



Health and Safety Policy

The Trust Board has the prime responsibility for health and safety within the partnership schools.

The CEO has specific responsibilities to manage health, safety and welfare at the school level to;

- support the published policies and aims of the county council, and
- promote continuous improvement in the health and safety performance of the education service;

The CEO, as The Responsible Officer, has the main duty in the school for ensuring the local implementation of guidance, codes of practice and other advice. This duty extends to ensuring that:

1. **working conditions and environment**
2. **substances used**
3. **equipment provided, and**
4. **working methods adopted**

do not impair the well-being of any employee, or any other person including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

This document must be made available to all staff in the school.

Staff must also read the [Health and Safety Law Leaflet](#)

This policy document has been adopted by the Trust Board and is signed by the chairperson on its behalf.

Andrew Berry
CEO

ORGANISATION

- The CEO has responsibility for day-to-day management of health and safety issues.
- The MAT commissions Gary Winmill as the Competent Person to carry out annual checks and provide some training to staff.
- The MAT employs Louise Bartrum as the Premises Officer
- The Safeguarding Trustee is Carolyn Tester

All staff should have regard to their own health and safety and that of others including pupils, clients, visitors and colleagues. They should communicate any concerns to the appropriate person(s) (see below) so that hazards can be dealt with quickly.

Individual members are responsible for the particular areas as follows:

H&S Policy review	Chair of Trust Board
Oversee Health and safety	CEO
Communication and information management	Premises Officer
Critical Incident Management	Chair of Trust Board
H&S Induction Training	Headteachers
Programmed updating training	CEO
Personal safety procedures	CEO
Ensuring RIDDOR compliance and deciding which reports must be forwarded to HSE	Amy Martin - Office Manager
Planned checks (procedures)	Amy Martin - Office Manager
Planned checks (equipment)	Amy Martin - Office Manager
Planned checks (premises)	Amy Martin - Office Manager
Training for SGC governors responsible for H&S	Amy Martin - Office Manager
Annual checks by Health and Safety SGC Member with the Head during the spring term, producing an action plan of prioritised needs	Terry Jennings
To monitor the H&S action plan for their own schools and review the actions taken on a termly basis (ideally this would be visiting the school during the summer and autumn terms to review the actions on the action plan and report on which had been completed and re-prioritising actions)	Headteacher Terry Jennings
Incident reporting/investigation	CEO

Coordination of risk assessment work	CEO
Fire procedures including personal emergency evacuation plans	Headteacher
Overseeing premises maintenance	Amy Martin - Office Manager
Organising premises maintenance (including statutory checks) and associated repairs	Amy Martin
Checking and ordering First Aid equipment	Roe Byford
Ensuring First Aid training is completed and numbers of staff with pediatric first aid qualification is sufficient	Headteacher/Office Manager
Vehicle control on site and pedestrian safety in and around the school	Headteacher
Overseeing Education Visits	CEO
Educational visits coordinator (EVC)	Lucy Ruffell
Overseeing Stress and Wellbeing	CEO
Maintaining wellbeing for Heads and senior admin staff	CEO
Maintaining wellbeing for school specific staff	Head
Trust Safeguarding Lead	CEO
Designated Safeguarding Lead	Sam Goulding
Alternate Safeguarding Lead	Amy Martin
Overseeing safeguarding procedures	Carolyn Tester
Supporting pupils with medical needs	Head
Ensuring risk assessments for new and expectant mothers are completed	Head
Checking the site for health safety issues whilst carrying out cleaning and monitoring duties and reporting issues to the Head	Cleaners and caretakers
Maintaining Premises Security and ensuring the site is secure during non-school hours and in holidays	Cleaners and caretakers
Contractors on site	Office staff
Outside lettings	Office staff

The Trust Board reviews the Health and Safety Policy annually, or more frequently if required.

Documentation

All Health and Safety documentation is kept in the office alongside the School Premises Log Book, Incident forms, and reports from Health & Safety inspection etc with some documentation stored on the cloud based drive. Staff can access this information at any time. Educational Visits risk assessments are stored on Evolve (web based database of school visits).

There is an Induction Policy and Handbook for new members of staff that includes Health and Safety. The Staff handbook also includes information on H&S

[Accident Recording, Reporting and Investigation Policy](#)

A copy of the Incident (Accident) Form is available [here](#)

Training

Training is routinely updated and training records are kept by office staff.

Training: First Aid, Pediatric First Aid, Safeguarding.

Checks

Teachers are responsible for checking their own teaching areas to ensure they are safe. Children are encouraged to report any issues to staff, class councils and School Council. Staff are responsible for informing the office staff if there is a safety/building maintenance issue. All health and safety concerns regarding the **building or premises must also be recorded in the logbook in the office**. The CEO or Headteachers can be informed of other concerns.

All equipment is subjected to a formal, appropriate, programmed and recorded check.

County guidelines are followed and recommended providers are used at all times.

The Incident Report Form is used for appropriate incidents.

All accidents are recorded in a school accident book and parents are informed.

Headteachers review accident reports with a view to put plans in place to reduce future incidents.

Risk Assessments

Risk assessments are written when a risk has been identified.

Existing risk assessments include:

- Fire
- First Aid arrangements
- Lone working
- Educational trips
- Manual handling
- New and expectant mothers
- Pupil supervision
- Working at height
- Display Screen Equipment

Fire

Procedures are in place and evacuation practice is carried out and recorded at least once a term. Premises staff carry out associated fire and extinguisher checks and any weekly alarm tests and keep records.

Premises

The asbestos report is available to all contractors and kept in the Premises Log Book.

The premises are maintained by school staff employees and are kept to a high standard.

Door Safety

Doors are fitted with door safety strips.

First Aid

The first aid equipment is kept up to date by the designated person. The recommended items to be kept are:

- A leaflet giving general advice on first aid
- Individually wrapped sterile plasters in assorted sizes
- Sterile eye pads
- Individually wrapped triangular bandages (also preferably sterile)
- Safety pins
- Large individually wrapped sterile unmedicated wound dressings
- Medium-sized individually wrapped sterile unmedicated wound dressings
- Disposable gloves

The location of first aid resources must be made clear to all staff members on induction by the Head
First Aid Training records are kept in the office (on the Single Central Record).

A list of first aid qualified staff is displayed in the school entrance and the school office. For each school there must be at least two first aid trained staff members, at least one of which is Paediatric First Aid trained.

When first aid is used the staff member must record this in the first aid log.

If the injury is of concern or relates to an injury to the head then the school will inform parents.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), accidents resulting in death or major injury or accidents that prevent the injured person from doing his/her normal job for more than seven days must be reported to the HSE. Staff will be required to fill in the report form for all injuries that required hospitalisation. The CEO will be notified by the school as soon as is reasonably practical after the event. The reports will be provided to the CEO who will decide whether to notify the HSE.

On visits a first aid box is carried with a trained first aider. If the educational visit is to a destination with first aid provision then this is not required.

Educational Visits

Schools in the MAT are expected to use Evolve to record all educational visits - Cavendish uses Evolve and Mrs Ruffell is the EVC.

Well-being

The school has signed up to the well-being /support service - information is provided to all staff on induction. Staff are encouraged to discuss stress concerns with their line manager, who will forward concerns onto the CEO. Staff can also use the support line purchased by the school, as part of the well-being service, for all well-being related matters.

Governors understand their responsibilities in the respect of the CEO's work life balance.

Tree Maintenance

Tree Maintenance is purchased at schools required to have this. The county ground services have this contract.

Key Holders

A list of key holders is kept in each school office.
All keys are kept securely

Work Experience Students

Students are given H&S induction prior to starting alongside general information about the policies and procedures in school.

Contractors on Site

All visitors to the schools access the building from the front security door and are asked to sign in and given a label. Office staff then provide introduction to the school. They are asked to sign in the Premises Log Book and asbestos register. Staff are informed of their visit if there are implications for them or the children in their care.

Supporting children with Medical Needs

Serious medical needs are supported by Care Plans and staff receive training and information to ensure the children in their care are kept safe.

For information on the administration of other medicines and associated health and safety considerations please refer to the Administration of Medicines Policy (available on the school website).

Lettings

Companies/individuals are given an information sheet covering all the Health and Safety issues.

Critical Incident

Managed by the CEO and Chair of Trust Board

Minibus

The Suffolk County Council guidelines produced by the travel services set out the procedures that all schools follow for maintaining and operating a school minibus. All drivers of minibuses have been externally assessed. The procedures for checking drivers have passed this assessment and that they hold clean licenses are managed by the Trust Secretary.

Monitoring of Health and Safety

An annual risk assessment is carried out by a member of the School Governance Committee at each school. This is carried out in the spring term and monitors logs, procedures and premises condition.

Following the monitoring visit an action plan is constructed of prioritised actions. This is reviewed by the SGC in future meetings.