welfare of all staff, pupils during the course of their school activities, as well as authorised visitors and contractors so far as they may be affected by the School's activities. To ensure the above, it is the policy of the School:-

- To provide and maintain plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.
- To ensure, 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.
- To provide 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.
- To ensure, so far as is reasonably practicable, the provision of a safe place of work, with safe access and exit.
- To provide and maintain a healthy working environment including adequate welfare facilities.
- 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 employer, to implement the Policy, are set out in the following parts of the Policy Statement.

Signed .....A Speirs..... Date August 2013  
**On behalf of the Board of Governors**

## **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 the Health and Safety Policy.
- Designating the Head Teacher to assume overall responsibility on a day to day basis for the provision and regular updating of the Health and Safety Policy.

**The Head Teacher (Mrs Alison Speirs)** is responsible for ensuring:

- The day to day responsibility for Health and Safety within Cedars School of Excellence
- The arrangements of the Health and Safety Policy are fully implemented within their respective areas.
- Any staff, under their control, fully complies with any Health and Safety provisions placed upon them and that staff are made aware of Health and Safety procedures.
- Any equipment, materials or substances purchased must be safe as is reasonably practical and conform to any relevant statutory provision.
- Ensuring that all equipment requiring maintenance is identified and that maintenance is carried out.
- Any staff, under their control, are kept aware of any changes in Health and Safety legislation likely to affect them.

**The Depute Head (Mrs Jennifer Offord)** is responsible for:

- 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.
- Carrying out a termly inspection of the school to determine whether work is being carried out in accordance with the School Policy and any relevant statutory provisions.
- Providing advice on training requirements and arranging or carrying out training, where required.
- Monitoring, Reviewing and Auditing of this policy.

- **Teaching Staff and all other staff including volunteers** are responsible for
- Observing 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 of any accidents or near misses 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.

**Pupils**, dependant on age, have a responsibility to

- Co operate with others to ensure Health and Safety implementation.
- 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.

## **PART III - ARRANGEMENTS**

### **FIRE**

#### **POLICY**

It is the School's policy that in the event of a fire, or other emergency, that **all** persons will be evacuated from the building as quickly, and as safely, as is possible. In addition the school will ensure that all reasonably practical measures are taken to minimise the risk of a fire starting.

It is the responsibility of all staff to familiarise themselves fully with the location of fire alarm call points, fire exits and fire extinguisher locations, and the procedure for evacuating the school.

#### **ORGANISING**

The fire alarm will be tested weekly, using a different call point each week to activate the alarm by **Mrs Sheila Mole and Miss Elaine Black**

Fire drills will take place termly, when **all** staff and pupils will exit the building and go to their 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). **Mrs Jennifer Offord** will be responsible for ensuring that these take place.

All staff will ensure fire exits are kept clear and waste will be removed from the school on a daily basis.

Training on fire procedures will take place at the annual in service. A fire risk assessment will be carried out annually. **Mrs Jennifer Offord** is responsible for ensuring that both of these take place.

#### **PLANNING AND IMPLEMENTATION**

A Fire Precautions Register is maintained to record all activity associated with the Fire Precautions and Control Procedures. e.g. fire drills, tests and maintenance of equipment.

Weekly fire tests will be carried out by Mrs Sheila Mole and Miss Elaine Black, the results of the weekly tests and the fire drills will be recorded in the fire register stored in the school office.

It is the responsibility of staff to inform immediately the Head Teacher if any sounder does not operate on the weekly tests or if any fire point has an extinguisher missing or discharged. A copy of the emergency evacuation procedure is contained in Appendix I and is mounted on the walls.

The fire risk assessment is uploaded to Basecamp annually.

#### *Emergency lighting*

**Mr Fraser Speirs** and Mr Andrew Jewell are responsible for ensuring that the emergency lighting is tested on a monthly basis and for recording this information in the fire register

book. They are also responsible for organising an annual test by a qualified electrician and for ensuring this is recorded in the fire register book and on Basecamp.

All electrical equipment is checked on an annual basis and fixed wiring every five years. Flammables are kept in the chemical stored in the basement in a suitable cabinet.

The boiler room is maintained free of all flammable materials.

### **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 review annually and changes posted on Basecamp.

Other triggers for reviewing the policy are

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

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

It is the School's policy to reduce the likelihood of injuries, however it 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, so far as is reasonably practicable.

The standards laid down in the Health and Safety (First-Aid) Regulations, Associated Code of Practice and Guidance Notes, will be deemed as the minimum the School will provide. Only qualified and designated first-aiders will treat injuries however minor.

Names of designated first-aiders are contained in Appendix 2.

## **ORGANISATION**

**Mrs Sheila Mole** is responsible for maintaining all the first aid kits in the school and is the main first aider in the school.

Other members of staff have had Heartstart training and are giving training on the medical needs of any pupils. **Mrs Jennifer Offord** is responsible for organising this training and for reviewing medical needs of pupils annually.

## **PLANNING**

**Mrs Shiela Mole** will attend first aid training on a three year basis. Staff will attend Heartstart or Appointed persons training also on a three year basis. Records of this training will be kept in training folder.

First-aiders must complete the accident book for any treatment that they give. This must be fully completed giving all 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 or using the Performa (Appendix 2a) to be taken home by the child.

**Mrs Sheila Mole** 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.

Appointed person training will be organised by Mrs Jennifer Offord as required.

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

The School is required by law to satisfy regulations about keeping records of accidents at work, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1998 (RIDDOR).

To satisfy this requirement, the School has:

1. The Accident Book (BI510)
2. RIDDOR Form (F2508)

**Mrs Sheila Mole** is responsible for implementing the following procedure.

### **Procedure**

- All injuries or incidents must be recorded by the first-aider in the accident book.
- The first-aider must inform the Head Teacher/Depute Head, after giving treatment.
- The Head Teacher on 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 as appropriate with the Depute Head.
- The Head Teacher on being notified of the accident/injury/incident will decide if, under RIDDOR, the accident/injury/incident requires to be reported.
- If the accident/injury/incident falls into one of the categories that must be reported then the Head Teacher will follow the procedure laid down by RIDDOR and complete Form F2508.

## **Accident / Incident Investigation**

It is the School's policy to keep the likelihood of accidents/ injuries to a minimum, ensuring a safe and healthy working environment for staff and pupils.

To this end, accident investigation is a major tool and it is the School's objective to carry out a formal accident investigation on any accidents/incidents reported in the Accident Book that warrants such 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**

The Head Teacher will carry out a thorough investigation.

This will entail

- including a description of events leading up to the accident/incident;
- any witnesses' statements to back this up;
- the likely cause of the accident/incident;
- any immediate actions taken;
- recommendations to prevent a recurrence.
- all relevant staff affected by those changes, should be informed of the changes by the Head Teacher.

### **MONITORING**

**Mrs Jennifer Offord** will review the accident book, checking for any accident trends and results will be posted on Basecamp and presented at the annual in service.

### **REVEWING**

First aid needs and medical needs/training in the school will be reviewed on an annual basis or if a medical/first aid incident occurs that was not dealt with correctly. This will be carried out but the Headteacher **Mrs Alison Speirs**.



## **ADMINISTRATION OF MEDICATION**

### **POLICY**

Our policy is to ensure that medication 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**

**Mrs Sheila Mole** is responsible for ensuring that the medical information is obtained from all pupils starting school and obtaining permission to administer medications. She is also responsible for ensuring medications are stored in labelled boxes within the school office.

**Mrs Jennifer Offord** 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**

**Mrs Shiela Mole** ensures that medical needs form contained in Appendix 4 goes to all parents within the parent pack and is returned completed to the school. This form is kept in pupil folders within office filing cabinet. Pupil medical needs are also uploaded to Basecamp.

**Mrs Jennifer Offord** arranges 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 Basecamp.

For the administration of paracetamol all parents have been contacted to obtain their written permission for the administration of paracetamol and a written record of this is available on the school office. Staff must not administer paracetamol unless the written permission slip has been completed and they should check this document first. 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 so staff should not accept any medication turning up with a pupil without any written consent. A folder at the front desk has permission slips in it and these must be completed by parents before medication is accepted.

Medications required on a frequent basis are stored in the filing cabinet in the school office. They are stored in a labelled box and written instructions for their use are contained within the box.

### **MONITORING**

**Mrs Jennifer Offord** will ensure that this procedure is adhered to during termly inspections.

### **REVIEWING**

This policy will be reviewed annually or if there has been a medication change or incident in the school by Mrs Jennifer Offord.

## **INSPECTIONS**

To ensure a healthy and safe working environment it is valuable to establish a system of regular inspections of the workplace.

These inspections take two forms, informal and formal inspections:

### ***Informal***

All staff when carrying out their normal working activities, as stated in the Health and Safety at Work etc. Act 1974,

"look after their own health, safety and welfare as well as the health, safety and welfare of others who may be affected by their acts or omissions".

In complying with this, staff are carrying out informal inspections of their workplace.

In carrying out these informal inspections on a daily basis, staff should be looking out for anything out of the ordinary that may lead to a hazard. They are required to take any action necessary and as soon as possible inform the Head Teacher of the potential hazard that existed and of any remedial action taken.

In particular they must ensure:

- All 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 returned to and checked by Miss Elaine Black who will organise any action that needs to be taken. A summary of findings will be posted on Basecamp.

**Mrs Jennifer Offord** will carry out inspections of the whole School once a term to ensure overall compliance with this Policy and any relevant statutory provisions.

The Head Teacher will be informed of the outcome of the Inspection.

## **VISITORS VOLUNTEERS AND CONTRACTORS**

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**

**Mrs Jennifer Offord** 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**

### ***Visitors Volunteers and Contractors***

It should be assumed that visitors 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 volunteers 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.
- On completion of business, the visitor shall be escorted back to the school reception and sign out, recording time of departure.

### **Control of Contractors**

- All contractors will be subject to the contractor vetting process. They will be asked to complete the Contractors' Health and Safety Appraisal Questionnaire. (Found on

Basecamp). A guide to completing this appraisal should also be provided (available on Basecamp).

- On receipt of this information we will appraise the contractors suitability.
- When we have satisfied ourselves that the contractor has proved their competency we will enter them on the Approved List of Contractors stored on Basecamp.
- All contractors will receive health and safety information pertinent to their work to ensure there is co-operation and co-ordination between both parties. This would include the emergency arrangements; security and access arrangements and any relevant risk assessment findings.
- Relevant risk assessments in relation to the work activities of the contractors will be available and any other supporting documentation, such as Method Statements etc.

In respect of the contracted work particular attention will be paid to:

- If significant hazards are identified as part of the risk assessment process;
- The need for permits to work;
- Safe access and egress for personnel and plant;
- Provision of any safety signs;
- Adequate fencing of the work area to prevent unauthorised access.

Where possible contractual work will be carried out after school hours or during holiday periods. Where this is not possible staff must be disclosure checked and the risk assessment must contain child protection controls.

## **MONITORING**

**Mrs Jennifer Offord** will monitor control of contractors to assess:

If work is being carried out in a safe manner and in accordance with the risk assessment or safety method statement;

Agreed health and safety procedures are followed;

Legal requirements are being compiled with;

The correct use of PPE, access equipment, permit system, warning signs.

The frequency of the monitoring will be determined by the appraisal results, the nature of the work and the degree of hazard and risk.

## **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.

### **Training, Information and Instruction**

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

In service training is given every year on fire procedures, medical issues, trips and other H&S procedures.

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

In addition all staff will receive an information leaflet outlining the fire procedures and any other relevant Health and Safety information.

Training records detailing information and instruction given to staff are posted on Basecamp.

### **Child Protection**

The school has a child protection policy in place.

**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). Mrs Elaine McKenzie Smith is responsible for implementing this and for maintaining records required.**

## **School Transport and Trips**

The school provides daily transport and undertakes a large number of short school trips.  
*Mini Bus*

**Mr Eric Wylie the school bus driver is responsible for ensuring that the mini bus has had daily/weekly maintenance checks carried out. A record of all mini bus maintenance must be made in the maintenance log, this log is kept on the bus. Mr Andrew Collins is responsible for ensuring that annual servicing, safety checks, MOT,s Tax renewals and repairs are carried out. He is responsible for ensuring that these are recorded in the buses maintenance log and for ensuring that all paperwork is placed into the maintenance folder kept in the school office.**

### *Drivers*

Only persons over the age of 25 years and in possession of a full driving licence are permitted to drive the mini bus. Drivers must be over 25 years of age with the exception of named Drivers require to have received their licence before 1/1/97 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.

### *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.

**Mrs Sheila Mole is responsible for ensuring that this information goes out to parents.**

### *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.

### *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 :-

- Inform the Head teacher before using their own car.
- Insurance documents and drivers' licences will need to be scanned and posted on Basecamp annually 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.

### *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 Basecamp. In addition to this risk assessments for specific venues are also available. 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 Basecamp.
- 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.

### *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.



## **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 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 Basecamp 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.

### **MONITORING**

Mrs Jennifer Offord will ensure that equipment is tested and paperwork obtained. Electrical equipment within classrooms will be checked by staff during monthly inspections.

### **REVIEWING**

**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.

## **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**

**Miss Kristeen Bell** 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 Basecamp.

### **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.

## **MANUAL HANDLING**

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

Every year, many thousands of employees across the UK are injured in the handling and carrying of goods. Do not attempt to move or carry a load that is excessively heavy or bulky. Unless the load is well within one's personal capability, mechanical aids should be used.

In manual lifting it is the leg muscles that should be used - NEVER the back. Do not twist the body in picking up or setting down a load, do not over- reach. Face the load squarely and lift so as to ensure an even distribution on the feet. Other do's and don'ts of lifting and carrying:

- Do size up the job first and if an item is too big to carry alone, get help from a colleague or lifting equipment.
- Do use mechanical devices to assist lifting and movement wherever possible.
- Do not carry so much that you cannot see where you are going. This is particularly important in carrying large amounts of cartons or stationery.
- Do not jerk at a heavy load. This is more likely to strain an arm, shoulder or back than shift the load
- Do not keep trying to lift a load that you know is too heavy for you.
- Do not change grip while carrying. Rest the load on a firm support then change.

## **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.

### **ORGANISING**

Mrs Jennifer Offord 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**

- Potential sources of risks are contained in the hot and cold water systems
- 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 Basecamp by Mr Andy Creighton and Miss K Bell
- Annual checks are undertaken and samples taken as appropriate. Advice with regards to disinfection has been obtained through the consultancy.

**Mr Andy Creighton and Miss K Bell** will ensure that the records or certificates of all water testing are maintained and easily accessible.

### **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;
- All health and safety concerns have been dealt with appropriately;
- If full documentary evidence is available to verify tests and inspections.

## **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.

## **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 Basecamp. 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

## **FOOD SAFETY**

### **POLICY**

The aim of this policy is to ensure that the school complies with Food and Safety Standards relevant to the handling, storage and production of foods. At present the school provides a limited range of cooked foods – toasties, soups, Panini's etc.

### **ORGANISATION**

Mrs Jaqueline Parkinson is responsible for the implementation of this arrangement.

### **PLANNING AND IMPLEMENTATION**

All the details for this are contained within the food safety policy folders.

### **MONITORING**

The monitoring of Food Safety will come under the informal and termly inspection process carried out by the Depute Head.

### **REVIEWING**

Reviews will take place:

- Annually
- When a near miss or illness occurs
- When a change to the food provided occurs.

## **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.

Information leaflets are on basecamp giving staff advice on working at height and these are distributed at the annual Health and Safety in service. Mr A Collins has been on a use and inspection training course.

### **PLANNING AND IMPLEMENTATION**

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

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 termly inspections.

### **REVIEWING**

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



## 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

**Mrs Jennifer Offord** 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 by Cardinus training will be used at in services and refresher training will be under taken every 3 years. The DSE information sheet provided by HSE is also available for all staff on Basecamp.
- 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 or lying prone on the floor or using the iPad horizontally on a desk should be avoided.
- 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 laptops will be written, issued to staff and posted on Basecamp by **Mrs Jennifer Offord**

### 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

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.

## **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.

**Mrs Jennifer Offord** 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.

### **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 and observations are used to encourage staff and records of them are kept in staff folders.

The stress risk assessment, with its findings and an action plan will be posted on Basecamp by Mrs Jennifer Offord.

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**

Mrs Alison Speirs will be responsible for the ongoing day to day monitoring of staff stress levels.

### **REVIEW**

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

## **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. The register sheet will then be sent to the school office at the end of period one at the latest and Mrs Sheila Mole will update the register on the Google calendar. Mr Owen Atkinson will ensure that a daily register is taken within the primary department. If they are absent they should ensure this task is allocated to another member of staff.
2. The school register will be stored in the school office and in the event of a fire the school secretary Mrs S Mole will be responsible to take this register and the visitor's book out of the school. On the day she is out of school **Miss Lorna Speirs** will be responsible for ensuring the register and visitors book are 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.

## **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.**

**APPENDIX 2 - DESIGNATED FIRST-AIDERS**

Mrs Sheila Mole – First Aider

The first aid boxes are located in the school office.

**Appendix 3**

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

<b>To:</b>	<b>Optician</b>		
<b>From:</b>	<i>Cedars School of Excellence</i>		
<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 (SI 1992 No 2792) 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:.....**



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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:**.....

**Appendix 4**

**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.....