



CRANFORD

— SCHOOL —

Whole School Health & Safety Policy

(Includes EYFS & Out of School Provision)

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General Statement of Health & Safety Policy for Cranford School:

The Governors recognise and accept their responsibility as employers for providing, in accordance with the law, work places and work practices which are safe and healthy for employees, for pupils and for visitors including contractors (and anyone else who might be affected by their work activities).

Particular care will be taken to provide and maintain:

Safe premises;
Safe places of work with safe access and exit;
Safe plant, equipment and systems of work;
Proper arrangements for the use, handling, storage and transport of articles and substances;
Information, instruction, training and supervision for safety;
A safe and healthy working environment throughout.

Without detracting from the primary responsibility of the Headmaster for ensuring Health and Safety, Health and Safety matters will be administered by the Director of Operations, who will work on behalf of the Governors by providing and interpreting policy. The Governors will provide competent technical advice and additional resources if required.

The Headmaster is expected to report to the Governors at least once every term on all significant Health and Safety matters and as and when there is a major incident.

The Governors will ensure appropriate communication with employees and committee arrangements for the consideration of Health and Safety matters.

Employees need to be mindful of their duties to take care of their own health and safety and that of other employees, pupils and other persons who might be affected by their work activities and of the duty to co-operate with the employer to ensure good safety management.

Details of the management organisation for Health and Safety and arrangements for implementing the policy are to be found in the Health and Safety section of the Departmental Handbooks for all areas of the School.

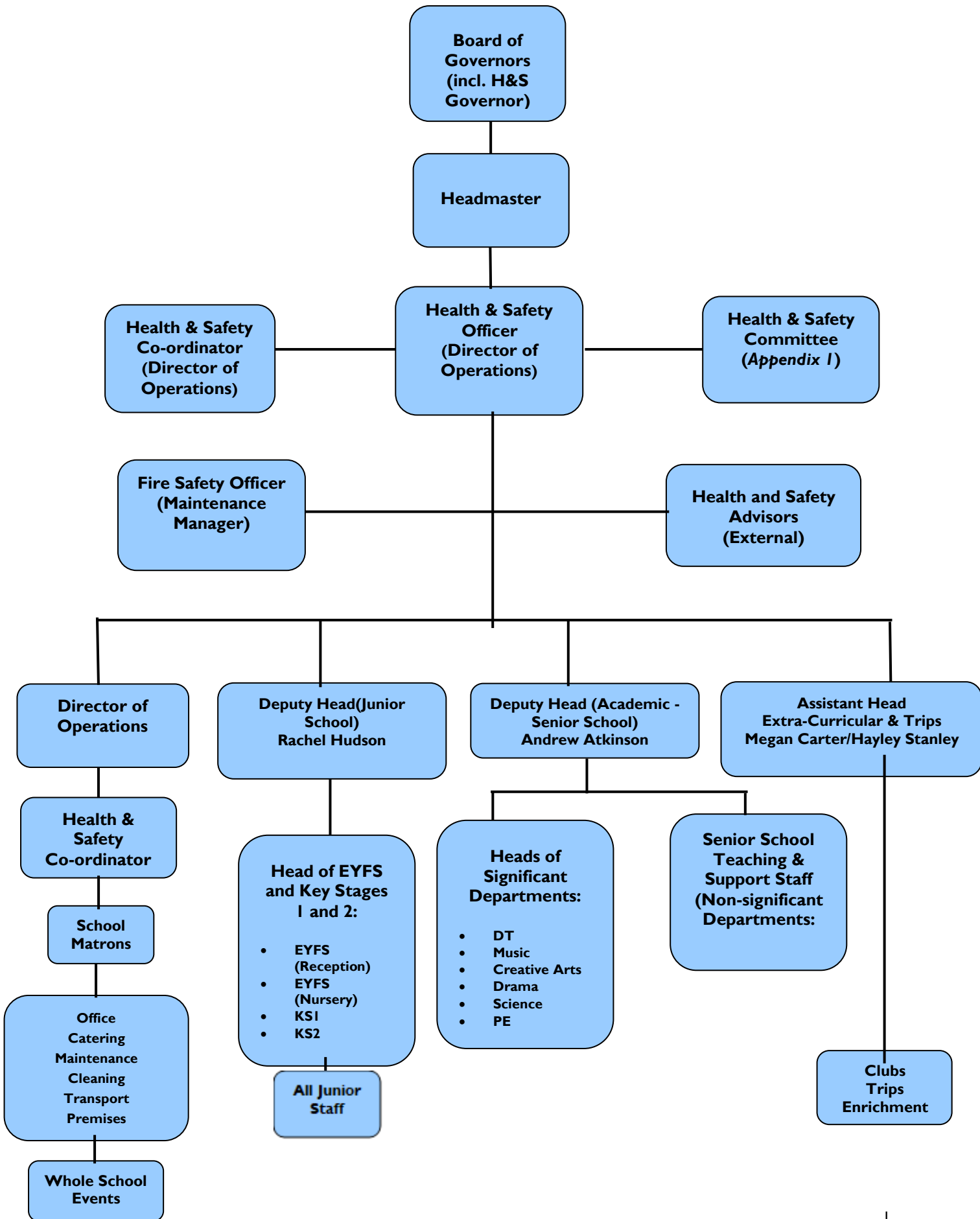
The policy will be reviewed annually and a copy of this statement is issued to all employees.

Signature:

Chair of the Governors

Date: ADD DATE

Health & Safety Roles & Responsibilities - 2023/ 24:



Health & Safety Roles & Responsibilities - 2023/ 24:

Responsibilities:

Governors:

- a) Will ensure that there is an effective policy for Health and Safety within the School and will be responsible for ensuring the establishment and effectiveness of that programme;
- b) Will periodically discuss the effectiveness of the policy with the Headmaster and the Director of Operations and ensure that any necessary changes are made;
- c) Will ensure that adequate staff, funds and material are provided to meet the requirements of the 'Health and Safety at Work Act' 1974 and subsequent Health and Safety legislation.

Health & Safety Roles & Responsibilities - 2023/ 24:

Responsibilities:

Headmaster:

- a) Will ensure that there is an effective policy for Health and Safety within the School and will be directly responsible for the establishment and effectiveness of that programme;
- b) Will periodically appraise the effectiveness of the policy and ensure that any necessary changes are made;
- c) Will ensure that adequate staff, funds and material are provided to meet the requirements of the 'Health and Safety at Work Act' 1974 and subsequent Health and Safety legislation;
- d) Will ensure that responsibilities are properly assigned and accepted at all levels;
- e) Will take a direct interest in the Health and Safety programme and support all persons carrying it out;
- f) Will ensure that all areas of the School are inspected, from a Health and Safety point of view, once per term;
- g) Will review the Health and Safety Officer's reports and take action where appropriate;
- h) Will ensure that all teaching staff have adequate training for the tasks that they are required to perform;
- i) Will ensure that all staff have read and understood the '**Whole School Health and Safety Policy**' either in its entirety or the sections relevant to them.

Health & Safety Roles & Responsibilities - 2023/ 24:

Responsibilities:

Director of Operations:

The Director of Operations is the Health and Safety Officer for the School and is assisted by the Health and Safety Co-ordinator (the Director of Operations) and the Maintenance Manager. The Director of Operations:

- a) Will fully familiarise himself with the **'Whole School Health and Safety Policy'** and the Statutory Instruments and Regulations as issued from time to time;
- b) Will be responsible for ensuring that safe methods and procedures, written where appropriate, are drawn up for operations under her control;
- c) Will ensure that personnel working under her control have adequate training, have read and understood the **'Whole School Health and Safety Policy'** and have received induction training where appropriate;
- d) Will ensure that all new plant, buildings and equipment are inspected for potential hazards, in conjunction with the Health and Safety Advisor(s), as necessary;
- e) Will ensure that all plant and equipment, where appropriate, is maintained and/or tested regularly and that adequate records are kept;
- f) Will, in conjunction with the Headmaster, ensure that any hazardous or dangerous conditions or situations reported are remedied as soon as possible;
- g) Will ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be conducted;
- h) Will be responsible for the control of contractors within the grounds, and will ensure that they are familiar with the **'Whole School Health and Safety Policy'**, and have the relevant insurance etc. in place;
- i) Will, in conjunction with the Headmaster, ensure that all areas of the School are inspected, from a Health and Safety point of view, once per term;
- j) Will, in conjunction with the Headmaster, review the Health and Safety Advisor(s) reports and take action where appropriate;
- k) Will ensure that the obligations for the reporting of accidents etc. under *'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' 1995* and amendments are complied with;
- l) Will fulfil the role of Fire Safety Officer;
- m) Will co-ordinate the appointment of First Aid personnel and check the provision of First Aid regularly in conjunction with Matron;
- n) Will ensure that hazardous wastes are disposed of appropriately;
- o) Will ensure that conditions of licences are observed.

Health & Safety Roles & Responsibilities - 2023/ 24:

Responsibilities:

Health and Safety Advisor(s):

- a) Will review the School's Health and Safety policies and procedures;
- b) Will review the site, plant and equipment to ensure that it is safe and being operated correctly;
- c) Will consider if there are any areas which require remediation and will make recommendations for the School to implement.

Health & Safety Roles & Responsibilities - 2023/ 24:

Responsibilities:

Deputy Heads (Academic - Junior and Senior School):

- a) Will fully familiarise themselves with the '**Whole School Health and Safety Policy**' and the Statutory Instruments and Regulations as issued from time to time;
- b) Will draw up safe procedures, written where appropriate, for their School or area;
- c) Will ensure that all classrooms/work areas are safe before they are used by any person;
- d) Will ensure that all equipment is safe before it is issued by any person;
- e) Will ensure that protective equipment, where appropriate, is used at all times;
- f) Will ensure that any hazardous or dangerous conditions or situations are reported to the Director of Operations or Headmaster without delay;
- g) Will ensure that all staff have read and understood the '**Whole School Health and Safety Policy**' either in its entirety or the sections relevant to them;
- h) Will ensure that their School or area is safe and secure for all pupils and staff;
- i) Will at all times endeavour to ensure the Health, Safety and Welfare for all persons within their control;
- j) Will assess risks as required and ensure that appropriate written Risk Assessments are in place.

Health & Safety Roles & Responsibilities - 2023/ 24:

Responsibilities:

Heads of Department:

- a) Will fully familiarise themselves with the '**Whole School Health and Safety Policy**' and the Statutory Instruments and Regulations as issued from time to time;
- b) Will draw up safe methods and procedures, written where appropriate, for operations within their department;
- c) Will ensure that all classroom/work areas are safe before they are used by any person;
- d) Will ensure that all equipment is safe before it is used by any person;
- e) Will ensure that protective equipment, where appropriate, is used at all times;
- f) Will ensure that any hazardous or dangerous conditions or situations are reported to the Director of Operations or Headmaster without delay;
- g) Will at all times endeavour to ensure the Health, Safety and Welfare for all persons within their control;
- h) Will assess risks as required and ensure that appropriate written Risk Assessments are in place.

Health & Safety Roles & Responsibilities - 2023/ 24:

Responsibilities:

Health and Safety Committee:

The School has a Health and Safety Committee which meets termly, and its purpose is to carry out the following:

- a) To promote Health and Safety throughout the School;
- b) To receive reports from the Health and Safety Advisor(s) on the effectiveness of the implementation of the '**Whole School Health and Safety Policy**';
- c) To consider and introduce additional Safety Rules that may be required from time to time;
- d) To ensure that current Health and Safety legislation is being complied with;
- e) To consider the causes of any accidents that have occurred and to establish methods and procedures to prevent any recurrence;
- f) To carry out any inspection of the School that may be required;
- g) To consider what material, publicity or training should be used in order to help promote Health and Safety throughout the School;
- h) To investigate any special hazards and to recommend action to be taken;
- i) To consider any communication received from the Health and Safety Executive and recommend action to be taken as appropriate;
- j) To monitor risk assessments.

For a list of Members of the Health and Safety Committee and agenda items please see *Appendices 1 and 2*.

Health & Safety Roles & Responsibilities - 2023/ 24:

Responsibilities:

Teaching Staff:

- a) Will fully familiarise themselves with the '**Whole School Health and Safety Policy**' and the Statutory Instruments and Regulations as issued from time to time;
- b) Will ensure that all safe methods and procedures, where appropriate, are followed at all times;
- c) Will ensure that all classroom/work areas are safe before they are used by any person. Space Audits are conducted by staff on their areas every September and any concerns reported to the Maintenance Manager via the Help Desk or if urgent, directly to the Director of Operations;
- d) Will ensure that all equipment is safe before it is used by any person;
- e) Will ensure that protective equipment, where appropriate, is used at all times;
- f) Will ensure that any hazardous or dangerous conditions or situations are reported to the Head of Department, Director of Operations or Headmaster without delay;
- g) Will, at all times, endeavour to ensure the Health, Safety and Welfare for all persons within their control;
- h) Will assess risks as required and ensure risk assessments are in place. EYFS staff will conduct daily visual risk assessments of their classrooms and play areas;
- i) Will be familiar with any risk assessments for their areas of operation and will ensure that all measures to minimise identified risks are in place.

Health & Safety Roles & Responsibilities - 2023/ 24:

Responsibilities:

All Other Staff:

- a) Will make themselves familiar with the '**Whole School Health and Safety Policy**', especially the sections relevant to themselves;
- b) Will observe Health and Safety Rules at all times;
- c) Will conform to all advice given by the Health and Safety Officer and instructions of others with a responsibility for Health and Safety;
- d) Will report all accidents, damage, hazardous or dangerous conditions or situations to their Head of Department, Director of Operations or Headmaster without delay;
- e) Will wear appropriate personal protective clothing, safety equipment and use appropriate safety devices as appropriate;
- f) Will ensure that working areas are kept clean and safe;
- g) Will inspect all equipment and plant before use to establish that it is safe to use;
- h) Will familiarise themselves with all First Aid and Fire policies and procedures;
- i) Will look after all Health and Safety equipment properly and report any defects immediately;
- j) Will assess risks as required and ensure risk assessments are in place;
- k) Will be familiar with any risk assessments for their area of operation and will ensure that all measures to minimise identified risks are in place.

Consultation with Employees:

The School is aware of its obligations under the *Health and Safety (Consulting Employees on Health and Safety: A Brief Guide to the Law)* 2013 and consults its employees on the following areas as covered by the regulations:

- a. Any changes which substantially affect their Health and Safety at work, changes in procedures, equipment or ways of working etc.
- b. Arrangements for using 'competent people' to assist in complying with Health and Safety legislation;
- c. Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks;
- d. The planning of Health and Safety training;
- e. The Health and Safety consequences of introducing new technology.

Health & Safety Roles & Responsibilities - 2023/ 24:

The School adopts various methods for carrying out these consultations as the situation demands. Many situations can be satisfied by direct consultation, but the School may consult by way of Staff Meetings if deemed appropriate. Staff are instructed to report any concerns to their Line Manager. Any issue regarding urgent attention is immediately reported to the Director of Operations or the Maintenance Manager.

Health & Safety Roles & Responsibilities - 2023/ 24:

Responsibilities:

Matron:

- a) Will fully familiarise herself with the **'Whole School Health and Safety Policy'** and the Statutory Instruments and Regulations as issued from time to time;
- b) Will be responsible for treating injuries and illness within the School in so far as it is within her jurisdiction and training, using outside medical authorities as appropriate and necessary;
- c) Will ensure that the Accident Book and adequate First Aid Records are maintained;
- d) Will be responsible for organising First Aid Training, as appropriate, throughout the School;
- e) Will ensure that all medicines within Sick Bay kept in a locked cabinet at all times;
- f) Will co-ordinate the arrangements for pupils with special medical needs;
- g) Will ensure that all First Aid Boxes are fully equipped at all times;
- h) Will administer medicines as directed ensuring that permission in writing has been obtained from a parent first (See **'Whole School Medical and First Aid Policy and Procedures'**);
- i) Will keep a Medicines Book detailing what has been given to whom and when;
- j) Will ensure that parents are immediately notified in the event of an accident;
- k) Will contribute to risk assessments for pupils and staff with SEN/D or other needs.

Health & Safety Roles & Responsibilities - 2023/ 24:

Responsibilities:

All other Persons on the School Property:

- a) Will observe the Health and Safety Rules and the instructions given by persons enforcing the '**Whole School Health and Safety Policy**';
- b) Will not work on the premises until the relevant rules are read, understood and accepted;
- c) Will not work on the premises until covered by insurance against risk.

Pupils are briefed on their responsibilities with regard to well-being and health and safety during Assemblies and Form Time, for example. The area of health and safety is also embedded in the PE, Careers Guidance Education and PSHCEE (Personal, Social, Health, Citizenship and Economic Education) curriculum areas.

Methods and Procedures:

Safe Systems:

The Deputy Heads (of Junior and Senior School) and Heads of Departments have devised safe systems, where appropriate, for their areas of the School or Departments. The aim of these systems is to minimise the risk of accident or injury to both pupils and staff when working in their particular department.

The systems will have taken into account the following principles as far as reasonably practicable:

- a) The layout of the work and the use of the working areas will allow safe access to and egress from the areas involved;
- b) Analysis of the tasks involved, including safety analysis and the provision of clear instruction;
- c) Where appropriate, details of the correct sequence of operations involved;
- d) Identification of safe procedures, both routine and emergency;
- e) Written procedures for the operation of potentially hazardous machinery or for the use of potentially hazardous materials;
- f) Written risk assessments with procedures to minimise all identified risks are in place, known to relevant staff and are regularly reviewed.

Areas where Written Procedures and Risk Assessments are required:

- | | |
|-----------------------------|------------------------------|
| a) Science Laboratory | General laboratory procedure |
| b) School Grounds | Use of hazardous machinery |
| c) Creative Arts Department | Use of machines |

Maintenance of the School Site:

Daily inspections are carried about by the Maintenance Team when unlocking the premises in the morning. Space Audits are carried out on an annual basis at the start of the academic year, in order to report any issues which may have arisen over the Summer break. Staff are advised during Induction training and in regular reminders (such as INSET training) to report all Health and Safety issues to their Head of Department or via the Help Desk (electronic logging system). In the event that the issue poses an urgent health and safety risk, staff are instructed to contact the Maintenance Manager or Director of Operations directly to report it.

The Maintenance Manager uses his experience to prioritise the workload for his team and will raise any issues directly with the Director of Operations at weekly Operations Meetings. The Maintenance Manager inspects the entire School site termly and the Headmaster and Director of Operations carry out termly inspections. Routine and preventative maintenance, organised by the Maintenance Manager are carried out on a rolling programme and the Director of Operations inspects all reports annually.

Health & Safety Roles & Responsibilities - 2023/ 24:

Methods and Procedures:

Training:

All teaching staff have received appropriate training. Additional training and guidance as to specific requirements will be given either by reference to this '**Whole School Health and Safety Policy**' document or by other means as deemed appropriate. For example, Sports Staff, Music, Art, DT and EYFS staff all receive additional training relevant to their roles such, as on-line Manual Handling and COSHH training etc.

Ancillary, Ground and other Support staff will be given training, as necessary, appropriate to the tasks that they are to fulfil. In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged.

Matron has received the appropriate training commensurate with her duties. She will ensure that any other staff involved with First Aid have adequate training.

The Director of Operations ensures that his team is adequately trained with a wide range of expertise across the team. He logs training and the dates for re-training and ensures that there is cover on site at all times with the correct and appropriate skill set required. The Maintenance Manager and his team are trained in the following disciplines:

- Fire Marshals
- COSHH
- Manual Handling
- Working at Height
- Pool Maintenance
- Legionella (Operations Manager is the 'Responsible Person')
- Asbestos (Operations Manager is the 'Responsible Person')
- Spraying
- First Aid
- Risk Assessment training (internal)
- ISBA Health and Safety Update Conferences (external)

The HR Department keeps a log of Safeguarding Training, which is overseen by the DSL. The Matrons keep a log of First Aid, and the Director of Operations keeps the log for Fire Marshals. They provide reminders to the relevant staff when re-training dates are approaching.

Health and Safety are both regarded as being of paramount importance and all staff will be required to read the '**Whole School Health and Safety Policy**' either in its entirety or the sections relevant to them.

Health & Safety Roles & Responsibilities - 2023/ 24:

Methods and Procedures:

Playground Safety:

School staff have a duty rota to ensure that adequate supervision is available at all times. Staff ensure that pupils have a satisfactory amount of freedom in the Playground, commensurate with enjoying a healthy and safe environment.

If staff on duty identify an area of the School grounds that has become unsafe, they designate it 'out of bounds', report it and ensure that it is not used until it is declared safe, following remedial work.

The Playground areas for Early Years Foundation Stage are enclosed to ensure the safety of the younger children and a daily, visual risk assessment is carried out and recorded. Additionally, supervision is greater for this area and in line with statutory guidance.

Methods and Procedures:

Sport – General:

The School has in place a full policy devised by the Assistant Head (Co-Curricular & Director of Music). This, in conjunction with Schemes of Learning and Risk Assessments, ensures that sport activities are organised and controlled correctly.

All pupils except those who bring a note to School stating a reason why they should not participate, will be expected to take part in sports. The only exception to this will be in situations where injury or illness has occurred during the day, when Matron will be consulted and will confirm that the pupil is unfit.

The School employs Coaches for some sports on a part-time basis and will ensure that they are fully qualified in their particular discipline before engaging them.

The School requires pupils to wear gum shields for all contact sports. For other sports the relevant protective equipment must be worn.

Sport – Injuries:

Matron or a first aider will be consulted in the event of injury in sports activities, other than minor scrapes and bumps. If the pupil involved is mobile, then he or she will be accompanied to Sick Bay. If the injury is more serious then Matron or a first aider will attend the injured person where the injury has taken place.

All head injuries will be notified to Matron or a first aider, who will notify parents.

In the event of further action being needed, Matron or a first aider will call an Ambulance as appropriate.

Matron is on site from 8.30 am to 5.30 pm every day and is available on call during this time: Mrs Shephard is qualified in Emergency First Aid Working with Children. In their absence, First Aiders are on site every day. In the event of the late return of pupils from a PE fixture after 5.30 pm, all PE Staff are trained in Sports Injury First Aid and can assist pupils.

Health & Safety Roles & Responsibilities - 2023/ 24:

Methods and Procedures:

Swimming Pool:

The Swimming Pool has been constructed to ensure maximum safety at all times.

Full Swimming Pool Rules are in place and in addition, the School has in operation a full '**Normal Operating Procedure**' and '**Emergency Action Plan**' on which incorporates all aspects of running the Pool.

When the Pool is in use by the School, it will be under the strict supervision of trained staff.

Emergency Procedures:

The full emergency procedure can be found in the '**Emergency Action Plan**'.

Pool Water:

The cleanliness and chemical balance of the water is monitored with tests undertaken by the appropriate qualified staff.

Swimming Pool Compound:

The pool complex is to be kept locked at all times when not in use. The outside door to complex is padlocked and the 3 bubble doors are also locked. **Note: At certain times of the year the bubble will not be closed, i.e. summer, so it is essential that the outside door of the Pool Complex is kept locked at all times when the pool is not in use.**

See '**Swimming Pool: NOP and EAP**' for more information.

Health & Safety Roles & Responsibilities - 2023/ 24:

Methods and Procedures:

Fire:

The School has in place a full Fire Risk Assessment in line with the requirements of the *'Regulatory Reform (Fire Safety) Order' 2005*.

A **'Whole School Fire Risk Prevention Policy'** with **'Fire Risk Prevention and Emergency Evacuation Procedures'** for the Main Cranford School Site is in place and Fire Drills are carried out each term.

A full Fire Alarm System is in place with many areas covered by automatic detectors to ensure early warning of fire.

Fire Alarm Systems are checked weekly and maintained under contract.

Fire extinguishers are sited as appropriate and are serviced annually under contract.

Please refer to the School's **'Whole School Crisis Management Policy and Procedures (Includes the School's Emergency Plan)'** and **'Whole School Disaster Recovery Plan'** for information about the School's response to an emergency.

Methods and Procedures:

Minibuses:

The Director of Operations has responsibility for the Health and Safety management of the School's minibuses.

The School operates minibuses for transporting pupils. Staff are required to have a full licence with category D1. (This allows the driver to drive vehicles with no more than 16 passenger seats, a maximum length of 18 metres and a trailer up to 750kg).

Fuel, oil, water and belts are all checked each week by the minibus drivers and overseen by the Director of Operations and this is recorded for each vehicle in a file held in Maintenance Workshop. Any repairs carried out to the vehicle are also recorded in the logbook. Annual (or mileage-based) services are carried out and recorded by the Director of Operations in the vehicle files in the Work Shop.

Any faults are reported to the Director of Operations and recorded as part of a report after every journey in the minibus. (Report Sheets kept in red Driver File/Vehicle Logbook held in each minibus). The Director of Operations checks this report every day and has responsibility for ensuring the minibuses are in good order and ready for the road.

Please see '**Whole School Transport Policy and Rules and Guidelines for Drivers Using a Minibus**', which should be read in conjunction with this section of the '**Whole School Health and Safety Policy**'.

The vehicle is equipped with the following items:

- First Aid Kit;
- Fire Extinguisher;
- Basic Tools – Jack, Jack handle and Wheel Brace; REMOVE UNLESS TRAINED
- Written Emergency Instructions: These detail the process to follow in case of an accident or incident whilst driving the minibus. (These are kept in red Driver File/Vehicle Logbook in each minibus together with Insurance information).

The School subscribes to a Rescue Service, thereby ensuring that the vehicles are recovered in the event of a breakdown.

Before commencing a journey, the following procedure will be adopted:

- a) The Member of Staff driving (the Driver) will satisfy him or herself that the vehicle is in good order and ready for the road;
- b) The Driver will ensure that luggage is stowed correctly;
- c) The Driver will ensure that seat belts are worn by all passengers. By law, belts must be used by all passengers if they are fitted, and for passengers under the age of 14 years, responsibility rests with the driver to ensure compliance.

Health & Safety Roles & Responsibilities - 2023/ 24:

A mobile telephone will be taken on every journey to enable help to be summoned in event of emergency. The mobile telephone will not be used by the driver while the minibus is in motion except with an approved hands-free device.

Methods and Procedures:

Off-Site Activities (Field Trips/Outings):

The School has in place a '**Whole School Outings and Trips Policy**' and '**Whole School Outings and Trips Procedures**' and arrangements are assisted by the Educational Visits Co-ordinator (who is also the Assistant Head (Co-Curricular & Director of Music).

For trips the following procedure will be observed:

- a) Careful planning of trip with prior visit made by organiser if necessary;
- b) Adequate evaluation of all Health and Safety factors involved;
- c) Adequate notice given to parents of all facets of the trip and written permission obtained for a pupil to go on the trip;

Please see the '**Whole School Outings and Trips Policy**' and '**Whole School Outings and Trips Procedures**' which should be read in conjunction with this section of the '**Whole School Health and Safety Policy**'.

Supervision:

The School always considers very carefully the ratio of adults to pupils. Ratios are used which, in the School's opinion, are appropriate and ensure adequate supervision for pupils, commensurate with the age and maturity of the children and the activities that are being undertaken.

For all off-site activities the following points will be taken into consideration:

- a) Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements;
- b) The expertise of staff accompanying the trip;
- c) Accident and Emergency procedures;
- d) Contact person who is not attending the activity and who knows the itinerary and is able to alert the relevant authorities in the event of failure to make a pre-arranged contact.

Please see the '**Whole School Outings and Trips Policy**' and '**Whole School Outings and Trips Procedures**' and the '**Whole School Pupil Supervision Policy**' which should be read in conjunction with this section of the '**Whole School Health and Safety Policy**'.

Methods and Procedures:

First Aid and Medicine Control:

First Aid and Medicines are under the direct control of Matron and a '**Whole School Medical and First Aid Policy and Procedures**' document is in place.

First Aid boxes will always be kept complete and replenished from Matron's supply in Sick Bay. Matron tailors the contents of First Aid boxes to the specific areas of the school in which they are kept. Kits are checked on a termly basis against contents lists kept in Sick Bay. Some kits contain additional items depending on their location in the school (e.g. Sports Department first aid boxes will contain instant ice packs).

The following items are also controlled by Matron:

- a) The Accident Book - filled in for any injury, however minor, requiring treatment;
- b) Medicines - kept in a locked cabinet and administered as directed;
- c) Medicines Book - detailing what has been given to whom (for individual pupils). Over the counter analgesia log is kept on the R: Drive; CANNOT FIND
- d) Arrangements for pupils with special medical needs, e.g. allergies.

Please see the '**Whole School Medical and First Aid Policy and Procedures**' which should be read in conjunction with this section of the '**Whole School Health and Safety Policy**'.

Health and Safety Emergencies:

The School has a '**Whole School Crisis Management Policy and Procedures**' and a '**Whole School Disaster Recovery Plan**'. This will be put into effect should there be a Health and Safety Emergency which is not covered within the general Health and Safety or First Aid policies documents.

Slips and Trips:

The School is aware that slips and trips are the most common of workplace hazards and make up over a third of all major injuries. The School is also aware that slips happen in wet conditions and that slips and trips often occur through poor keeping.

In order to address these issues, the School adopts the following procedures:

- Spills are managed carefully and are signed if immediate remedial action is not possible;
- Appropriate cleaning regimes are in place;
- Effective matting systems are employed with appropriate mats in place;
- Footwear is specified in the Staff Code of Conduct and Pupil Uniform Lists and/or selected correctly for staff and pupils;
- School premises have been designed or modified to ensure trip hazards are controlled;
- Plant and premises are maintained on an on-going basis;

Health & Safety Roles & Responsibilities - 2023/ 24:

- Flooring is specified appropriately and renewed when necessary;
- Supervision of staff and pupils is in place as required;
- Risk Assessment is undertaken where extraordinary situations occur.

In accordance with non-statutory DfE advice, '*Health and Safety: responsibilities and duties for schools (5 April 2022)*', Cranford School acknowledges that as COVID-19 becomes a virus that the country learns to live with, the government is moving away from stringent restrictions on everyone's day-to-day lives towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. • Therefore, while the government will continue to manage the risk of serious illness from the spread of the virus, we will consider COVID-19 as one risk amongst others in relation to health and safety risk assessments and managing risk.

Health & Safety Roles & Responsibilities - 2023/ 24:

Methods and Procedures:

Catering:

The School's catering arrangements have been contracted out and are monitored by the Director of Operations to ensure that, where food is served, there are adequate facilities for its hygienic preparation, serving and consumption.

The contractor is responsible for all Occupational Health and Safety arrangements for activities in the School Kitchen. The contractor supplies relevant health and safety information, Risk Assessments etc. for the School's central Health and Safety Files. School staff and pupils are not permitted to enter the School Kitchen unless with prior agreement from the Catering Manager who will ensure the correct supervision and Health and Safety Arrangements are in place.

The contractor is responsible for all Environmental Health implications that arise from its activities and will ensure that accepted controls are in place to ensure that appropriate requirements are complied with and met.

Liaison with the local Environmental Health Officer is undertaken by the contractor as the School's caterer.

Please see '**Whole School Nutrition Policy**' and '**Whole School Catering and Food Hygiene Policy**' for more information.

Methods and Procedures:

Control of Vehicles:

The School has a commitment to prioritising pedestrian safety and regards Vehicle Control as a vital part of control over its activities on the site.

The key personnel for on-site traffic management are the Director of Operations and the Health and Safety Co-ordinator.

Sleeping Policeman-type ramps are employed to control the speed of vehicles in the grounds and a one-way system is in operation.

The following rules must be observed at all times:

- a) Speed must be kept to a 5mph;
- b) Care must always be exercised as there may be children crossing roadways;
- c) Parking only to be carried out in designated areas;
- d) Regular reminders to parents via emails and other communication of safe usage of the Car Park.

Parents of Junior and senior pupils use the drop-off lane at the front of Moulford House. Members of the Moulford House Administration Team and Maintenance Staff assist with patrolling the zebra crossing and directing the flow of traffic at drop-off and pick-up times.

Teaching Staff dismiss pupils from EYFS and Years 1 and 2 from the classrooms or clubs at the end of the day to parents who have parked in the car park. Teaching Staff dismiss pupils in the Junior School (Years 3 - 6) and Senior School from the front of Moulford House at pick-up times, ensuring that pupils safely enter their parents' vehicles in the drop-off and pick-up lane and remain away from the flow of traffic.

Please also see the School's '**Whole School Vehicle Control Policy**' for more details

Methods and Procedures:

Security of Site:

Please also see '**Whole School Security, Access Control and Workplace Safety Policy**'.

The School takes the security of the site seriously and given its rural location and the nature of its grounds, has taken all reasonable steps to prevent unauthorised entry to its premises.

All buildings are locked at night when not in use. The outside perimeter of the site is fenced with gates to prevent unauthorised access outside of normal collection times other than through the main School Office.

Most ground floor buildings are fitted with keypad-type locks to deter unauthorised access and visitors are required to contact reception to identify themselves before being permitted to gain access to the School. A badge system is in operation to enable authorised visitors to be easily recognised and staff are required to challenge people who they do not recognise to establish whether or not they should be on the premises. Any visitors are re-directed back to the main School Office to sign in. The School emphasises to staff that they should not place themselves in personal danger when challenging un-badged visitors.

Anything untoward seen or suspected on or near our premises must be reported to the Director of Operations, who keeps a record of all incidents of trespass or violence and will, if appropriate, liaise with the Police.

Anti-Violence:

The School acknowledges that it has a legal duty of care towards those who work at and attend the School and a responsibility to ensure, as far as is reasonably possible, that the School is a safe place in which both staff and pupils may work without fear of being subjected to violence or aggression.

There are no circumstances in which violence towards any member of staff is acceptable, whatever form it takes, and no member of staff will be expected to accept exposure to violent behaviour as being part of their job.

The School has devised a '**Whole School Anti-Violence Policy**' which relates to violence and aggression directed at staff in connection with their duties, from whatever quarter. It links in with other policies such as the School's '**Anti-Harassment and Anti-Bullying Policy - Staff**'.

In cases of violent or aggressive behaviour on the part of parents, the Headmaster will remind them that they are on-site by implied permission at certain times and for certain purposes by invitation. If necessary, the parents will be requested to leave the School's premises and should compliance with the request not be forthcoming, assistance from the Police will be sought.

Methods and Procedures:

Machinery and Plant:

Maintenance on all the School equipment is carried out on a regular basis to ensure that the School complies with its obligations under section 2(2) (a) of the 'Health and Safety at Work Act' 1974. The Inspections and Checks are carried out as follows:

- a) Inspection of guards and mechanical equipment by Ground, Maintenance and Teaching staff before use;
- b) Annual checks on electrical equipment (PAT testing on portable appliances and annual contractual checks on large, wired-in appliances);
- c) Annual service of fire extinguishers;
- d) Annual service of Boiler Plant and associated equipment;
- e) Annual service of catering equipment;
- f) Five-yearly checks on fixed wiring installations;
- g) Twice-yearly checks on the Fire Alarm Systems under contract.

Gas boilers are serviced annually, and gas cut-off valves are checked termly to ensure that they are in good working order. These tests are recorded by the Maintenance Manager. All gas equipment in the Catering Department is under a maintenance contract and is inspected twice a year.

PAT Testing on electrical appliance is undertaken annually by an outside provider and logged by the Maintenance Manager. Staff are reminded to have such items PAT tested if they bring them in from home, unless they are newly purchased. Staff are also reminded at INSET meetings to ensure they only use bona fide mobile phone chargers at School due to the fire risk attributed to many faulty phone chargers which are available to purchase.

Also refer to the School's '**Whole School Portable Appliance (PAT) Testing Policy**' for more details.

Glazing Safety:

The last glazing survey was carried out in 2022 and all remediation work identified has been carried out. Under the School Development Plan, building work has been undertaken and this has complied with Building Control regulations. The next glazing survey is due in 2027.

Health & Safety Roles & Responsibilities - 2023/ 24:

Methods and Procedures:

Environmental Control:

Classrooms and General Areas:

Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose the areas serve. The School endeavours to ensure that all areas are compliant with current '*Independent School Standard Regulations*'.

Art Rooms and Science Laboratories:

Conditions in these areas are monitored closely to ensure that they do not become contaminated when using substances that may be controlled under the '*Control of Substances Hazardous to Health Regulations*'. The Science Laboratory has mechanical extract ventilation by way of fume cupboards and the School is mindful of the need to ensure that conditions remain satisfactory.

The School stores some radioactive material. The Radiation Protection Advisor is a member of the Science teaching team, and the Radiation Protection Supervisor is the Science Technician. Records relating to these substances are maintained and stored in the Science Department's Health and Safety Folder.

IT Suite:

Air Conditioning is fitted to the IT Suite (with no windows and doors directly onto the outside of the building) to ensure that conditions remain satisfactory.

Methods and Procedures:

Environmental Control Cont..:

Noise:

The School regards noise as a very important issue and takes the following action in order to minimise its effect.

- 1) Equipment is examined carefully to establish whether reductions in noise levels can be made;
- 2) Where it is not possible or practical to reduce the noise level, reduction in exposure time and the use of hearing protectors will be used;
- 3) Where applicable, noise meters will be used to monitor the noise situation and should action be required in order to comply with the requirements of the 'Control of Noise at Work Regulations' 2005, steps will be taken to implement this;
- 4) Risk Assessments will be carried out if any employee/pupil is likely to be exposed to excessive noise;
- 5) The emission of noise will be taken into consideration when purchasing and hiring equipment.

Vibration:

The School is aware of its responsibilities under the 'Control of Vibration at Work Regulations' 2005 and takes the following action to minimise the effect of vibration on employees:

- 1) Equipment for purchase or hire is selected carefully to ensure that the vibration level is as low as possible;
- 2) Vibration levels will be established by reference to manufacturers' published data or by comparison with similar machinery;
- 3) Exposure time by employees will be established which should enable an assessment to be made to establish whether or not vibration exposure is satisfactory.

If a suitable assessment by the above means does not indicate that the levels are well below the Exposure Action Value or a problem is clearly evident, then Vibration Specialists will be called in to carry out an appropriate survey and introduce an appropriate Management Plan which will include the consideration of Health Surveillance.

Methods and Procedures:

Reporting Procedures – Accidents and Near-Misses:

The procedures in use are in line with the ‘*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations*’ 2013 as follows:

a) Notification to the Health and Safety Executive by the HSE Approved Method if the following occurs:

- 1) Fatal Injury to Staff, Pupils or Any Other People in an accident on the premises.
- 2) Specified Injury to Staff, Pupils or Any Other People in an accident on the premises
- The Specified Injury as listed in the Regulations.
- 3) Dangerous Occurrences listed in the Regulations.

b) Reporting

- 1) A report will be sent to the Health and Safety Executive of any notifiable incident covered by 1) 2) or 3) above.
- 2) A report will be sent to the Health and Safety Executive for any other injury which results in Staff being absent from, or unable to do their normal work for more than seven days.
- 3) A report will be sent to the Health and Safety Executive in the case of any of 8 categories of work-related illness listed in the Regulations.

Note: When reporting of accidents to pupils, the HSE guidance Education Sheet No 1 will be used to establish whether the accident is reportable or not as the reporting criteria are different for pupils and employees.

c) Reporting Arrangements

Reporting to the HSE will be carried out electronically on the HSE’s approved electronic reporting arrangements by the Health and Safety Officer.

d) Record Keeping

A record will be kept of any injury, occurrence or disease requiring report as follows:

TIME : DATE : PLACE : PEOPLE INVOLVED : DESCRIPTION OF EVENT

See ‘**Whole School Policy for Reporting Accidents under RIDDOR**’ for more information.

Less serious accidents are logged in an accident record and discussed at the Health and Safety Committee Meeting which is attended by the Health and Safety Governor to establish any patterns and the need for remedial action. Potential problems are logged on the Maintenance Helpdesk for remediation.

Methods and Procedures:

Personal Protective Equipment (PPE):

Whenever it is identified by Risk Assessments that health and safety risks cannot be adequately controlled by other means and PPE is the only method of controlling the risk, under the '*Personal Protective Equipment at Work Regulations*' 1992 the following procedure will be followed by the School:

- a) Provide suitable PPE free of charge;
- b) Assess present PPE;
- c) Maintain PPE;
- d) Provide accommodation for PPE;
- e) Ensure PPE is compatible;
- f) Replace PPE where lost or damaged;
- g) Ensure PPE is used properly through instruction and training of staff.

Under the same Regulations, staff and pupils will:

- a) Use the PPE correctly in accordance with the training and instructions;
- b) Always wear PPE when undertaking the activity for which it is designed;
- c) Take reasonable care of PPE;
- d) Report any loss or obvious defect.

The use of PPE in lessons such as Science is covered in the relevant Department Health Safety Folder.

Methods and Procedures:

Hazardous Substances:

Where substances are used that may be controlled under specific regulations e.g. 'Control of Substances Hazardous to Health' (COSHH) the procedures are as follows:

- a) Listing of Substances being used to establish whether they come under COSHH Regulations;
- b) Carry out COSHH Assessment having regard to the following points:
 - 1) Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control;
 - 2) Control Measures to be adopted;
 - 3) Maintenance of the Control Measures;
 - 4) Monitor the situation to establish that the measures are effective;
 - 5) Undertake Health Surveillance where relevant;
 - 6) Carry out Instruction and Training to ensure the following are understood:
 - Use of the substances, their handling, storage and disposal;
 - Emergency Procedures;
 - Methods of Control;
 - Use of Personal Protective Equipment.

- c) Record all information on relevant assessment form.

This type of assessment would be carried out by the Health and Safety Officer with assistance from other staff as required.

See '**Whole School COSHH Policy**' for more information.

The Health and Safety Co-ordinator will maintain a Hazardous Materials Register to indicate the whereabouts of any hazardous materials and will make this known to the Fire and Emergency Services and to relevant employees and contractors before they commence any work which might foreseeably affect the hazardous materials and create risks to the workers themselves or to others. Where significant risk is identified, written Risk Assessments will be carried out.

Post-Grenfell advice – The School's Maintenance Manager includes reference to cladding within the School's Fire Folder. The school currently has no cladding on its' buildings, but consideration will be made for all building work moving forward, with independent expert advice sought if necessary.

Health & Safety Roles & Responsibilities - 2023/ 24:

Asbestos Control:

The School has a '**Whole School Asbestos Policy and Procedures**'.

Legionella Control:

The School has a '**Whole School Statement of Procedure for Risk Management for the Control of Water Quality (Including Legionella) in Water Systems**'.

Methods and Procedures:

Display Screen Equipment:

The School, in line with the '*Display Screen Equipment Regulations*' 2002, carries out the following procedures where equipment is used that comes under the regulations:

- a) Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations;
- b) If there is a 'user', carry out an analysis of the Work Station to assess risks to Health and Safety - Work Station includes Display Screen Equipment, ancillaries, chairs, desks and immediate surrounding environment. This assessment will be recorded in writing;
- c) Implement any requirements established in b);
- d) Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour;
- e) Provide eye and eyesight tests for the 'user' or any person about to become a user;
- f) Provide appropriate eye and eyesight corrective appliances as necessary;
- g) Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the Work Station;

Assessments will be reviewed annually by the external Health and Safety Advisor(s) or when requested by a 'user'. See the School's '**Whole School Policy for Display Screen Equipment**' for more details.

Stress at Work:

The School has a '**Stress at Work Policy**'.

Health & Safety Roles & Responsibilities - 2023/ 24:

Methods and Procedures:

Risk Assessment:

Risk Assessments will be carried out on all hazardous work activities in line with the requirements of the *'Management of Health and Safety at Work Regulations' 1999*.

The Assessment will establish the following:

- a) The Hazards associated with a particular activity;
- b) Who is at risk?
- c) The potential likelihood and severity of an accident;
- c) The Control Measures being employed to minimise the risk of an accident occurring;
- d) Any Further Action to be taken to adequately control the hazard

The Assessments will be carried out by the Health and Safety Advisor(s) or School Staff as appropriate. See **'Whole School Procedures for Risk Assessments'** for more information.

Health & Safety Roles & Responsibilities - 2023/ 24:

Methods and Procedures:

Manual Handling:

The School is aware of its obligations under the '*Manual Handling Operations Regulations*' 1992 and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

- a) Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process;
- b) Where activities involving risk cannot be avoided, for example the lifting of EYFS pupils, they will be subject to an assessment;
- c) The risk of injury will be reduced as far as reasonably possible via:
 - training;
 - assistance from other personnel;
 - use of sack barrows or other similar equipment etc.

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

See '**Whole School Manual Handling Policy**' for more information.

Note: Pupils will never be required to undertake manual handling operations likely to cause injury.

Health & Safety Roles & Responsibilities - 2023/ 24:

Methods and Procedures:

Work at Height:

The School is aware of the requirement to control work at height in order to comply with the requirements of the '*Work at Height Regulations*' 2005.

The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective.

They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.

In order to ensure that the School complies with these regulations, the following will be taken into account:

- Work at Height will be properly planned and organised;
- Those involved in Work at Height will be properly trained and competent;
- A Risk Assessment will be carried out to establish the correct access equipment;
- Equipment for Work at Height will be properly inspected and maintained;

In addition, risks due to work on or near fragile surfaces will be properly controlled.

The School will further comply with the Work at Height Regulations by taking account of the following:

- Avoiding Work at Height if reasonable to do so;
- Using work equipment or other measures to prevent falls where Work at Height cannot be avoided;
- Where the risk of a fall cannot be eliminated, using work equipment or;
- Other measures to minimise the distance and consequences of a fall.

See '**Whole School Work at Height Policy**' for more information.

Health & Safety Roles & Responsibilities - 2023/ 24:

Methods and Procedures:

Letting Premises during the Holidays/Weekends:

Please see '**Whole School Policy for Lettings and Premises Hire**' for more details.

In order to make the most efficient use of the facilities, the School lets part of the premises and grounds for use during the School holidays and at weekends.

When considering whether or not an organisation is suitable, the following factors are taken into account:

- 1) Suitability of the premises for the activities proposed;
- 2) Qualifications of the personnel who are to supervise the activities;
- 3) Health and Safety Policy of the organisation involved or their acceptance of the '**Whole School Health and Safety Policy**';
- 4) The provision of suitable and adequate risk assessment from the activities to be undertaken;
- 5) The insurances held by the organisation arranging activities or an indemnity to the School for liability from the organisation when on premises.

Cranford School Staff are advised to adhere to the '**Whole School Lone Working Policy**' during holidays or out of hours.

Other providers/contractors are 'owned' by the Cranford School member of staff who establishes when and what the activity is and ensures that relevant Cranford School staff are aware.

Third parties hiring the premises are given a pack which includes:

- Hire Agreement Form;
- Fire Notices;
- Contact details in case of an emergency.

(See Appendix F of the '**Fire Risk Prevention and Emergency Evacuation Procedures**' and '**Fire Risk Prevention and Emergency Evacuation Procedures**' for a copy of the Hire Agreement Form).

Methods and Procedures:

Control of Contractors for Significant Capital Projects:

1) Identification of Suitable Bidders:

The following items will be taken into account:

- a) Adequacy of the Health and Safety Policy;
- b) Control structure;
- c) Safe systems of work in operation;
- d) Training standards.

2) Identification of Hazards in the Specification:

The Contractor will be required to demonstrate that these hazards have been adequately taken into account. Apart from normal site hazards the following will also be considered:

- a) Special hazards applicable e.g. Asbestos;
- b) Safe access to/egress from the site;
- c) Confined space entry;
- d) Chemical storage;
- e) Occupational health risks including noise.

3) Appointment of Contractor:

Based upon the best bid, taking into account all factors, especially those offering an appropriate level of service and value for money.

Full list of Site Rules available for contractors.

4) **Acceptance by Contractor of School Safety Rules for the Site:**

The School is aware of its obligations under the *'Health and Safety at Work Act' 1974* in so far as it applies to contractors on the School premises.

In order to meet these obligations, the School exercises control over contractors in the following way:

5) **Control of Contractor on Site:**

- a) Nomination of person to co-ordinate all Health and Safety aspects;
- b) Pre-commencement meeting to establish Contractor Liaison Person;
- c) Arrangement of regular progress meetings;
- d) Regular inspection of Contractor's operations;
- e) Participation in site Safety Committee - where applicable;
- f) Provision by Contractor of Written Method Statements in advance -
- particularly where they apply to 2 a);
- g) Notification by Contractor of all accidents etc.
- h) All machinery on-site to have documentary evidence of Statutory Inspections and Driver/Operator Training - where applicable.

Contractors will be required to undertake their work in line with the *'Construction (Design and Management) Regulations' 2015* - See next page for information concerning these Regulations.

Please also see the **'Whole School Contractors' Policy'** and **'Whole School CDM Policy'** which should be read in conjunction with this section of the **'Whole School Health and Safety Policy'**.

In line with procedures set out in the School's **'Whole School Preventing Radicalisation Policy (Including EYFS)'** and **'Whole School Safeguarding and Child Protection Policy'** and **'Whole School Safeguarding and Child Protection Procedures'**, Cranford School ensures that contractors working on the School site are accompanied at all times. All contractors on-site will be required to sign in at the main School Office where they will be given a red 'Visitor' lanyard and accompanied by a member of Cranford School (Maintenance) staff at all times whilst on-site.

During the School holiday periods, teaching staff will be made aware if there are contractors on-site who may not be escorted at all times by Cranford School staff. Therefore, it is the responsibility of the member of Cranford School staff organising any activities to supervise pupils in their care at all times.

Methods and Procedures:

Construction (Design and Management) Regulations 2015 (CDM):

The School is aware of its obligations under the 'CDM Regulations' and where small projects are carried out and come under these regulations the School, as client, will carry out the following:

- a) Select and appoint a Principal Designer who will be responsible for planning, managing, monitoring and co-ordinating health and safety in the pre-construction phase of a project. The Principal Designer will also liaise with the Principal Contractor to help in the planning, management and monitoring of the health and safety in the construction phase;
- b) Select and appoint a Principal Contractor who will be responsible for planning, managing, monitoring and co-ordinating health and safety in the construction phase of a project;
- c) Ensure that, where there is more than one contractor, a Health and Safety File is prepared on completion of the project and is kept available for those subsequently carrying out construction work.

The 'CDM Regulations' 2015 are triggered, for smaller projects, when two or more contractors are appointed. The Principal Designer and Principal Contractor roles can be fulfilled by the School as client. If this is the case, the School is responsible for undertaking both these roles.

On projects where the 'CDM Regulations' do not apply (where there is only one contractor appointed) or where the School fulfils the Principal Contractor role and appoints contractors under the CDM Regulations, the School will exercise control over contractors as outlines in the section entitled 'Control of Contractors'.

The triggers for larger projects are either that the project lasts longer than 30 working days and has more than 20 workers simultaneously at any point or the project exceeds 500 person days. These larger projects need to be notified to the HSE before commencement. See the School's '**CDM Policy**' for more details'

Health & Safety Roles & Responsibilities - 2023/ 24:

Methods and Procedures:

Health and Safety Committee:

The School has a Health and Safety Committee which meets on a regular basis (at least three times per year) and its purpose is to carry out the following:

- a) To promote Health and Safety throughout the School;
- b) To receive reports from the Health and Safety Advisor (s) on the effectiveness of the implementation of the '**Whole School Health and Safety Policy**';
- c) To consider and introduce additional Safety Rules that may be required from time to time;
- d) To ensure that current Health and Safety legislation is being complied with;
- e) To consider the causes of any accidents that have occurred and to establish methods and procedures to prevent any recurrence;
- f) To carry out any inspection of the School that may be required;
- g) To consider what material, publicity or training should be used in order to help promote Health and Safety throughout the School;
- h) To investigate any special hazards and to recommend action to be taken;
- i) To consider any communication received from the Health and Safety Executive and recommend action to be taken as appropriate.

Consultation with Employees:

The School is aware of its obligations under the '*Health and Safety (Consultation with Employees) Regulations*' 1996 and consults its employees on the following areas as covered by the regulations:

- a. Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
- b. Arrangements for using 'competent people' to assist in complying with Health and Safety legislation;
- c. Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks;
- d. Space Audits are conducted by staff on their areas every September and any concerns reported to the Director of Operations;
- e. The planning of Health and Safety training;
- f. The Health and Safety consequences of introducing new technology.

The School adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation, but the School may consult by way of the Safety Committee if deemed appropriate.

Health & Safety Roles & Responsibilities - 2023/ 24:

Methods and Procedures:

Monitoring Policy:

The '**Whole School Health and Safety Policy**' will be monitored on an on-going basis by the external Health and Safety Advisor(s). Checks will be made regularly with an inspection being made of all areas of the School, followed by a report.

There will be a full review every twelve months to establish whether any major changes or additions need to be made to ensure that the document is fully up to date and correctly reflects the activities.

Health & Safety Roles & Responsibilities - 2023/ 24:

Appendix 1

The Health & Safety Committee 2023/24:

Representative from the Board of Governors	Jim Clarke
Chair, Health and Safety Officer and Fire Safety Officer	James Stockford (Director of Operations)
Headmaster	Dr James Raymond
Health & Safety Co-ordinator	James Stockford (Director of Operations)
First Aid	Christine Shephard (Matron)

Areas of the Schools:

EYFS	Cara Bennett (Head of EYFS)
Junior School	Rachel Hudson (Junior Deputy Head Academic)
Senior School	Andrew Atkinson (Senior Deputy Head Academic)

Heads of Significant Risk Departments:

Art/DT	Gemma Mitcham
Building and Grounds Maintenance/Transport	James Stockford
PE	Sam Sear
Science	Anna Holbrook
Drama & Music	Kath Heard/Jane Powell
Cleaning	Kevin Brown

Appendix 2

These items will be included in the agenda of the Safety Committee Meetings:

Minutes of last meeting;

Matters arising;

Accidents/incidents/ill health/serious defects since last meeting;

Matters raised by employees/others;

Recommendation of policy/consultants/others – progress report;

Any other business;

Date of next meeting.

Appendix 3

Departments identified as potentially having a more significant Health and Safety risk:

Department	Head of Department
First Aid	Christine Shephard
Catering	Paul Bennett
Maintenance	Kevin Brown
Cleaning	Kevin Brown
Transport	James Stockford
Creative Arts (DT and Art)	Gemma Mitcham
Music	Jane Powell
Drama	Kath Heard
Science	Anna Holbrook
Physical Education	Sam Sear
EYFS	Cara Bennett
Junior School	Rachel Hudson
Senior School	Andrew Atkinson

Other areas identified for specific co-ordination:

External Visits	Megan Carter/Hayley Stanley
Extra-Curricular Clubs & Activities	Assistant Head (Co-Curricular & Director of Music)
Asbestos Management	Director of Operations
Legionella Management	Director of Operations

POLICY Reviews:

Health & Safety Roles & Responsibilities - 2023/ 24:

Reviewed: September 2022: Director of Finance and Operations, Headmaster and Governors

Reviewed: September 2023: Director of Finance and Operations, Headmaster and Governors

Reviewed: March 2024: Director of Operations, Headmaster and Governors

Next Review Due: March 2025: Director of Operations, Headmaster and Governors