



Health and Safety Policy

2025

1)Health and Safety Policy Statement

The management of health and safety is regarded as being of the utmost importance for all pupils, staff and visitors to CMSS. Therefore the school recognises and accepts its responsibility to set standards at least as high as that required by the Health and Safety at Work Act 1974 and supporting regulations, and so far as is reasonably practicable, to achieve zero work related fatalities, as well as an incident and injury free environment. The School will accomplish this target, in so far as is reasonably practicable, by adopting an approach to continuous improvement through:

- Providing and maintaining plant and equipment and systems of work that are safe and without risks to health;
- Making arrangements for ensuring safety and absence of risks in connection with the use, handling, storage and transport of articles and substances;
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees, students and visitors;
- Maintaining any place of work under the school's control in a condition that is safe and without risks to health, and provide and maintain means of access to and exit from it that are safe and without such risks;
- The provision and maintenance of a working environment for employees and pupils that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work;
- Providing such protective equipment as is necessary for the health and safety at work of employees and pupils;
- The encouragement of staff to set high standards of health and safety by personal example, in order that pupils leaving the school should take with them an attitude of mind which accepts good health and safety practice as normal;
- Striving to monitor the effectiveness of health and safety provisions within the School;
- Keeping the school's Health and Safety Policy under annual review in order to support the policy of continuous improvement.

This statement, which will be issued to each new member of staff on induction, is a requirement for all staff and pupils throughout the school.

2.0 Organisation

Although health and safety is a collective responsibility, this policy recognises the responsibility that effective and efficient management has towards achieving the school's safety objectives. The Head Teacher is responsible to the Board of Trustees for the management of health and safety matters within the school. Oversight and coordination for health and safety in the school is supported by the Site Manager. This section outlines the responsibility that each stakeholder within the school has towards the health, safety and welfare of those connected with the School.

2.1 The Board Of Trustees

The Board of Trustees shall ensure that, when undertaking the management of the school budget, all health and safety implications are taken into account. They shall also monitor the school's health and safety performance by considering all reported accidents, incidents and near misses, as well as relevant points from premise inspections and the safety audit. Furthermore, their main functions are:

- (a) Monitoring the school's safety performance (including consideration of inspection reports);
- (b) Prioritising actions where resources are required;
- (c) Ensuring actions are carried out;
- (d) Including health and safety on Trustees' meeting agenda;
- (e) Ratifying the school's health & safety policy.

2.2 The Head Teacher

The Head Teacher has an overall responsibility for the application of this policy. The Head Teacher's main functions are:

- (a) Overall management of all health and safety matters in the schools in accordance with the Health and Safety Policy;
- (b) Ensuring risk assessments are carried out;
- (c) Submitting inspection reports to the local authority if appropriate;
- (d) Ensuring action is taken when suitably recommended;
- (e) Communication of information received on health and safety matters to appropriate people;
- (f) Management of investigations;
- (g) Identifying staff health and safety training needs;

2.3 The Health and Safety Coordinator

The Health and Safety Coordinator can be expected to:

- (a) Undertake duties as directed by the Head Teacher in pursuance of the school's Health and Safety Policy.
- (b) Review annually all health and safety practices and procedures and to advise, make recommendations and implement as necessary.
- (c) Act as the first point of contact for day-to-day health and safety advice, or indicate sources of advice.
- (d) Coordinate the implementation of safety procedures.
- (e) Maintain contact with outside agencies that are able to offer expert advice.
- (f) Ensure that appropriate and regular inspections are conducted and check the suitability of working practices.
- (g) Ensure that accidents and hazards are recorded and reported as appropriate to the Headteacher and the Board of Trustees. Also to conduct appropriate remedial action including accident and near miss investigation.

- (h) Review annually
 - i) Provisions of First Aid arrangements
 - ii) Emergency procedures
 - iii) Safety procedures

2.4 Class Teachers and Non-teaching Staff

The safety of pupils and visitors in the classrooms, halls and general areas around the school is the responsibility of the class teacher or appropriate non-teaching staff at all times during the day. Their main functions are:

- (a) Day-to-day management of health and safety in accordance with the Health and Safety Policy;
- (b) Checking classrooms/work areas are safe (e.g. No trip hazards etc.);
- (c) Checking equipment is safe before use, as well as ensuring equipment is left in a safe condition after use;
- (d) Ensuring safe procedures are followed and that emergency procedures are understood;
- (e) Ensuring protective equipment is available and used, when needed;
- (f) Participating in inspections and supporting any health and safety meetings, if appropriate;
- (g) Bringing problems to the attention of the Health and Safety Coordinator and propose appropriate recommendations to improve safety;
- (h) Integrate all relevant aspects of safety into the teaching process and if necessary give specific lessons on safety.

2.5 Pupils

Pupils are expected, within reason, to:

- (a) Understand and exercise personal responsibility for safety of themselves and others;
- (b) Observe standards of dress consistent with safety and hygiene, (e.g. suitable footwear, and the preclusion of unsuitable jewellery etc).
- (c) Understand and observe the safety rules of their school and in particular the instructions of staff given in an emergency.
- (d) Use, and not deliberately misuse, neglect or interfere with items provided for safety.

3. Arrangements

3.1 Introduction

This section will offer guidance on how the functions allocated to individuals will be carried out in order to achieve the policy objectives.

3.2 Health and Safety Review

Health and safety is a standing item on the agenda of staff and Trustee meetings. Minutes are documented and actions checked by Trustees to ensure the robustness of H&S processes.

3.3 Accident Reporting

Accidents or injuries involving employees, students, visitors or contractors, should be reported to the H&S Coordinator (or in their absence Headteacher) by those persons involved in the accident.

The accident should be recorded on an accident report form (A.R.F) and the accident reporting process followed.

Injuries to pupils that result in the child being sent home, to the doctor or hospital, require parent notification and the completion of an A.R.F. If the accident is the result of any failure of the premises or school processes it should be reported by the H&S Co-ordinator and to the Headteacher.

Major injuries requiring immediate telephone notification to the Health and Safety Coordinator, Headteacher and Board are:

Any fracture; amputation; dislocation of the shoulder, hip, knee or spine; serious eye injury; serious burn; loss of consciousness; acute illness from chemicals; or any other injury requiring immediate hospital attendance.

3.4 Accident Investigation

The Head Teacher, with the cooperation of the H&S Coordinator if appropriate, should carry out an investigation following an accident or near-miss situation in order that causes may be identified and measures taken to prevent a recurrence. Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum. Findings from all investigations should be recorded on the accident report form and recommendations actioned by those responsible.

3.5 First Aid

First aid posts will be established in accordance with the Health and Safety (First Aid) Regulations 1981, so as to be reasonably accessible to all employees and pupils. They will be suitably stocked at all times.

The names, workplaces and telephone numbers of those persons responsible for first aid boxes and/or qualified in first aid will be displayed at each post, office or work site together with clear instructions for summoning outside medical facilities, on the school's emergency procedure notice board.

The person responsible for the first aid box(es) will ensure, where reasonably practicable, that it is fully equipped at all times.

The schools injury record book will be maintained and this record book is to be made available to any authorised person whenever requested. It should be secured when not in use in order to comply with the Data Protection Act.

Only qualified persons should carry out first aid treatment. To this end training courses will be held as required to ensure that there are sufficient persons qualified to meet the School's needs and satisfy the legal requirements of the Health and Safety (First Aid) Regulations 1981. A current list of first aiders is available in the staffroom.

Serious cases of injury should receive qualified medical attention.

3.6 Fire Safety

Preventative measures against fire are important and form the basis of rules to reduce the likelihood of fires occurring, e.g. no smoking, special precautions concerning flammable liquids and gases and maintenance of electrical appliances.

Further measures include:

- (a). Physical measures include fire doors, smoke detectors, alarm systems and firefighting equipment. These will be provided, tested and maintained where necessary. The extinguishers will be checked and maintained by 'Company' annually and remaining fire precaution measures checked, maintained and recorded by the school caretaker/staff.
- (b). Detailed information about fire evacuation procedures is provided to regular and temporary members of staff. Details about fire evacuation routes will be displayed in teaching rooms and other rooms where staff and pupils regularly work. Members of the School should familiarise themselves with such details for the rooms that they use.

A guide on actions to take on hearing the Fire Alarm is provided in the Fire Evacuation Plan.

Fire evacuations for whatever reason, including practices and false alarms, will be recorded by the Health & Safety Coordinator.

3.7 Risk Assessments

Risk assessments provide the backbone of any safe system of work and therefore all activities must be assessed for hazard and evaluated for risk. An assessment that identifies a significant hazard should be recorded in writing and the measures needed to control the risk to health and safety should be listed and communicated by the staff involved.

For on-going activities, the risk assessment should be reviewed if the circumstances that surround that activity change.

The risk assessment must be submitted to the school's Health and Safety Coordinator for consideration. No activity should be undertaken without a risk assessment being undertaken and the Head Teacher or Health and Safety Coordinator agreeing to the activity.

It is part of the school's policy objectives that all staff are required to undertake training in risk assessment, which will be organised from time to time as directed through the Head Teacher.

3.8 Electrical Safety

The following arrangements for electrical safety apply to all electrical equipment in use in the Schools, including personal items.

- (a) Only electrical equipment that is properly installed and maintained should be used in School. The indication that equipment has been properly maintained is that a label is attached to each item bearing a date when it was last tested. Items not bearing such a label, or where the date on the label has been passed, should be reported to the Health and Safety Coordinator.
- (b) All portable appliances will be regularly inspected and, where necessary, subject to electrical test by a qualified professional. All members of staff should routinely check that their electrical appliances are not damaged and that there are no obvious signs of misuses such as damaged or discoloured plug tops and worn cables.
- (c) Any item that becomes faulty should be taken out of service and removed from the stock register and disposed of under health and safety regulations.

(d) Equipment and furniture should be sited so as to avoid trailing leads as this presents a significant trip hazard and can also cause damage to wiring. Where these cannot be avoided, proprietary rubber strips should be used to reduce the risk of tripping.

(e) Socket adapters should not be used. Only those with their own fused plug and cable (4-way trailing sockets) are permitted.

3.9 Safety Training

Training and instruction in routine matters will be given, as required, by the appropriate supervisor or manager.

Volunteers and Students will be given an induction by the Health and Safety Co-ordinator or their representative. A copy of the Health & Safety Policy will be issued.

Supply Staff – A copy of the Health & Safety Policy will be issued. The Head Teacher will also give a copy of this Policy to new members of staff on their first day and ask them to read it and sign to confirm it has been read.

The appropriate Teacher will inform new pupils about the same matters at the beginning of each academic year. This will include a verbal briefing and guidance notes regarding Health and Safety. Teachers are required to make arrangements for late registering pupils to have an equivalent briefing and to sign to indicate that this has occurred.

The need for other specialist training should be identified by individual members of staff, and should be directed to the Safety Coordinator. The Health and Safety Coordinator may liaise with outside agencies who will advise on how to satisfy the school's safety training needs.

Members of staff will not be expected to undertake any procedure for which they have not been adequately trained.

3.10 Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health Regulations 1999, often known as the "COSHH" Regulations, require the Schools to ensure that substances (including purchased proprietary chemicals and non-proprietary substances such as effluents and by-products of processes) which can harm staff and others are stored, moved and used or handled in a manner which is safe and without risk to anyone's health. This will be achieved by:

(a). Identifying hazardous substances, assessing the nature of their hazards and the associated likelihood and severity of harm.

(b). Providing suitable precautions to protect persons against the hazards.

(c). Giving adequate written and verbal information about the hazardous substances to all persons who may be harmed by them. Guidance should be sought from the Safety Data Sheet provided with the substance.

(d) Storing hazardous substances in correctly labelled containers that have been deemed as adequate for the held substance. Such substances should be stored in appropriate secure facilities.

3.11 Display Screen Equipment (DSE)

Under the Health and Safety (Display Screen Equipment) Regulations 1992 the Schools have obligations to all employees who regularly use visual display units (VDU's). This includes assessing each VDU and its associated equipment and furniture to ensure that they meet the standards specified by the Regulations. These include matters such as control over glare and reflection and

adjustability of seating in order to avoid postural and other health problems that can be caused by VDU work. Although the Regulations do not strictly apply to pupils, the schools will aim as far as reasonably practicable to provide pupils who use VDU's with facilities of a standard that match those specified by the Regulations in the interests of education and good practice.

3.12 Traffic Management

No vehicles are permitted to enter the school grounds during teaching hours, unless:

- a) Authorised maintenance contractors and their vehicles. Maintenance work should be ideally carried outside teaching hours, unless it is an emergency and is needed for the everyday running of the school and the welfare of the Pupils and Staff.

It should be noted that the school does not take any responsibility for damage to vehicles whilst on school property.

3.13 School Transport

The use of minibuses or coaches for conveying pupils and others is a potentially high-risk activity. Although the risks can never be totally eliminated, the school will minimise them as far as possible by the use of well-maintained and roadworthy vehicles and ensuring that only competent persons drive them.

The Head Teacher has responsibility for arrangements and checks to ensure that minibuses or coaches hired by the school are roadworthy. Members of staff may only drive a minibus if authorised by the Head Teacher. The H&S Co-ordinator will also provide other pertinent advice to users about aspects such as supervision of pupils and precautions for prolonged journeys.

Drivers must complete standard pre-use checks prior to using the vehicle. Business car insurance is required by all staff, if using their own car, when transporting children to an event.

3.14 Safety of Visitors including Contractors

All visitors of any nature must report to the main reception and book in. The receptionist will notify the visitor's point of contact who will then come to reception and host the visitor(s). It is the responsibility of the host to ensure that the visitor is made aware of the school's emergency procedures and that there is Safety Policy available for them to read.

Should the visitors be staying for any reasonable length of time unsupervised then they should receive a safety induction brief.

In the case of Contractors, the H&S Coordinator should monitor their day to day activities in order to ensure that safe working practices are not being compromised and presenting a hazard. However, all staff have a duty to be vigilant and to report any unsafe practice to the H&S Coordinator immediately. Furthermore, the Health and Safety Policy should be made available to all contractors working on the school's premises if requested.

Organisations that hire premises from the school need to follow letting procedure and complete necessary paperwork. They should receive a copy of our Health and Safety Policy.

3.15 Violence to Staff

"Violence" as defined by the HSE comprises any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to their work. The School is committed to protecting staff from violence from any party, as far as possible. Should staff be subjected to violence, they should complete Violence Report Form and inform their Headteacher. The

circumstances will be treated confidentially and support measures will be provided, if required, to assist in recovering from an incident. Potentially all members of staff are vulnerable to violence, but the overall effects of violence can vary and be influenced according to person, time, place and various other factors.

3.16 Stress

Stress has increasingly become acknowledged as being a significant health issue at work. Whilst most staff might be expected to absorb a certain amount of pressure, it can rise to a level where it constitutes a risk to health. The School advises any member of staff who feels under an unacceptable amount of pressure to raise the issues and concerns with the headteacher in complete confidence, so that if possible some early action may be taken. Staff development training is available in the recognition and control of stress at work. Counselling services are also available for those in stressful situations.

3.17 Manual Handling

Staff and pupils are not to lift, drag, push or carry heavy/awkward loads unless training has been given and a manual handling assessment carried out. If no assessments have been made for tasks that present a risk of injury, then this should be reported to the Health and Safety Coordinator.

3.18 Equipment

All members of staff and pupils involved with the use of school equipment have a duty to ensure that it is used correctly, safely and that any defects or unsafe practices are reported to the H&S Coordinator.

In addition, items such as kitchen, art and outdoor educational equipment must be well maintained, supplied with adequate guards where necessary and receive appropriate statutory inspections. Staff are to ensure that any shortfalls are reported to the H&S Coordinator and the equipment is removed or put out of bounds, and adequately labelled as so immediately.

3.19 Legionella

The Schools aim to prevent the build-up of Legionella Pneumophila organisms in their water systems and to prevent inhalation of infected water droplets. Therefore, the Head Teacher must ensure that the designated water supply checks and maintenance tasks are carried out by a competent contractor under the terms of contract and are recorded. The school site manager should complete all checks not covered by the contractor.

3.20 Educational Visits

Any proposed educational visit must first be cleared through the Head Teacher and or the Health and safety Coordinator, whereby a strict analysis of the proposed visit must be satisfied before agreement is given. This will include a risk assessment.

3.21 Personal Protective Clothing (PPE)

The Schools will provide suitable protective clothing and equipment for staff and pupils whose work is liable to involve hazardous substances or excessive levels of noise. If you are provided with any item of protective clothing or equipment, you must use it when necessary and take reasonable care of it. If any item becomes defective through wear or damage, you should report it and obtain a replacement before continuing with any work which requires it. Should any member of staff deem that PPE is required for a particular activity, they should raise this concern through their Head Teacher.

3.22 Asbestos

Staff will be informed of asbestos where necessary to ensure they have an awareness of where it is situated, how it is being managed within the school and what to do in the event of an emergency. Staff will be made aware that they must not disturb areas where there is known asbestos. If there are any doubts/concerns they must contact the H&S Co-ordinator

3.23 Bad weather contingency plans

Site staff will be responsible for ensuring the site remains in a good and safe condition and they will follow the procedures for gritting the site during icy and snowy conditions. Staff must stick to the appropriate routes during icy/snowy conditions because some areas may not have been gritted. Staff will be notified of these areas and/or they will be cordoned off.

3.24 Housekeeping

The school has adopted policies and practices which lead to a safe working environment, good housekeeping is practised at all times and sets a good example to pupils.

- Staff should ensure that all spillages are cleaned up immediately with safe disposal of the waste. If there is a large spillage the School Site manager should be contacted to assist.
- All rubbish and waste paper will be disposed of every day so as to minimise the amount of combustible material in case of a fire.
- All storage areas will be kept orderly, safe and provided with easy access.
- The school premises will be cleaned to an acceptable standard on a daily basis by the Cleaning Staff.
- Hygiene standards are of the highest attainable by all staff serving school meals
- All school staff are responsible on a daily basis for reporting health and safety issues to the Head Teacher/safety H&S Coordinator.

3.25 Lone Working

It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations, which are remote from other members of staff. This will include

- Employees working in the evenings, weekends or during the holiday in the school on their own.

Staff must sign in and out of the school premises and ensure that main access points to the school are not left open and accessible to outsiders.

3.26 Outside School Hours

Consideration will be given to persons using the premises outside school hours in order to ensure their safety.

A responsible person will be nominated to represent the school and a user representative sought for liaison, to ensure that all visitors understand the procedures to be adopted in the case of fire/emergency evacuation, first aid provision, and safe use of buildings, equipment, substances and other facilities.

There will be control over the number of persons attending functions at the school to ensure it complies with the details in the Fire Risk Assessment. If necessary further advice will be sought from the Fire Safety Officer.

Events and entertainment programmes will be scrutinised beforehand with regard to licensing and the above-mentioned procedures. Hirers of the building will be given written emergency procedures they have to comply with and sign to agree to follow the procedures.

Homeworking – The school advises staff to adhere to all these safer working practises when working at home, however, the school is not responsible for any injury caused whilst staff are not working on the premises.

3.27 Parental/Adult Help

All parents/ adults must be DBS checked before they are allowed to help with clubs, transport or any other school activity.

When using their own car, they must prove that their insurance is validated to take children on school business and the car is road worthy, with appropriate tax and MOT certificate.

4 Monitoring the Policy

Monitoring the effectiveness of the Policy on health and safety commences as a school responsibility in which the Trustees and the Head Teacher play key roles.

Monitoring includes ensuring that school inspections are taking place regularly so that hazards and risks from activities are adequately recognised and controlled. Monitoring also makes sure that any deficiencies in health and safety performance are identified and that remedial action is recommended and pursued. The provision of information, instruction and training to all staff and pupils (especially new members of staff) are matters that should also fall within the monitoring exercise.

Monitoring of any accidents, incidents and instances of occupational ill health occurring at school level is particularly important so that remedial action can be taken to prevent any recurrence. The Head Teacher will monitor all reported accidents, incidents and occupational ill-health in order to determine those events that are legally reportable to the relevant enforcing authority and may require further investigation or remedial action.

5. Reviewing the Policy

The implementation of this policy will be reviewed on an annual basis by the School. If there are reasonable changes to the structure and major personalities of the school the review may be conducted at an earlier period than the agreed annual date.