

Cransley School

Health & Safety Policy Statement

April 2010

This Health & safety Policy statement was compiled by

.....

.....

April 2010

on behalf of the Governors and Head Teacher of Cransley School, Great Budworth, Cheshire.

It is endorsed by the governors of the school and is signed below to signify that acceptance and their intention to implement it in its entirety.

Signed:

.....

Head of Governors

Date.....

.....

**Governor responsible for
Health & Safety**

Date.....

.....

Head Teacher

Date.....

HEALTH AND SAFETY POLICY

CRANSLEY SCHOOL

Contents:

Health & Policy Statement:	4
Organisation:	5
The Governor with responsibility for Health & Safety	6
The Head Teacher	7
The Health & Safety Co-ordinator	8
Heads of Department	9
Teachers	10
The Head Cook	11
Maintenance Staff	12
Transport Manager	14
Non-Teaching Staff and Voluntary Helpers	15
Arrangements:	
First Aid	16
Reporting Defects	17
Risk Assessment	18
Health & Safety Inspections	19
Inspection and use of Electrical Equipment	20
Use of Gym	21
Inspection and Use of Laboratory	22
Asbestos	23
Accidents	24
Fire	25
External Visits	26
Security	27
Transport and Traffic Routes	28
Cleaning	29
Use of School Building After Hours	30
Kitchen	31
Maintenance Activities	32
Appendix 1 List of Staff with Specific Responsibilities	33
Appendix 2 Supplement for Kitchen and Catering Activities	34
Appendix 3 Supplement for Maintenance Activities	35
Appendix 4 Risk Assessment Pro Forma	36
Appendix 5 List of Staff and Pupil Medical Needs	38
Appendix 6 Position of Fire Extinguishers	42

HEALTH AND SAFETY POLICY: STATEMENT

CRANSLEY SCHOOL

1. The Governors of Cransley School have a duty to safeguard, so far as is reasonably practicable the health, safety and welfare of:
 - i) employees,
 - ii) pupils and visitors,
 - iii) all other persons who may be affected by the School's activities.
2. The Board of Governors have the primary responsibility for all health and safety matters. They will act through the Head Teacher, who will implement the Health and Safety Policy on their behalf.
3. A Health and Safety Co-ordinator is appointed to assist the Head Teacher in this respect.
4. Cransley School will, so far as is reasonably practicable, provide and maintain:
 - i) all plant and equipment in a safe condition,
 - ii) safe systems of work,
 - iii) training and instruction as may be required,

In order to achieve these aims, expert advice will be obtained and acted upon where necessary.

5. The Governors will expect all staff to:
 - i) co-operate with Cransley School in all matters related to health and safety;
 - ii) take reasonable care for health and safety of themselves and all other persons who may be affected by their acts or omissions;
 - iii) work safely and efficiently using the equipment provided;
 - iv) report accidents, dangerous occurrences and faulty equipment.

HEALTH AND SAFETY POLICY: ORGANISATION

CRANSLEY SCHOOL

The Board of Governors has responsibility for health and safety but will appoint one governor to have special responsibility for health and safety (see appendix 1). The day to day responsibility for health and safety is delegated to the Head Teacher, who will be assisted in this function by the Health and Safety Co-ordinator (see appendix 1).

The Head Teacher, in conjunction with the Governor for Health and Safety, will develop a proactive action plan to deal with health and safety issues and with planning for the future.

Individual responsibilities are allocated to members of staff. These are listed in the following pages.

All staff shall:

Read and understand the content of this policy,

Take reasonable care for their own health and safety and that of others who may be affected by their activities.

Failure to comply with this Policy may result in disciplinary action against individuals.

HEALTH AND SAFETY POLICY: ORGANISATION

CRANSLEY SCHOOL

The Governor with responsibility for health & safety

- Shall, in co-operation with the Head Teacher, develop a proactive Health and Safety Plan for the management of health and safety in the school.
- Shall promote health and safety at Board level ensuring adequate resources are applied to the management of health and safety in the school.

HEALTH AND SAFETY POLICY: ORGANISATION

CRANSLEY SCHOOL

The Head Teacher

- Shall be responsible for implementing the Health and Safety Policy on behalf of the Governors of Cransley School.
- Shall set up and implement a health and safety management system.
- Shall allocate responsibilities for health and safety to members of staff where appropriate.
- Shall appoint persons to assume the health and safety responsibilities of staff who are absent for significant periods of time.
- Shall implement a system to monitor compliance with the standards set out in the Health and Safety Policy.
- Shall liaise with external authorities, inspectors and others as may be required.
- Shall ensure staff and others are given appropriate information, instruction and training in respect of health and safety.
- Shall allocate sufficient resources for management of health and safety.
- Shall advise Governors of developments in health and safety to ensure appropriate standards are achieved and the Health and Safety Policy and Health & Safety Action Plans remain up-to-date and valid.
- Shall identify the training need of the administrative staff to ensure they
 - i) are aware of the hazards and risks present in their working environment,
 - ii) know the work procedures to be adopted,
 - iii) know the correct emergency procedures to use.
- Shall ensure administrative staff are provided with the necessary; information, instruction and training to fulfil the above functions.

HEALTH AND SAFETY POLICY: ORGANISATION

CRANSLEY SCHOOL

The Health and Safety Co-ordinator

- Shall assist the Head Teacher in the operation of the Health and Safety Policy and lead on matters of health & safety in the Head Teacher's absence.
- Shall act in a co-ordinating role between the Head Teacher, other members of staff and other persons affected by the school's activities.
- Shall seek external and expert advice on health and safety matters as may be required.
- Shall organise termly health and safety inspections of the school, reporting findings and necessary actions to the Head Teacher.
- Shall check that reported defects have received attention.
- Shall collate and ensure all risk assessments are up to date.
- Shall ensure that new members of staff are aware of the Health and Safety Policy and its implications.
- Shall facilitate any necessary training of existing and new members of school staff.
- Shall liaise with other members of staff and other persons as may be required, to consider the health and safety implications of extra-curricular activities and functions involving school staff, pupils and others and develop appropriate strategies for ensuring safety.

HEALTH AND SAFETY POLICY: ORGANISATION

CRANSLEY SCHOOL

Heads of Departments

- Shall advise the Head Teacher on the specific health, safety and environmental requirements of their subject(s) and liaise with other members of staff, including the Health and Safety Co-ordinator, as required.
- Shall ensure risk assessments are carried out for all activities associated with their subjects.
- Shall review these risk assessments in light of significant changes e.g. in the curriculum, facilities or equipment and at least annually.
- Shall establish safe procedures and systems of work.
- Shall identify the training need of their staff, including non-teaching staff and volunteer helpers, to ensure they:
 - i) are aware of the hazards & risks present in their working environment,
 - ii) know the work procedures to be adopted,
 - iii) know the correct emergency procedures to use.
- Shall ensure staff are provided with the necessary information to fulfil the above functions.
- Shall report any defects and deficiencies.
- Shall, in conjunction with the staff, develop and deliver relevant health and safety related instruction for pupils.

HEALTH AND SAFETY POLICY: ORGANISATION

CRANSLEY SCHOOL

Teachers

- Shall advise the Health and Safety Co-ordinator on any specific health, safety and environmental requirements of their classrooms and liaise with other members of staff as required.
- Shall follow laid down procedures and guidelines and shall ensure, so far as is reasonably practical, the health and safety of pupils, other members of staff and other persons so far as they may be affected by the school's activities.
- Shall carry out risk assessments for all activities associated with their subjects.
- Shall review these risk assessments in light of significant changes e.g. in the curriculum, facilities or equipment and at least annually.
- Shall, on a day to day basis monitor the classroom/s they teach in and report any defects and deficiencies promptly in the Defects Book held in the school office.
- Shall also remain alert and report hazards and risks occurring in the common parts of the school, e.g. corridors, toilets and communal areas.
- Shall periodically visually examine the furniture and equipment in the classroom to ensure that its condition remains safe and without risk to health and safety.

HEALTH AND SAFETY POLICY: ORGANISATION

CRANSLEY SCHOOL

The Head Cook

- Shall, reporting to the Head Teacher, develop a Health and Safety Policy Supplement for the kitchens and catering activities (see appendix 2) that establishes:
 - a) arrangements for risk assessments;
 - b) safe systems of work;
 - c) arrangements for cleaning and maintaining food hygiene;
 - d) systems for checking and maintaining catering equipment;
 - e) inspection/monitoring arrangements for kitchen and catering;
 - f) reporting arrangements to the Head Teacher and Governors;
 - g) training and competence requirements for catering staff
 - h) provision of necessary health and safety related information for catering staff.

- Shall be responsible for implementing the policy supplement.

HEALTH AND SAFETY POLICY: ORGANISATION

CRANSLEY SCHOOL

Maintenance Staff

- Shall, with the Head Teacher, create a Health and Safety Policy Supplement for the maintenance activities around school premises (see appendix 3) to establish systems for:
 - a) assessing risks associated with maintenance work and reviewing them in the light of significant changes in circumstances and at least annually;
 - b) ensuring, so far as is reasonably practicable, that the school's building, equipment, furniture and all other similar items including those in the catering and administration areas are safe and do not present a risk to any person;
 - c) carrying out inspections, repairs and other work as may be required such that this requirement is met at all times;
 - d) safe systems of work, in particular use of tools and equipment, which are safe and do not present a risk of injury to maintenance staff and other persons who may be affected by the work activity;
 - e) arrangements for informing and liaising with all necessary members of staff and other persons, of work being or to be carried out, so as to ensure that they can similarly inform pupils and other persons and take appropriate action to minimise risk;
 - f) acting upon defect reports, assessing their true nature and rectifying them as may be required; involving outside assistance as necessary;
 - g) informing the Health and Safety Co-ordinator or another appointed person, if any such defects present a risk to any person at the school or affected by the school's activities;
 - h) undertaking such work as can be safely carried out with the skills and equipment available and promptly notifying the Head Teacher of any defects which require additional skills and/or equipment to rectify them;
 - i) if lone working is involved, informing the school office staff or another similar person, regarding the nature of the work and the estimated time of completion. When such work has been completed, it is the duty of the maintenance staff to inform the office or designated person that the work has been completed. Any

injury sustained should be notified to the office as soon as is practically possible.

j) if temporary repairs are required to assist in the normal operation of the school, ensuring that all such repairs do not compromise the health and safety of any person.

HEALTH AND SAFETY POLICY: ORGANISATION

CRANSLEY SCHOOL

Transport Manager

- Shall be responsible for the maintenance of traffic signage around the premises.
- Shall organise maintenance of the school vehicles (cleaning as well as mechanical maintenance).
- Will advise the Head Teacher on authorising drivers of the school's vehicles.
- Will advise organisers of external visits on transport matters, e.g. routes, number of drivers.
- Planning and publicising school minibus routes, timings and designating bus stops.

HEALTH AND SAFETY POLICY: ORGANISATION

CRANSLEY SCHOOL

Non-Teaching Staff and Voluntary Helpers

- Shall comply with the school's Health and Safety Policy including any supplements for specific areas of work e.g. kitchens (see appendix 2).
- Shall ensure that the health and safety of all persons affected by the school's activities have priority at all times.
- Shall co-operate and liaise with members of staff and others in the operation of and compliance with the Health and Safety Policy.
- Shall report any defects and deficiencies and provide such information, assistance and advice as may be required.

HEALTH AND SAFETY POLICY: ARRANGEMENTS

CRANSLEY SCHOOL

First Aid

One trained first aider on site is the minimum standard of cover at all times. This will be maintained by having at least 3 full time members of staff trained. Part-time staff will also be trained as and when necessary.

Each term the number of first aiders will be reviewed by the Health and Safety Co-ordinator to ensure sufficient cover is maintained.

A list of qualified staff and their availability will be posted in each staff room, in the school office, in the laboratories, the H.E. room and the gym. Staff must check the lists regularly to be sure how to summon help if necessary.

First Aid boxes are located in:

the pre-prep staff area,
the junior school staff room,
the Biology laboratory,
the Art room,
the school office, and
the senior staff room.

Travel first aid kits should be taken on all school trips (see Staff Handbook). They should be signed out from the school office.

First aiders using materials from first aid kits should replenish the kit from the main supplies in the school office as soon as possible. The Health and Safety Co-ordinator will check boxes termly. Supplies will be ordered via the stock controller whenever necessary.

First Aid cover at sporting events will be maintained by our own P.E. staff. If one of our own staff cannot attend, the P.E. staff will establish that first aid cover will be provided by the event organiser.

All accidents must be entered in the accident book as soon as is practicable. The book is kept in the school office. The accident book will be examined termly by the Health and Safety Co-ordinator to analyse accident trends.

Administration of pupils' medication will only be carried out with consent of a parent, in line with the school's general policy (see Staff Handbook). Any such medication must be handed in to the school office for safe-keeping.

HEALTH AND SAFETY POLICY: ARRANGEMENTS

CRANSLEY SCHOOL

Reporting Defects

All defects and deficiencies e.g. to the fabric of the school or in items of equipment **MUST** be promptly recorded in the Defects Book, kept in the school office. This is important so that trends can be identified and preventive maintenance applied, to avoid breakdowns and loss of equipment. This book will be regularly examined by a member of the maintenance staff and remedial action taken.

In the case of urgent requests, the office staff will contact a member of the maintenance staff by mobile phone.

All reported defects will be promptly examined. If possible, they will be rectified immediately. If not possible, appropriate action must be taken to ensure that all uncorrected defects cannot affect the health and safety of any person. Appropriate warning signs will be employed to alert members of staff and others. The Head Teacher should be promptly notified of all uncorrected defects.

After remedial action the Defects Book should be signed off with the date of repair by a member of the maintenance staff. The book will be examined weekly by the Health and Safety Co-ordinator to monitor progress.

HEALTH AND SAFETY POLICY: ARRANGEMENTS

CRANSLEY SCHOOL

Risk Assessment

Each member of staff is responsible for preparing risk assessments for all activities within their areas of work. The pro-formas to use are attached as Appendix 4.

Assessments should be filed within each department and a copy stored centrally in the school office. They should be updated in the light of significant changes e.g. in the curriculum, facilities or equipment and at least annually.

Whenever staff are carrying out new or unfamiliar tasks they should consult the relevant risk assessments along with any other relevant sources of information e.g. CLEAPSE updates.

New members of staff should be made aware of the risk assessments and safe systems of work by their Heads of Department or, in their absence, by the Health and Safety Co-ordinator. They should familiarise themselves with the information contained therein before undertaking activities.

Risk assessments should identify where personal protective equipment (ppe) should be used. Staff are responsible for ensuring the correct ppe is used and worn in the correct manner. Staff unsure as to the correct methods of using ppe should first consult their Heads of Department or if necessary the Health and Safety Co-ordinator. Staff who become aware of any deficiencies or lack of ppe should promptly alert the Health and Safety Co-ordinator so this can be rectified.

HEALTH AND SAFETY POLICY: ARRANGEMENTS

CRANSLEY SCHOOL

Health & Safety Inspections

Health & safety inspections of the school will be carried out termly. Their purpose is to monitor the condition of all areas; including corridors, walkways, stairs, classrooms, kitchens, laboratories, offices, staffrooms and the gym.

Inspections will be made by the Health and Safety Co-ordinator accompanied by a member of the safety committee and the Head Teacher or Governor for Health and Safety. A report of each inspection containing a record of its findings plus a list of remedial actions will be circulated to the Chair of Governors, the Governor for Health and Safety, the Head Teacher, the Teacher responsible for the Junior School, the Teacher responsible for pre-prep department and the maintenance staff.

The Head Teacher will allocate the remedial actions identified by the inspections to individual members of staff and ensure they are supplied with adequate resources to effect the necessary improvements. Each item on the action list will be allocated a timescale for completion depending on the associated risk and ease of repair. Any defective items that could present a risk to health and safety must be taken out of service until repaired or replaced.

A copy of each inspection report will be posted on the notice board of each staffroom. Staff are expected to read these reports and act upon them where appropriate.

HEALTH AND SAFETY POLICY: ARRANGEMENTS

CRANSLEY SCHOOL

Inspection and use of Electrical Equipment

Before use all electrical equipment must be visually inspected for any obvious defects, e.g. frayed wires or a loose plug. Defective items must be taken out of use and defects reported in the Defects Book (see section on reporting defects). Any equipment that appears damaged or is not working correctly shall receive attention from a member of the maintenance staff. If it cannot be repaired in-house, it may be sent away for repair. If this is not possible, it will be replaced.

Portable electrical appliances will be tested annually for safety, condition and earth continuity by a competent person (see Appendix 1). The results of these tests will be recorded in writing and the appliances labelled to show when the next test is due. Items should not be used if they are “out-of-test”, i.e. if the date shown on the label has passed.

The condition and earth continuity of the mains wiring and supply in all school buildings shall be inspected at least every 5 years. This will be carried out by a qualified electrical contractor. A copy of the report will be kept on file in the school office.

Cables must not be left trailing where they can cause a tripping hazard.

If equipment is to be used by pupils, suitable instructions must be given to ensure safe use. For further, detailed information refer to the risk assessment for the activity.

.

HEALTH AND SAFETY POLICY: ARRANGEMENTS

CRANSLEY SCHOOL

Use of Gym, its equipment and other sporting activities

Before each time the gym and or equipment is used, the condition of the room and any equipment to be used must be visually inspected. Any equipment found to have defects which could present a risk to health and safety must be taken out of service until repaired or replaced.

The fixed and portable gym equipment shall be inspected and tested at least once per year to ensure that, so far as is reasonably practicable, it remains in a safe condition until the next scheduled inspection. Inspection and test will be carried out by an external specialist. A copy of the inspection report will be filed in the school office.

Suitable instructions on safe use must be given to all persons using gym equipment. For detailed information see risk assessments for activities.

Pupils are not allowed to use gym equipment unsupervised.

It is not practical to expect sports fields to be inspected by a responsible person prior to games and related activities. However staff and pupils should remain alert to risks, avoid and report them through the Defects Book system as appropriate.

See also sections on first aid and external visits.

HEALTH AND SAFETY POLICY: ARRANGEMENTS

CRANSLEY SCHOOL

Inspection and use of laboratory equipment and chemicals

Before each use, laboratory equipment should be checked visually to ensure it is in a safe condition. Any item found to have defects which could present a risk to health and safety must be taken out of use until repaired or replaced. (See the section on reporting defects).

All electrical equipment shall be similarly checked and inspected at regular intervals as described in the Inspection and Use of Electrical Equipment section of this policy. Accordingly, the fume cupboard will be tested annually in respect of electrical safety out by a member of the maintenance staff.

By law the efficiency of its extraction must be tested every 14 months by a competent person. At the time of writing this policy inspection and testing will be carried out by the Laboratory Technician who will record the results of his tests in a file kept in the prep room.

All chemicals are stored in a locked prep room. The flammable chemicals are stored in metal cabinets. The toxic chemicals are stored in a separate locked cupboard. COSHH assessments have been completed for the use of all chemicals. Records of assessments are kept in a file in the prep room. Copies of manufacturer's safety data sheets are also filed in the prep room.

The radioactive sources are kept in the prep room. They are in a locked cupboard, in a locked container. They are sealed sources and present a low risk to health but are checked bi-annually in accordance with the CLEAPSS guidance by the Authority appointed technician. Records of checks are stored with the sources.

The gas supply is from butane cylinders. The cylinder in use plus a spare are stored outside at the rear of the laboratory, in a locked cage. The gas supply is turned off during the holidays by the Laboratory Technician. The cylinder must only be changed by either the Laboratory Technician or a member of the maintenance staff.

Items of equipment should be used for the purpose intended and in line with risk assessments for the activity undertaken. Suitable instruction should be given to pupils using the equipment so they are aware of hazards, risks and safe methods of use. Personal protective equipment (PPE) is supplied by the department. Pupils must be instructed when and how to wear eye protection and overalls by the teacher conducting the lesson. During such lessons teachers must check to ensure that pupils are correctly using PPE. PPE should be visually inspected on issue. Faulty items should be taken out of service until repaired or replaced.

The department has two safety screens that must be used during class demonstrations where there is a risk of material being ejected or propelled towards the class.

HEALTH AND SAFETY POLICY: ARRANGEMENTS

CRANSLEY SCHOOL

Asbestos

It is the responsibility of the Board of Governors to ensure the school premises are surveyed, to locate any asbestos present and an assessment of the risk from asbestos is carried out. A register of the location and type of all asbestos is kept on file in the school office. The Head Teacher is responsible for ensuring that reference is made to the register when maintenance and repair work is carried out.

Once the type and location of asbestos is known it will be suitably sealed and marked to alert anyone who may need to carry out maintenance work of the danger. Any work that will involve disturbing asbestos will be carried out by specialist contractors. Asbestos containing materials may not always be obvious, therefore **UNDER NO CIRCUMSTANCES SHOULD ANY MEMBER OF CRANSLEY STAFF DISTURB ASBESTOS MATERIALS** e.g. drilling to put up screws or hooks for displays.

The condition of the asbestos in accessible areas will be inspected annually by the Health and Safety Co-ordinator and a record of the inspection filed in the school office.

If any damage or defects are found at any time to asbestos-containing materials, the immediate area must be vacated and the matter reported to the Health and Safety Co-ordinator who will arrange for remedial action to be taken.

HEALTH AND SAFETY POLICY: ARRANGEMENTS

CRANSLEY SCHOOL

Accidents

A first aider will always be available to render assistance in the event of an accident. A list of qualified first aiders and their availability is found in appendix 1. If the injured person is mobile, they can be taken to the first aider. If not, a runner should be sent to summon help.

The first aider will assess the situation and decide if further help is required e.g. whether the injured person should be taken to hospital or an ambulance called. **Note:** for certain medical conditions, an ambulance must always be called to transport the relevant person to hospital e.g. in the event of a serious asthma attack.

For further details consult Staff Handbook.

A list of pupils' and staff medical conditions is given in appendix 5.

Details of accidents must be recorded in the accident book by the member of staff attending the injured person. The book is kept in the school office.

If the accident is serious and results in time lost from work or school, it may be reportable to the Health and Safety Executive. The office staff must inform the Health and Safety Co-ordinator of serious accidents. The Health and Safety Co-ordinator will report the incident if necessary.

HEALTH AND SAFETY POLICY: ARRANGEMENTS

CRANSLEY SCHOOL

Fire

In the case of a fire, the person discovering it should sound the fire alarm by means of the break-glass actuators positioned around the building. If that person has been trained to use an extinguisher and the fire is not too large, the extinguisher may be used, PROVIDED that person does not put themselves or others at risk in doing so. Staff must remember the priority is the safety of the pupils and themselves.

Fire extinguishers are located around the school (see appendix 6). They are serviced regularly by an external contractor. A record of service is held in the school office.

The school has two fire alarm systems: one covers the main school, gym and art rooms; the other the laboratories, junior school, pre-prep and nursery areas. Both systems are tested weekly by a member of the maintenance staff and this is recorded in a book kept in the school office.

The main school alarm is a continuous bell and that for the rest of the school is a buzzer.

On hearing the alarm, staff and pupils must evacuate the building immediately by the nearest available exit. Posters reminding people what they should do during a fire alarm are posted in every classroom. Emergency exit signs are also posted to help pupils and staff locate the nearest fire exit.

Fire drills are held once a term and a record is held in the school office.

The school has a current fire certificate which is held in the school office.

There is a separate fire risk assessment which informs the precautions installed and to be taken. It is kept in the school office.

HEALTH AND SAFETY POLICY: ARRANGEMENTS

CRANSLEY SCHOOL

External Visits

Thorough planning is required for all external visits. Staff must complete a risk assessment for all aspects of the visit and an authorisation form. This may be done with the help of the Educational Visits Co-ordinator (see appendix 1).

First aid cover may be provided by Cransley staff or by the venue visited. Staff in charge of visits should confirm this in advance. Authorisation for the visit will be given by the Head Teacher when all conditions on the form have been satisfied.

Written parental consent is essential for all pupils involved in an external visit.

The level of supervision for an external visit will depend on the number and age of the pupils, as well as the nature of the activity undertaken. It must be maintained in the event of an accident or incident involving one or more pupils. For levels of supervision see the Staff Handbook.

Transport may be provided by a reputable transport company or school minibuses. The school minibuses will be maintained in accordance with the manufacturer's recommendations or another appropriate schedule. This will be organised by the Transport Manager. The school minibuses must only be driven by appropriately qualified and authorised drivers (see appendix 1).

The risks associated with driver fatigue must be fully recognised. If it is, due to the length of the journey or the duration of the visit, there is risk of driver fatigue, at least two authorised drivers must be present on all parts of the journey.

HEALTH AND SAFETY POLICY: ARRANGEMENTS

CRANSLEY SCHOOL

Security

All members of staff are checked with the Criminal Records Bureau. All possible efforts will be made by the Head Teacher to ensure that new members of staff have been cleared through this system prior to them taking up post.

All visitors to the school are required to report to the school office. They will be expected to sign in, receive a visitor's badge and sign out on leaving the premises.

Persons making deliveries to the rear of the school will be expected to announce their arrival in the school office. Deliveries can then be supervised.

Staff and pupils must report any unrecognised visitors to the office urgently. Pupils must not approach them unless comfortable to do so. If visitors are aggressive or unwelcome they will be asked to leave. If they do not leave, the police will be called.

The science staff will lock their laboratories whenever they are left unattended. Other areas of the school will be locked at night by a member of the maintenance staff.

HEALTH AND SAFETY POLICY: ARRANGEMENTS

CRANSLEY SCHOOL

Transport and Traffic Routes

Many pupils travel to school on the school minibuses. These will be driven by qualified drivers along a predetermined route. Pupils will only be allowed to embark or disembark at designated stops.

The buses will be serviced regularly in line with manufacturer's recommendations. This will be organised by the Transport Manager. The buses will be cleaned at least weekly by the bus drivers.

All motorists on school property will be expected to observe the speed limit of 10 mph. Signs are deployed and the names of transgressors will be published.

Motorists must observe the one-way system and park at the rear of the school by the buildings or in the playground. Motorist should be aware of the school buses unloading and the high probability of young children moving around on their way to their classrooms.

During special events, e.g. school plays, parking attendants will be employed to ensure sensible, safe parking.

Pupils will be expected to keep to designated pathways when moving around the premises.

Pupils should be made aware of areas accessible to them and areas that are out of bounds. Pupils should also be made aware of other people using the grounds during the school day e.g. horse riders moving past the front of the building, and the risks associated with these other users.

HEALTH AND SAFETY POLICY: ARRANGEMENTS

CRANSLEY SCHOOL

Cleaning

Cleaning of the school is carried out by both contract and in-house cleaners. The school office staff will liaise with the contract cleaners and the members of the maintenance team.

All cleaners will sign in and out in the school office.

Access to the cleaning materials will be restricted to cleaners and members of the maintenance staff only. The cupboards must be locked when school is in session. All cleaning materials must be COSHH assessed and only appropriate cleaning materials used.

Personal protective equipment (ppe) will be issued by either the school or the cleaning contractors and must be worn correctly. Cleaners will be instructed by their employers in the correct use of ppe.

Any cleaning equipment found to have defects which could present a risk to health and safety must be taken out of service until repaired or replaced. This should be reported to the school office.

HEALTH AND SAFETY POLICY: ARRANGEMENTS

CRANSLEY SCHOOL

Use of School buildings out of hours

It is likely that the school premises will be used for activities outside of school hours. Obvious examples are sporting activities, PTA events or use by the building's owner.

The provisions of this section of the Health & Safety policy Statement are highly likely to be applicable to such activities. Therefore those responsible for the activities should familiarise themselves with this document and act upon it.

Particularly relevant sections are:

Fire precautions,

Use of equipment,

Use of the Gym and sporting activities,

Transport routes.

HEALTH AND SAFETY POLICY: ARRANGEMENTS

CRANSLEY SCHOOL

Kitchen

All kitchen staff must adhere to the school's Health and Safety policy. The special arrangements and policy for the kitchens are laid out in Appendix 2. These will be posted in the kitchen. The Head Cook has overall responsibility for the kitchens and must report to the Head Teacher.

HEALTH AND SAFETY POLICY: ARRANGEMENTS

CRANSLEY SCHOOL

Maintenance activities

Maintenance staff must adhere to the school's Health and Safety Policy. The special arrangements for maintenance staff are laid out in Appendix 3. These will be posted in the maintenance office. The Head of Maintenance has overall responsibility for maintenance matters and must report to the Head Teacher.

HEALTH AND SAFETY POLICY: APPENDIX 1

CRANSLEY SCHOOL

List of Staff with specific responsibilities

Governor With responsibility for Health and Safety – Mrs A. Acton

Head Teacher – Mrs. G. Gaunt

Health and Safety Co-ordinator – Mrs. B. Crumpton

Educational Visits Co-ordinator – Head Teacher

Head Cook – Mrs. S. Finemore

Maintenance Manager – Mr. D. Barnado

Transport Manager – Mr C Smaller

First Aiders – Miss C. Davies, Mrs. J. Cope, Mrs. J. West, Mr. A. Aleali, Mrs. J. Pargeter, Mrs. J. Hollinshead, Mrs N Hayes, Mrs J Phipps

Emergency First Aiders – Mrs. J. Palmer, Mrs. S. Easton, Mrs. B. Heaven.

Person Competent to carry out electrical testing – Mr. Philip Gallimore.

HEALTH AND SAFETY POLICY: APPENDIX 2

CRANSLEY SCHOOL

Supplement for Kitchen and Catering Activities

Risk assessments will be carried out by the Head Cook and updated annually. A copy of risk assessments will be kept in the kitchens and a copy will be filed in the main office.

Systems of work will also be assessed by the Head Cook and other staff will adhere to her direction.

Cleaning will be carried out daily by all members of the kitchen staff. Cleaning guides are posted in the kitchen. Cleaning materials are stored in a locked cupboard outside the kitchens. Pest control is handled by contract pest controllers.

All electrical appliances shall be checked visually on each use. Any faults must be reported to maintenance immediately. Electrical safety of electrical appliances will be checked annually and equipment suitably marked by the maintenance staff. Equipment will be made available for this process.

Food storage will be checked daily by members of the kitchen staff. Fridge temperature must not be higher than 5° C. The freezer must be below -18° C. The temperature of hot food is checked before serving. It should reach 75° C or above. Freezers are emptied at the end of each term and remaining food is thrown away.

All boards used for food preparation are colour coded, with signs above the storage point. Knives are sharpened when necessary by members of the kitchen staff.

Uniforms and shoes are to kitchen standard and must be worn at all times in the kitchen.

Each member of staff is allocated specific jobs and the Head Cook will ensure everyone knows what they are expected to do. Most staff understand fully all the jobs within the kitchen so can cover during absences.

The Head Cook shall report any problems either with equipment or personnel to the Head Teacher as soon as possible.

All kitchen staff have Health and Hygiene certificates and the Head Cook has N.U.Q. 1 & 2. New staff should either have these qualifications or should be prepared to undertake suitable courses. Refresher courses will be arranged by the Head Cook when necessary. Anyone unsure of procedures or the safe operation of equipment should ask the Head Cook for assistance. Health and Safety guides are posted in the kitchen.

HEALTH AND SAFETY POLICY: APPENDIX 3

CRANSLEY SCHOOL

Supplement for Maintenance Activities

Risk assessments for maintenance activities are carried out by the maintenance staff and updated when necessary, at least annually. Copies of written risk assessments are filed in the school office.

Defects which have been reported to the maintenance staff via the defects book kept in the office will be assessed and rectified as soon as possible. If necessary, outside assistance will be sought. If the defect presents a risk to any person at school, the Health and Safety Co-ordinator or another appointed person will be informed. Other maintenance work will be carried out as soon as possible. Maintenance which may pose a risk to staff or pupils will be carried out during the school holidays or at weekends.

Staff and pupils will be informed via the school office of any maintenance or repair work which may affect their use of the building.

Tools and equipment are only to be used for the purpose intended. They will be stored in a safe place, away from pupils or other unqualified staff. Other materials of a flammable or toxic nature are also to be stored away from pupils and unqualified staff. Tools will be maintained in a serviceable condition and replaced when necessary.

Following each termly Health and Safety Inspections of the school premises a copy of the inspection report will be given to the maintenance staff. A representative of the maintenance staff will meet with the Health and Safety Co-ordinator and the Head Teacher to discuss remedial work.

When working alone, a member of the maintenance staff will be equipped with a mobile phone to summon assistance if necessary. The member of staff will alert any office staff present that he is on the premises, carrying out maintenance. If the office staff are not present, Mr. Leigh, our Landlord will be informed of the presence of maintenance staff.

HEALTH AND SAFETY POLICY: APPENDIX 4

CRANSLEY SCHOOL

Risk Assessment proforma

Management of Health and Safety at Work Regulations - Risk Assessment Form						
Location/ Department/ Project Area:						
Activity/ Task/ Area Assessed:						
Name of Assessor:				Date:		
Hazards	People affected	Actual preventative & Protective measures	Review Date:			
			SR	PR	RR	Action

SR Severity Rating

PR Probability Rating

RR Risk Rating

HEALTH AND SAFETY POLICY: APPENDIX 5

CRANSLEY SCHOOL

List of Staff and Pupil Medical needs

HEALTH AND SAFETY POLICY: APPENDIX 6

CRANSLEY SCHOOL

Position of Fire Extinguishers

Position of Fire Extinguishers

Senior School:

Gym:	3	Pottery Room:	1
Cellar Toilet:	1	Cellars:	3
Outside Head's Study:	2	Art Room:	1
Back Door to Lawn:	2	Outside Staff Room:	2
Language Room:	1	Marking Room:	1
Outside Maths Room:	2	Top Corridor:	3
Computer Room:	1	Office Passage:	2
Pantry Door:	1	Kitchen:	3
Home Economics Room:	1	Back Door:	2

Junior School:

Maths Room:	2	Reading Room:	1
Outside Staff Room:	2	Class 2:	1
Class 4:	1	Class 5:	1
Outside Library:	1	Nursery/Reception:	1
Bio Lab:	1	Chemistry/Physics:	1