



CRANMER EDUCATION TRUST

HEALTH AND SAFETY POLICY

Policy approved by the Board

Signed *Janet E. Gregory*
Chair of Trust Board
Janet Gregory

Date *24.04.2017*

NEXT REVIEW – SPRING 2020
CRANMER EDUCATION TRUST
THE BLUE COAT SCHOOL, EGERTON STREET, OLDHAM. OL1 3SQ

4

SECTION 1: THE HEALTH AND SAFETY POLICY STATEMENT OF

The Cranmer Education Trust

1. Our **Statement of General Policy** is to:
 - 1.1 provide adequate control of the health and safety risks arising from our work activities;
 - 1.2 consult with our employees on matters affecting their health and safety;
 - 1.3 provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained; and offers protection from danger by being suitably guarded (where appropriate). This includes heating and hot water plant, kitchen equipment and appliances e.g. meat-slicer, powered cleaning equipment and portable electrical appliances;
 - 1.4 ensure safe handling, use, storage and transport of articles and substances;
 - 1.5 provide adequate information, instruction and training to enable adults and pupils to carry out activities in a healthy and safe manner, and enable them to contribute positively to their own health and safety and that of others;
 - 1.6 ensure all employees are competent to do their tasks;
 - 1.7 prevent accidents and cases of work-related ill health;
 - 1.8 make arrangements within the school for the reporting of all accident/violent incidents to the Health and Safety service;
 - 1.9 make positive arrangements for fire evacuation, first-aid and other emergency situations;
 - 1.10 provide and maintain a safe and healthy school building/s with safe access and egress, paying particular attention to the structure of the building/s, the electrical installation, draining, glazing, maintenance of floors / corridors / playgrounds / steps / doorways / fire escape routes and security arrangements to minimise the risk of acts of violence;
 - 1.11 provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation;
 - 1.12 provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings;
 - 1.13 maintain safe and healthy working conditions; and
 - 1.14 review and revise this policy as necessary at regular intervals.

Section 2 – Responsibilities

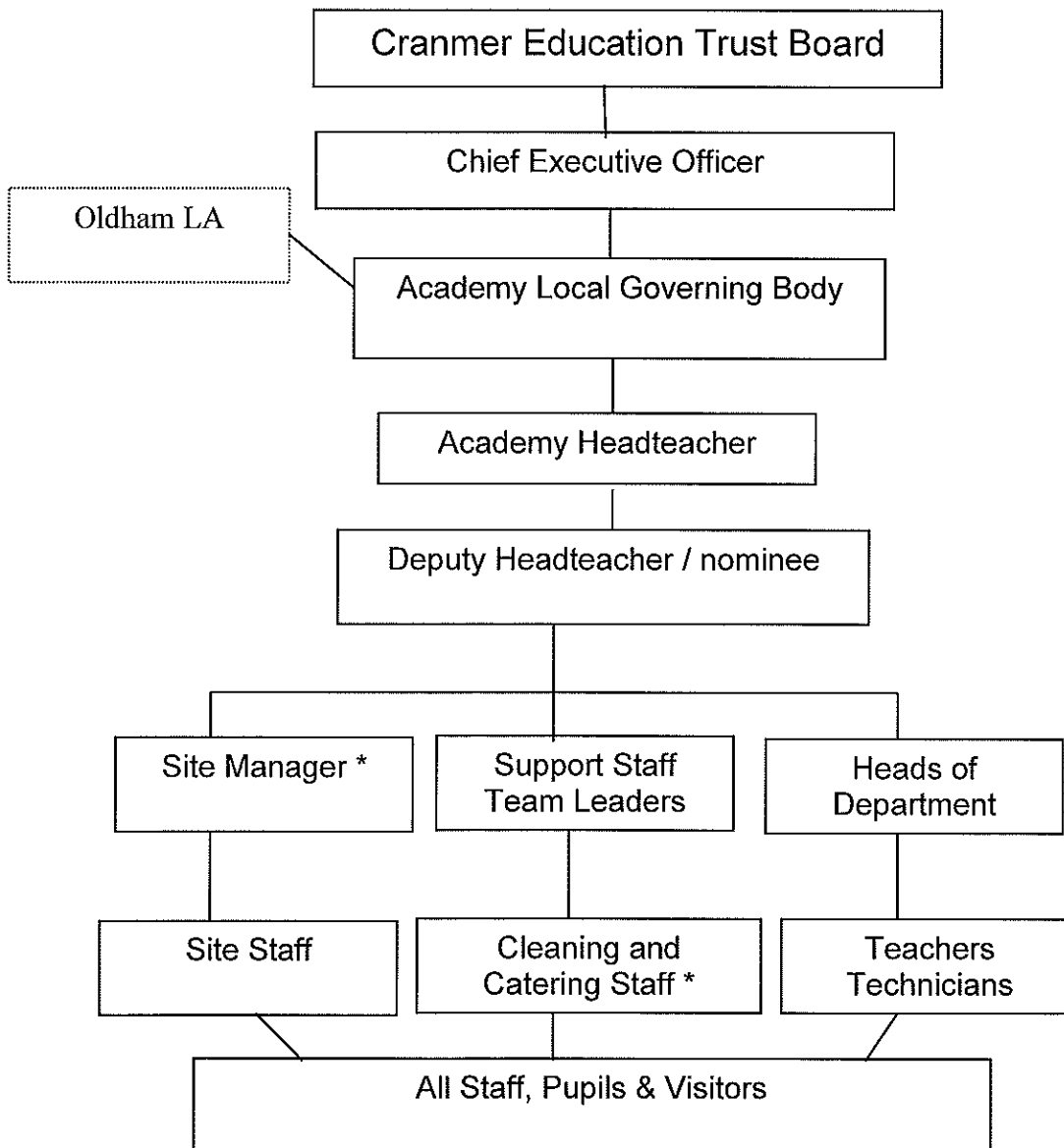
Organisation

The Cranmer Education Trust is a multi-academy trust comprising three schools: The Blue Coat School, East Crompton Saint George Primary School and Mayfield Primary school.

Overall and ultimate responsibility for health and safety at the schools within the Trust lies with the Trust Board and the Local Governing Body of each academy.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Headteacher at each academy, each of whom is directly responsible to the Chief Executive Officer (CEO) and to the Local Governing Body. The CEO reports to the Trust Board

Management Structure



* At East Crompton St George the Site Manager also has responsibility for Cleaning & Catering staff.

To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas.

Responsibility for health and safety within the Trust is held by the Trust at strategic level, and overseen by the Chief Executive Officer (CEO). Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Local Governing Body and Headteacher at each school.

2.1 The Trust Board & its Directors shall ensure, so far as is reasonably practicable:

- 2.1.1 compliance with all legal requirements
- 2.1.2 formulate and ensure the implementation of policies and procedures which it is intended will achieve a consistently high standard of health & safety across the Trust
- 2.1.3 exercise reasonable care and skill, using personal knowledge and experience to ensure the Trust is well run and efficient

2.2 The Chief Executive Officer shall:

- 2.2.1 direct and support the operation of each Academy, assisting the Headteacher, so far as is reasonably practicable, with all legal requirements as required by The Board
- 2.2.2 specify management controls and reporting requirements, require the audit of associated processes, procedures and outcomes in each Academy, and support Headteachers in identifying and delivering appropriate training and support
- 2.2.3 report to the Trust Board on progress and provide operational and management support to the Headteachers and senior leadership teams within the Academies

2.3 The Academy Local Governing Body shall ensure as far as is reasonable practicable:

- 2.3.1 the health, safety and welfare of all employees, teachers and support staff;
- 2.3.2 the health and safety of pupils in-school and on off-site visits;
- 2.3.3 the health and safety of visitors to schools, and volunteers involved in any school activity;
- 2.3.4 and will guide and monitor the Headteacher to ensure that s/he keeps health and safety as a high priority in the day-to-day management of the school.

2.4 Headteacher

The Headteacher is responsible for the day-to-day management of the school and shall so far as is reasonably practicable, ensure that:

- 2.4.1 the Health and Safety Policy is implemented and adhered to at all times;
- 2.4.2 all members of staff know, understand and accept their health and safety duties and responsibilities and that these are reflected in job profiles / descriptions;
- 2.4.3 adequate resources are allocated to facilitate healthy and safe working and teaching practices;
- 2.4.4 the Local Governing Body is advised of health and safety implications when undertaking the management of the school budget;
- 2.4.5 all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within school and on school trips as appropriate;
- 2.4.6 all machinery, appliances and equipment purchased by or used within school, conforms to a British, European or International Standard, is used in the manner for which it was designed and is periodically examined, tested and maintained as appropriate;
- 2.4.7 the use of safe working practices is in place and where necessary draw up and communicate written codes of practice for safe working and teaching;
- 2.4.8 only approved chemicals and substances are used at school and that the appropriate safety information and risk assessment is available to the user;
- 2.4.9 suitable and appropriate protective clothing is provided for staff and pupils who require it, and that it is worn when necessary;
- 2.4.10 adequate first aid treatment is available by the provision of a First-Aider or appointed person and that first aid boxes are kept adequately stocked;

- 2.4.11 accidents/violent incidents are recorded and where necessary, investigated and reported to the Health and Safety Team at the Local Authority as soon as possible and also reported to the Local Governing Body in the headteachers report. In the event of a major injury, the Chair of the Local Governing Body shall be informed;
- 2.4.12 a record is kept of any contagious disease contracted, and all acts of violence and bullying, and that this is reported to the Local Governing Body as appropriate;
- 2.4.13 a suitable and sufficient fire risk assessment is carried out, updated and reviewed for the school premises
- 2.4.14 fire procedures are planned and rehearsed at least once per term;
- 2.4.15 fire equipment, fixtures and exits are checked and maintained in line with regulations and good practice to ensure they are in working order;
- 2.4.16 adequate welfare facilities are provided and maintained for staff and pupils;
- 2.4.17 periodic safety inspections of the school are carried out;
- 2.4.18 there is consultation with the Staff Consultative Committee on matters of health, safety and welfare;
- 2.4.19 contractors working in the school report to a designated person before work commences in order to ascertain work details and agree safety procedures;
- 2.4.20 in the absence of the headteacher health and safety duties are delegated as appropriate;
- 2.4.21 there is an annual appraisal of the school's health and safety performance;
- 2.4.22 risk assessments are undertaken and reviewed as appropriate;
- 2.4.23 the policy is reviewed and up-date as appropriate; and
- 2.4.24 any matters of concern with regard to health & safety are reported to the local governing body and the CEO

2.5 All Staff (Permanent & Temporary)

- All Teaching and Non-Teaching Staff shall, where appropriate and so far as is reasonable practicable ensure that:
- 2.5.1 they are fully aware of the health and safety responsibilities of their role and seek clarification if unclear;
 - 2.5.2 the School's policies are implemented at all times;
 - 2.5.3 they are fully aware that they are responsible for the health and safety of the pupils they supervise;
 - 2.5.4 equipment used at school is safe and presents no risk to health and ensure that any defects are reported immediately to the Headteacher so that the equipment can either be repaired or disposed of;
 - 2.5.5 in the event of a fire, ensure all pupils know the fire procedures and are evacuated safely;
 - 2.5.6 in the case of an injury, they will arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details on the appropriate documentation;
 - 2.5.7 all classroom-based activities are carried out in a safe and healthy manner;
 - 2.5.8 playground activities are supervised as appropriate and any violent behaviour is stopped;
 - 2.5.9 pupils are adequately supervised at lunchtimes;
 - 2.5.10 whilst pupils are playing for a sports team, provision has been made for dealing with injuries and other emergencies;
 - 2.5.11 whilst transporting pupils by car, appropriate restraints are worn and guidelines outlined in the Trust/School's Trips & Visits policy are followed.
 - 2.5.12 when undertaking school trips and holidays, sufficient research, planning, precautions and supervision are undertaken as laid down in the School's Trips & Visits Policy.
 - 2.5.13 pupils do not bring into school any potentially dangerous article or hazardous substance.
 - 2.5.14 they take appropriate action to make safe any dangerous condition caused by wet or icy weather;
 - 2.5.15 any agreed security provisions are carried out;
 - 2.5.16 they co-operate with the Headteacher on all aspects of health, safety and welfare; and

- 2.5.17 they co-operate with the Headteacher in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.
- 2.5.18 In addition, union appointed safety representatives are entitled to investigate any accident / incident occurring, any potential hazard reported and carry out safety inspections at a rate of one inspection per quarter.

Specific post holders have health and safety duties identified within their roles / job descriptions. Site Team duties (which are documented separately) include, for example, ladder checks, carrying out of maintenance and minor repair work safely, monitoring of communal areas etc. It is the responsibility of the Site Manager or his nominee to ensure that documentation is maintained and available for consultation

2.6 Pupils

All pupils must:

- 2.6.1 comply with all school policies and regulations
- 2.6.2 co-operate with all school staff on health and safety matters;
- 2.6.3 not interfere with anything provided to safeguard their own health and safety;
- 2.6.4 take reasonable care of their own health and safety; and
- 2.6.5 report all health and safety concerns to a Teacher or other adult.

Section 3 – Operational Arrangements

3.1 Health and Safety Risks Arising From Our Work Activity

- 3.1.1 Risk assessments will be undertaken by staff across school in line with their job descriptions / roles and responsibilities
- 3.1.2 The findings of the risk assessments will be reported to the Headteacher or their nominee
- 3.1.3 Action required to remove / control risks will be approved by the Headteacher or their nominee
- 3.1.4 Senior managers will be responsible for ensuring the action required is implemented.
- 3.1.5 Senior managers will check that the implemented actions have removed / reduced the risks.
- 3.1.6 Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

3.2 Consultation with Employees

Consultation with employees is provided by:-

The Staff Consultative Committee who meet on a regular basis

3.3 Safe Plant and Equipment

- 3.3.1 The Site Manager will be responsible for identifying all equipment / plant needing maintenance.
- 3.3.2 The Site Manager will be responsible for ensuring effective maintenance procedures are drawn up and reviewed.
- 3.3.3 The Site Manager will be responsible for ensuring that all identified maintenance is carried out.
- 3.3.4 Any problems found with plant / equipment should be reported to:-
The Site Manager / Team
- 3.3.5 Designated staff will check that new plant and equipment meets health and safety standards before it is purchased.
- 3.3.6 No unauthorised electrical equipment is to be used on school premises and where appropriate, residual current devices should be used with all electrical equipment.

3.4 Safe Handling and Use of Substances

- 3.4.1 Designated staff will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments.
- 3.4.2 Science Technicians & designated staff will be responsible for undertaking COSHH assessments.
- 3.4.3 Managers will be responsible for ensuring that all actions identified in the assessments are implemented.
- 3.4.4 The use of chemicals for teaching as set out in the national curriculum will be done in accordance with guidance and hazard cards produced by CLEAPS Schools Science Service.
- 3.4.5 Designated managers will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- 3.4.6 Designated managers will check that new substances can be used safely before they are purchased.
- 3.4.7 Assessments will be reviewed on a regular basis, when the work activity changes, or the constituents of the product change, whichever is the sooner.

3.5 Information, Instruction and Supervision

- 3.5.1 The Health and Safety Law poster is displayed in the staff room in the Main building of the Blue Coat School and in the Main Office at East Crompton St George Primary School and Mayfield Primary School.

Health and Safety advice is available from -
The Health and Safety Team

Tel: 0161 770 3165

- 3.5.2 Supervision of young workers and trainees will be arranged, undertaken and monitored by designated managers
- 3.5.3 The Headteacher or their nominee is responsible for ensuring that Trust employees working at locations under the control of other employers are given relevant health and safety information.

3.6 Competency for Tasks and Training

- 3.6.1 Induction training will be provided for all employees by Line Managers
- 3.6.2 Job specific training will be provided by Designated Trainers
- 3.6.3 Examples of specific jobs requiring special training are:
 - Deputy Headteachers
 - Educational Visits Coordinator (EVC)
 - Heads of Department in certain subjects
 - Teachers in certain subject areas eg DT
 - Facilities Manager
 - Technicians
 - Designated First Aiders
 - Site Manager / Assistants
 - Grounds Persons
 - Minibus drivers
- 3.6.4 Training records are kept by the senior Admin/HR of the academy
- 3.6.5 Training records are posted to staff Personnel Files
- 3.6.6 Training will be identified, arranged and monitored by designated line managers

3.7 Accident, First Aid and Work Related Ill Health

- 3.7.1 The first aiders and/or appointed persons are listed in each staff room
- 3.7.2 First aid boxes are kept at:

Blue Coat	- Student Services and staff rooms
Mayfield Primary School	- Main office; Foundation Unit; KS1 & KS2
ECStG Primary School	- all classrooms; First Aid Room
- 3.7.3 A list of the names of pupils who have specific medical requirements e.g. asthmatics, epileptics, is kept on the school's automated system and made available electronically to designated staff.
- 3.7.4 Children, who are asthmatic, are required to keep a spare inhaler at the school. All secondary school students are offered locker facilities. Spare inhalers are kept in a secure staffed area at each school; each inhaler is labelled with the child's name. The secure storage is accessed by designated staff to ensure that the inhalers are available in an emergency.
- 3.7.5 The school must have written parental consent before any form of medication can be administered.
- 3.7.6 Medication may only be administered for documented medical conditions where routine administration has been formally agreed with the Headteacher or;
- 3.7.7 in an emergency situation, where it is critical to life and the Headteacher or their nominee has prior written knowledge about the child's medical condition. Any medication of this nature must be kept in a secure location and all relevant staff be informed and advised on how to access it.
- 3.7.8 Staff administering medication in an emergency **must** be fully trained to do so.
- 3.7.9 All accidents and cases of work-related ill health are to be recorded on an accident form (AIRS 1), located at Student Services / School Office. Completed report forms are kept in school unless the accident/incident is RIDDOR reportable. This means any accident/incident which results in a major injury or where an employee is off work for more than 7 days as a result of the accident/incident. Such accident/incident forms will also be copied to the Health and

Safety Team at the Local Authority on the day of the accident/incident or the next day at the latest.

3.7.10 Violent incidents will be recorded on the School's violence at work forms, which are located at:

The Blue Coat School	- Reception and Student services
Mayfield Primary school	- Business Manager's Office
ECStG Primary School	- Main office

3.7.11 Completed report forms will be sent to the LA Health and Safety Team on the day of the incident or the next day at the latest.

3.8 Monitoring

To check working conditions, and ensure our safe working practices and policies are being followed:-

3.8.1 Senior Managers will carry out spot check visits at a frequency of monthly and conduct workplace inspections at a frequency of monthly.

3.8.2 Senior Managers will ensure Service Managers ensure health and safety reports are undertaken and recorded (schools only) at a minimum frequency of monthly.

3.8.3 Oldham LA will conduct health and safety audits at each school at a frequency of every 3 years.

3.8.4 The Headteacher or their nominee is responsible for investigating accidents.

3.8.5 The Headteacher or their nominee is responsible for investigating work-related causes of sickness absences.

3.8.6 The Headteacher or their nominee is responsible for acting on investigation findings to prevent a recurrence.

3.9 Emergency Procedures – Fire and Evacuation

3.9.1 The Deputy Headteacher/s Business / Site Manager are responsible as far as is reasonable practicable for the building and for ensuring that the fire risk assessment is undertaken and implemented. They are also responsible for ensuring that a Fire Action Plan has been completed and that a fire evacuation procedure is in place.

3.9.2 Form Tutors and support staff leaders act as fire wardens.

3.9.3 Escape routes and exits are checked by all staff at a frequency of daily.

3.9.4 Fire extinguishers are maintained and checked by the school nominated contractor once per year.

3.9.5 Alarms are tested by the designated contractor (at minimum) annually.

3.9.6 Emergency evacuation / fire drills will be carried out at a frequency of termly and records will be kept in a designated central location site or administrative office

3.9.7 Smoking is not permitted in any part of the Trust's premises, or within sight of an entrance, exit or perimeter of a Trust school including anywhere where staff may be observed by students or parent. This includes a ban on smoking within vehicles on school grounds.

3.10 Visitors

3.10.1 Where reasonably practicable any person visiting the premises is requested to make an appointment prior to the visit.

3.10.2 On entering the premises, all visitors must go to the reception / main office and sign-in the visitor's book.

3.10.3 All visitors will be issued with a visitor's badge / lanyard, which is to be worn for the duration of the visit.

3.10.4 On departure, visitors must sign-out and return their visitor's badge / lanyard to reception.

3.11 Contractors and Safety

Contractors are selected on the following basis: -

	YES	NO
Cost	√	
Production of company safety policy	√	
Proof of Competence (eg production of qualification certificates)	√	
References	√	
Any other criteria	Efficiency / reliability	

- 3.11.1 All contractors are required to attend a pre-start meeting with the Headteacher's nominee / Site Manager and any other relevant personnel in order for health and safety rules etc to be communicated.
- 3.11.2 All contractors are required to sign in and wear a visitor's badge / lanyard for the duration of the visit. Contractors' equipment must **not** be left unattended. Contractors' activities must not present a hazard to others in the vicinity of the work.
- 3.11.3 All contractors are required to read and sign the Trust's 'Safety Guidance for Contractors' before work commences.
- 3.11.4 The Site Manager / Assistant is responsible for monitoring contractor's activities whilst on site.

3.12 Educational Visits / Extra Curricular Activities

- 3.12.1 The Headteacher is responsible for ensuring that the Trips & Visits Policy is followed.
- 3.12.2 The Educational Visits Co-ordinator for the school is the designated Deputy/Assistant Headteacher
- 3.12.3 All educational visits must be authorised by the Headteacher / EVC in advance.
- 3.12.4 All Category C visits must receive LA Approval.
- 3.12.5 The Headteacher or nominee will ensure that all appropriate information relating to the trip e.g. arrival/departure times, clothing requirements, contact numbers etc. is communicated to the parents of the children. Adult supervision will be at least 1 per 20 pupils for secondary school activities and in primary schools 1:4 for pupils aged 2-3; 1:6 for pupils aged 4-8 and 1:10 for pupils aged 9-11. For some activities greater staff numbers may be required. See 3.12.6 for guidance details.
- 3.12.6 Advice relating to educational visits can be obtained from:
 - Dave Faulconbridge
 - Outdoor Education Adviser
 - Castleshaw Centre
 - Waterworks Road
 - Delph
 - Oldham
 - OL3 5LZ
 - Tel: 0161 770 8595
- 3.12.7 The LA Health and Safety intranet site provides detailed procedures and guidelines.
- 3.12.8 The Headteacher is responsible for ensuring that all vehicles used for the purpose of transporting children to and from specified destinations contain appropriate seat belts, are properly taxed, insured and have valid M.O.T. certificates.

3.13 Movement of Vehicles (Blue Coat & East Crompton St George only)

- 3.13.1 Staff and visitors should park their vehicles in the designated car park.
- 3.13.2 Vehicular access will not be permitted *at Blue Coat* when children are leaving school. Gates will be closed 3.15 to 3.30.
- 3.13.3 Speed restrictions of 10mph are in place within **ECSt G** and 5mph at **Blue Coat** school grounds.

3.14 School Security

Refer also to the arrangements for 'Visitors'

- 3.14.1 The security of the school is maintained by reception staff supported by site staff and senior colleagues (teaching & non teaching):

	Yes	No
Perimeter fencing	√	
Duty Officers stationed within individual buildings	√	
External Doors being locked during school hours *	√	
CCTV	√	
Signposting	√	
Security lighting	√	
Other security measures – colour coded staff*, 6 th form * ; visitor passes and lanyards	√	

* exclusions at some locations

- 3.14.2 Where there are Academy lock down procedures in place these must be communicated to all staff and followed

3.15 Occupational Health Services and Stress

- 3.15.1 Occupational health services are provided by an external occupational health advisory service.
- 3.15.2 Any individual suffering from work related stress should follow the guidance set out in the Stress Policy. If a manager suspects that an individual maybe suffering from stress, s/he should follow the guidance set out in the Stress Policy.

3.16 Asbestos & Legionella

- 3.16.1 Asbestos and legionella surveys have been undertaken in all schools. Once asbestos has been identified, a decision must be made as to whether the asbestos should be removed.
- 3.16.2 If the asbestos was not deemed to be a risk due to its location and/or condition, the Headteacher will become responsible for its management.
- 3.16.3 A regular inspection system is in place to monitor the condition of the asbestos (where it is accessible) and the findings will be recorded. If any damage or flaking is noticed to an asbestos containing material, either during an inspection or otherwise, it should be reported immediately to the Headteacher and the Asbestos Manager at Unity Partnership and the Council's Asset Management Team.
- 3.16.4 Material known to contain asbestos e.g. ceiling tiles, must never be drilled or screwed into, nor must any item be affixed to it e.g. posters, mobiles, especially with pins or staples.
- 3.16.5 A responsible person eg the Site Manager / Assistant at each school must carry out weekly and monthly checks of water service temperatures and maintain local records
- 3.16.6 Other checks (bi-annual/annual) will be carried out and documented by appointed contractors as part of the school external contract arrangements and confirmation provided to the Headteacher / Local Governing Body as required.

3.17 External Groups / Activities

- 3.17.1 External groups currently using school premises vary within the academies and may include local football and / or rugby teams or nurseries.
- 3.17.2 Particulars of the Trust's and school's health and safety policy and other health and safety information (escape routes / fire exits, alarm call points etc) will be communicated to external group representatives by the designated Finance / Administrative Officer when bookings are initiated.
- 3.17.3 All extra curricular groups using school premises must abide by school health and safety rules.

3.17.4 Groups that use school premises to hold functions will be asked to produce evidence of having carried out the necessary risk assessments implementing appropriate control measures to reduce any risks identified.

3.18 Violence, Behaviour, Bullying and Harassment

3.18.1 Efforts will be made to train all staff in how to handle violent and aggressive situations.

3.18.2 If faced with a violent aggressor, avoid direct eye contact, do not raise your voice, do not take an aggressive stance and do not do or say anything to antagonise the situation.

3.18.3 If staff are taking pupils out of the building to a point where a telephone would not be easily accessible e.g. onto playing fields, then a mobile phone is taken to ensure assistance could be summoned quickly in an emergency.

3.18.4 If staff are entering an area where there have been previous incidences of violence and/or aggressive behaviour from third parties, the possibility of providing additional staff i.e. 'doubling-up', will be considered.

3.18.5 The school will address bad behaviour, bullying and harassment involving pupils by monitoring behaviour and logging issues on the eportal system and referring problem situations via the pastoral system.

3.18.6 The school will address good pupil behaviour by using our rewards system:

3.18.6.1 positive e-portal entries and postcard system at ***The Blue Coat School***;

3.18.6.2 House Team rewards at ***Mayfield*** and

3.18.6.3 Headteachers reward box; assembly nominations; at ***ECStG***.