

# Cedars School of Excellence Health and Safety Policy

Policy Owner: Mr G McKenzie-Smith  
Valid from Session: 2021-22



# 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.
- Preventing accidents and cases of work-related ill health.
- Reviewing and revising 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 ..... Date:

*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 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 his 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** - At present there is no **Depute Head Teacher** so the following tasks are also carried out by the **Head Teacher**:

- The timely Monitoring, Reviewing and Auditing of this Health and Safety Policy.
- 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.

The **Health and Safety Maintenance Officer** is responsible for:

- 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. Any actions from a Risk Assessment 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.

- 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 and H&S induction training for all new staff.
- Ensuring that a fire risk assessment is carried out annually.
- Organising training for first aid.
- Completion of annual driver profiles.
- Reviewing the School Accident Book and 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 (PPF) 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 **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.

**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 or 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.

## 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 school's 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

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 ATF 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 Cedars Fire Register, held in Room 1-09, is maintained to record all activity associated with the school's Fire Precautions and Control Procedures. e.g. fire drills, weekly fire tests, monthly emergency lighting tests and maintenance of equipment.

The **Health and Safety Maintenance Officer** will ensure that the School Fire Register is kept up to date with records of tests etc.

Weekly fire tests will be carried out by the **Health and Safety Maintenance Officer** with all staff informing 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 school's Emergency Evacuation Procedure will be placed on the walls at various locations throughout the school.

The school's Fire Risk Assessment is uploaded to Google Drive annually by **Health and Safety Maintenance Officer**.

The school's Emergency Lighting is tested on a monthly basis by the **Health and Safety Maintenance Officer** and subject to an annual test by a competent and qualified electrician. This is recorded on Google Drive by the **Health and Safety Maintenance Officer**.

The **Health and Safety Maintenance Officer** will ensure that all school electrical equipment is checked on an annual basis and fixed wiring every five years by a competent and qualified electrical organisation, with all details recorded on Google Drive.

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 carried out by the **Head Teacher**.

## Reviewing

The Fire Policy and Procedures will be reviewed annually with the **Health and Safety Maintenance Officer** 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.

## 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

One or more individuals 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 **Health and Safety Maintenance Officer** will organise this training, record in staff training records and upload training certification to Google Drive.

Training for individual pupil medical needs will be organised by the **Head Teacher** 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

Cedars' **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 with an Administration of First Aid form found at the front desk being 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.

## 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:

- 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 Teacher** 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.

## Accident and Incident Investigation

Cedars School of Excellence recognises that accident investigation plays an important role in the management of Health and Safety 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.

## Investigation Procedure

In the event of an investigation being required, the **Health and Safety Maintenance Officer** 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.
- Whether the incident or accident is RIDDOR reportable.
- All witnesses' statements.
- The likely cause of the accident/incident.
- Any immediate actions taken.
- Recommendations to prevent a recurrence.

The **Health and Safety Maintenance Officer** will pass the completed School Accident Reporting Form to the **Head Teacher** for review, who will also ensure that all recommendations are promulgated accordingly to all relevant staff.

## Monitoring

The **Health and Safety Maintenance Officer** will review the School Accident Book, checking for any accident trends with results posted on Google Drive and presented at the Annual In-Service.

## Reviewing

The **Health and Safety Maintenance Officer** will ensure that all school first aid and medical requirements training is reviewed on an annual basis.

## 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/consent 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 school's Google Drive including obtaining parental permission to administer medication. They are also responsible for ensuring medications are stored in labelled boxes within the school office.

The **School Secretary** and the **Health and Safety Maintenance Officer** 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 the School Office. All pupil medical needs are also uploaded to Google Drive.

The **School First Aiders** 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.

The **School Secretary** is 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.

## Monitoring

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

## Reviewing

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

## Inspections

### Policy

Cedars School of Excellence seeks to ensure 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.

### Organisation

The **Health and Safety Maintenance Officer** will organise for the following inspections to take place:

## Planning and Implementation

### 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 **Health and Safety Maintenance Officer** 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 **Health and Safety Management Officer** who will organise any action that needs to be taken.

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

The **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.

The **Health and Safety Maintenance Officer** 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 **Head Teacher** will ensure that this procedure is adhered to during termly inspections.

### Reviewing

The **Health and Safety Maintenance Officer** will review this Policy on an annual basis or in the event of an incident in the school.

## VISITORS AND CONTRACTORS

### Policy

The School has a statutory duty to ensure, so far as is reasonably practicable, the Health, Safety and Welfare 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.

Cedars School of Excellence 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.

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

Cedars School of Excellence 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.

## Organisation

The **Health and Safety Maintenance Officer** is responsible for the implementation of this arrangement and is responsible for measuring and annually reviewing this procedure.

## Planning and Implementation

### 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:***

1. All visitors and contractors must report to the school reception on arrival.
2. They must sign in to the visitor iPad on the Reception Desk, stating:
  - Their name
  - Contact email
  - Staff Member involved
  - Their company (if appropriate)
  - Reason for visit
3. They will be asked to read a card with information regarding safety procedures for visitors
4. 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.
5. On completion of business, the visitor or contractor shall be escorted back to the school reception and sign out of the iPad.

### Control of Contractors

Any contractors seeking to carry out work within the school 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, the **Health and Safety Maintenance Officer** will review the contractors' suitability for working within the school.

Provided the **Health and Safety Maintenance Officer** is satisfied that the contractor has proved their suitability and competency, their details will be entered on the Approved List of Contractors stored on Google Drive with the contractor informed accordingly.

Prior to starting any work within the school, all contractors *must* attend the school for a site visit accompanied by **Health and Safety Maintenance Officer**.

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 to the **Health and Safety Maintenance Officer** 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, pupils and any visitors.
- Safety notices / signs displayed.
- Fencing off their work area to prevent unauthorised access.

Provided the **Health and Safety Maintenance Officer** is satisfied that their Method Statement and Risk Assessments are acceptable, the contractor will be advised of a suitable start date, (if not the contractor will be informed accordingly) .

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 the appropriate Child Protection Controls.

## Monitoring

During their time in the school, the Health and Safety Maintenance Officer 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.
- Statutory/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, (either for the day or at the end of the work) all contractors must report to the Health and Safety Maintenance Officer 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.

## Training, Information and Instruction

### Policy

Cedars School of Excellence seek to ensure that all staff are provided with sufficient Health and Safety information, instruction and training with respect to their relevant tasks.

### Organising

The **Health and Safety Maintenance Officer** 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 **Health and Safety Maintenance Officer**.

## Monitoring and Reviewing

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

## Specific Individuals

### Young Persons at work

Any person working at the school either voluntarily or employed who has not yet reached the age of 18 will be treated with additional care.

This additional care will include:

- At least one member of staff will be given 'Duty of Care' for that person.
- Consideration will be given to lack of experience and/or maturity and no tasks will be given that are considered beyond reasonable capability of the individual.
- No individuals will be left in their care without continual supervision by a member of staff.
- The person will not be exposed to any substances or conditions that could cause harm.
- A specific risk assessment will be carried out for each individual person.

### New and Expectant Mothers

It is a School requirement that staff inform the school as soon as possible that they are pregnant.

Once informed, the school will provide additional measures to ensure the safety and wellbeing of the mother.

In each case, a formal Risk Assessment will be carried out by the **Health and Safety Maintenance Officer** to identify potential hazards, working conditions and safety.

The **Head Teacher** will adjust location of work if required, hours of employment and ensure facilities are appropriate.

## Monitoring and Reviewing

The Head Teacher will ensure that each individual case is carefully monitored during the time they continue to work in the school.

## Child Protection

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

The **Head Teacher** is the Child Protection Officer for the school and all incidents must be reported to them.

The **Head Teacher** is responsible for the implementation of, and training in, Child Protection Procedures and will ensure that staff receive suitable training on an annual basis at the start of the year in-service.

All staff and volunteers are Disclosure (PVG) checked (see Control of Contractors).

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

The School Board has established a Safeguarding Committee. The **Head Teacher** reports to the Safeguarding Committee. The **Chair of the Safeguarding Committee** is responsible for reporting any issues to the School Board.

## School Transport and Trips

### Policy

Cedars School of Excellence seeks to ensure that safe transport is provided for School Trips with appropriate training for staff.

### Organising

The **Health and Safety Maintenance Officer** is responsible for the implementation of this Policy.

### School Mini Bus

The **Health and Safety Maintenance Officer** is responsible for ensuring that all pre-use 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.

The **Health and Safety Maintenance Officer** 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 Google Drive folder. Appropriate documentation must be kept in the School Mini Bus Maintenance Folder stored in Room 1-09.

The Health and Safety Maintenance Officer will organise 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.

Drivers of the School Mini Bus 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 School Mini Bus must ensure that they are fit to do so medically and that they have completed a Drivers Profile Questionnaire.

Any person driving the School Mini Bus must inform the Head teacher of any driving endorsements.

### 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.
- Provide their insurance documents and driver's licence to the **Health and Safety Maintenance Officer** annually who will store them on Google Drive together with their current MOT Certificate.
- Staff transporting younger children must use a child 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 6.00am and 6.00pm a driver should not drive for more than two hours without a break of at least 15 minutes.

For journeys between 6.00pm and 6.00am 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 school transport in a safe and responsible manner a safety information sheet is sent to every parent whose child uses the school transport service on a daily basis.

The **School Secretary** is responsible for ensuring that this information goes out to parents.

## Consent for School Trips

For day-to-day routine trips the **School Secretary** will send out trip consent forms contained within the annual information packets.

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.

## 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, which must be used on all trips.

## School 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.
- Ensure that a risk assessment is carried out by the **Trip Leader**.
- Ensure that the risk assessment is reviewed and signed by the Head Teacher.
- Ensure that the assessment is posted on Google Drive.
- Ensure that all accidents or near misses on a school trip are recorded in the School Accident Book and that the **Head Teacher** and the **Health and Safety Maintenance Officer** are informed.

## Residential Visits

Prior to and during all School Residential Visits, the **Health and Safety Maintenance Officer** will:

- 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 **Head Teacher** 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.

## ELECTRICITY

### Policy

Cedars School of Excellence seeks to ensure that all staff are aware of electrical safety as 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).

The **Health and Safety Maintenance Officer** is responsible for ensuring that these checks are carried out.

### Planning and Implementation

The **Health and Safety Maintenance Officer** 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 **Health and Safety Maintenance Officer** will ensure that 20% testing will take place annually by a competent electrician and results will be recorded on Google Drive.

### Monitoring

The **Health and Safety Maintenance Officer** will ensure that all electrical equipment is tested annually with all relevant documentation 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

Cedars School of Excellence seeks to ensure that 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.

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.

## Organising

The **Chemistry Teacher** will be responsible for maintaining a chemical log - book for all chemicals kept and used in the school Science Department and including all relevant COSHH Assessments.

The **Biology Teacher** will be responsible for maintaining a chemical log - book for all chemicals kept and used in the school Biology Department and including all relevant COSHH Assessments.

The **Health and Safety Maintenance Officer** will be responsible for maintaining a chemical log - book for all other chemicals kept and used in the school by others, e.g., cleaning staff and including all relevant COSHH Assessments.

## Planning and Implementation

Each school Department shall/has carried out an initial assessment to decide which chemicals/substances planned to be used within their Department are deemed 'Hazardous to Health' and, therefore require a full COSHH Assessment to be carried out.

If a chemical/substance requires a full COSHH Assessment, information provided by SSERC Safety Net together with the relevant manufacturers/suppliers Material Safety Data Sheet (MSDS) shall be used as the datum for drawing up the COSHH Assessments.

All COSHH Assessments together with all chemicals/substances MSDS 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 COSHH arrangements, which include:

- Incident Review Meeting: After an accident or incident or near miss involving a chemical.
- Receiving an update from SSERC Safety Net

## DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES (DSEAR)

### Policy

Cedars School of Excellence seeks to ensure the protection of employees, pupils and all other persons through proper control of the risks arising from dangerous substances and explosive atmospheres to which people may be exposed as a result of school activities.

### Organisation

The **Chemistry Teacher** is responsible for ensuring that all substances and school activities which fall under the DSEAR Regulations are managed in accordance with the Regulations including the drawing up of suitable and sufficient DSEAR Risk Assessments as / when required.

The Schools' **Competent Health and Safety Advisor** is responsible for ensuring that all new DSEAR Risk Assessments are reviewed.

### Planning and Implementation

#### Activities/Substances to Which DSEAR Applies

The following activities and substances may be commonly found in the work situation within premises.

The list is not exhaustive, but offers examples:

- Storage of petrol as a fuel for cars, horticultural machinery, etc.
- Use of flammable gases, such as acetylene, for welding
- Handling and storage of flammable wastes including fuel oils
- Work activities that could release naturally occurring methane (eg composting)
- Distillation of flammable solvents
- Storage of flammable goods, such as paints, solvents, reagents
- Storage, use and handling of flammable gases, including LPG
- Chemical/gas manufacture, resulting from processes or experiments

### Determining the Presence of Dangerous Substances

#### Preliminary Review

The **Chemistry Teacher** will carry out a review of all dangerous substances held within the school to determine if they fall within the DSEAR Regulations 2002, Paragraph 33:

*Dangerous substances include any substance or preparation which, because of its properties or the way it is used, could cause harm to people from fires and explosions. Dangerous substances include those with potential energy releasing events similar to fire and explosion such as exothermic reactions.*

*Examples include:*

*petrol; liquefied petroleum gas (LPG); paints; varnishes; solvents; and dusts which when mixed with air could cause an explosive atmosphere (e.g., dusts from milling and sanding operations).*

The **Chemistry Teacher** will also check whether any substances or preparations used within the school have been classified under the European Regulation on Classification, Labelling and Packaging of Substances and Mixtures, (CLP Regulations 2015) as: **explosive, oxidising, extremely flammable, highly flammable or flammable**, which will be achieved by obtaining and reviewing the Material Safety Data Sheet (MSDS) provided by suppliers.

#### DSEAR Risk Assessment

If a dangerous substance is identified an 'initial' DSEAR Risk Assessment will be carried out to determine if the quantities being used would create an explosive atmosphere.

If a dangerous substance is then found likely to create an explosive atmosphere, i.e., DSEAR Regulations apply, the dangerous substance should either be:

- A. Removed from the school,
- B. Or if the substance is assessed as being required for school chemistry activities, a formal DSEAR Risk Assessment will be drawn up, during which the following points must be considered:
  - a. The name of the dangerous substance.
  - b. The hazardous properties of the substance.
  - c. Information on safety provided by the supplier, including information contained in any relevant MSDS.
  - d. The circumstances of the work involving the dangerous substance including:
    - i. the work processes and dangerous substances used and their possible interactions.
    - ii. the amount of the dangerous substance involved in particular that the quantities held are well below a level which could give rise to an explosion when being stored and / or used within the school:
    - iii. where the work will involve more than one dangerous substance, the risk presented by such substances in combination.
    - iv. the arrangements for the safe handling, storage and transport of dangerous substances and of waste containing dangerous substances including relevant the identification of Zones.
  - e. Activities, such as maintenance, where there is the potential for a high level of risk.
  - f. The effect of measures which have been or will be taken pursuant to these Regulations.
  - g. The likelihood that an explosive atmosphere will occur and its persistence.
  - h. The likelihood that ignition sources, including electrostatic discharges, will be present and become active and effective.
  - i. The scale of the anticipated effects of a fire or an explosion.
  - j. Any places which are or can be connected via openings to places in which explosive atmospheres may occur.
  - k. Emergency procedures.

- l. Such additional safety information as may be needed in order to complete a DSEAR Risk Assessment.

## Monitoring and Reviewing

The **Chemistry Teacher** will review all DSEAR Risk Assessments on an annual basis or sooner if there is reason to suspect it is no longer valid, there has been a significant change, or there has been an incident.

## MANUAL HANDLING

### Policy

Cedars School of Excellence seeks to ensure that it carries out Manual Handling Assessments (if necessary) in accordance with the Manual Handling Operations Regulations 1992 and provide training in Manual handling.

### Organising

The **Health and Safety Maintenance Officer** is responsible for ensuring that all Manual handling operations are formally risk assessed and will organise online Manual Handling training on an annual basis.

### Planning and Implementation

The **Health and Safety Maintenance Officer** will ensure that all staff are provided with online Manual Handling training courses supplied by AFT solutions.

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

### Monitoring

The **Health and Safety Maintenance Officer** 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.

## WATER SYSTEMS (LEGIONELLA)

### Policy

Cedars School of Excellence seeks to ensure that all water systems which may pose a risk to health are suitably tested and maintained also ensuring that all appropriate documentation is available in relation to testing of water systems.

## Organisation

The **Health and Safety Maintenance Officer** is responsible for the implementation of this Policy.

## Planning and Implementation

The school has prepared a formal course of action for preventing or controlling the risk. Records are retained and checks carried out to ensure control measures are effective.

An Independent Consultant has been used to carry out a survey of all school water systems, draw up a formal Assessment and prepare a Written Scheme to meet the requirements of the relevant legislative guidance.

The Written Scheme will 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.
- 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 Health and Safety Maintenance Officer.
- Annual checks are undertaken with samples taken as appropriate.
- Advice with regards to disinfection has been obtained through the consultancy.

The **Health and Safety Maintenance Officer** 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 'water system safety' as an integral element of the monitoring process.

Water system safety will be monitored to assess:

- If temperatures meet the recognised industry standard;

- If full documentary evidence is available to verify tests and inspections.

The **Health and Safety Maintenance Officer** is responsible for measuring and annually reviewing this procedure including ensuring that all maintenance records are up to date.

## 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.

## Control of Asbestos

### Policy

Cedars School of Excellence seeks to produce and maintain a School Asbestos Register which:

- Is accessible to all in-house and out- sourced staff that may be brought into contact with asbestos as part of their work activities.
- Promotes awareness of the hazards of asbestos.
- Prevents exposure to hazards associated with asbestos,

### Organising

The **Health and Safety Maintenance Officer** is responsible for the implementation of this Policy.

### Planning and Implementation

- The school Asbestos Register will be available at all times in the school office, the Contractor folder and on Google Drive.
- The Register **must be presented** to all contractors intending to carry out any work within the school.
- The Register should be updated as required.

If it is suspected that asbestos has been disturbed:

- Evacuate the area and prevent any further entry
- Report it to the Head Teacher or the Health and Safety Maintenance Officer.
- Seek advice from a competent contractor.
- It may be required to take samples and undertake air testing.

## WORKING AT HEIGHT

### Policy

Cedars School of Excellence seeks to comply with the Work at Height Regulations, to maintain a ladder inspection record and to raise staff awareness of working at height issues.

### Organisation

The **Health and Safety Maintenance Officer** 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.

The **Health and Safety Maintenance Officer** 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.

The Health and Safety Maintenance Officer will upload training details to the school Google Drive.

### Planning and Implementation

The record for ladder inspections is kept on Google Drive, with the **Health and Safety Maintenance Officer** responsible for ensuring that it is kept up to date.

Prior to any member of staff varying out any work at height, they must contact the **Health and Safety Maintenance Officer** and request him to send them an (online) course, 'Working at Height' which they must complete before working at height.

Once they have completed the course, staff must inform the **Health and Safety Maintenance Officer** accordingly.

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, 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**

The **Health and Safety Maintenance Officer** 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 or accident occurs.

## **DISPLAY SCREEN EQUIPMENT**

### **Policy**

Cedars School of Excellence seeks to ensure that all staff identified as a 'User' under 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.

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 Health and Safety Maintenance Officer shall identify and arrange for users to receive an assessment of their workstation.

## **PLANNING AND IMPLEMENTATION**

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 Chromebooks in the school. Class teaching should include frequent breaks for pupils and staff should ensure pupils are not using a Chromebook in awkward postures such as sitting/ lying prone on the floor.

A formal Risk Assessment on the use of Chromebooks will be written, issued to staff and posted on Google Drive by the Health and Safety Maintenance Officer

### **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 Chromebook Risk Assessment will be reviewed annually by the **Health and Safety Maintenance Officer**.

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.

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## STRESS

### Policy

Cedars School of Excellence seeks to ensure all staff that it recognises stress as a factor in education are that all members of staff in the school should:

- 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

The **Head Teacher** will undertake an annual staff review where staff can raise any issues of concern. He also operates an open-door policy and conducts fortnightly 1:1 meetings with all staff.

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 with staff 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 MyGTCS.

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 **Head Teacher** will be responsible for the ongoing day to day monitoring of staff stress levels.

## Review

This Policy will be reviewed annually or when any 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 class teacher will follow behind their class ensuring that all doors are closed 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 Primary will be taken at the start of the day and after lunch by the **Class Teacher**. In Secondary, the register will be taken in the first period each morning and afternoon by the **Class Teacher**. These are recorded on Google Drive.
2. If the Class Teacher is absent, the teacher covering their class is responsible for taking the register.
3. The **School Secretary** will print out a copy of the primary and secondary register for the morning and again in the afternoon.
4. 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.
5. 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.

1. This member of staff will 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 - Non-teaching staff including volunteers

On hearing the fire alarm or in the event of a fire all staff including volunteers 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 D Scorthorne- First Aider
- Dr Ann Rutherford- First Aider

The First Aid boxes are stored in the school reception cupboard.

## APPENDIX 3

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

To: Optician  
From: Cedars School of Excellence  
Name:  
Job Title:

Spectacles \*Yes / No Contact Lenses \* Yes / No

First Test \*Yes/No If No Date of last examination

The employee named above is deemed to be 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:

**FOR COMPLETION BY OPTICIAN**

Name of Employee:

Date of Examination:

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 circle as appropriate.

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

Signed: ..... Name: .....

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

**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.....

## Document History

Date	Version	Changes
5/11/2021	12	<p>This is a newly created file to remove all the accumulated formatting errors in the previous document.</p> <p>The content of this version is based on the January 2021 version prepared by Gerry Gaffney, with a number of small updates:</p> <ul style="list-style-type: none"><li>● Punctuation and grammar corrections.</li><li>● A re-write of the “Register Procedure for Fire Purposes” section to reflect current practice in taking registers in the school.</li><li>● Added information about the School Board’s Safeguarding Committee in the section on Child Protection.</li></ul> <p>Going forward, this document should not be duplicated or versioned but updated in-place and this table updated with a summary of changes.</p>