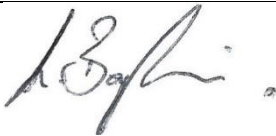




Cranbrook Education Campus

Health & Safety Policy

Policy Details	
Policy Written by	Alex Binks – Premises manager
Policy Reviewed by LGB	30 th November 2022
Policy Ratified by LGB	30 th November 2022
Review Cycle	Annually
Policy Review date	Autumn 2023
Signed:	 Les Bayliss- Chair of Governors
Date:	30 th November 2022

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HEALTH & SAFETY POLICY

SECTION 1: STATEMENT OF INTENT

The Governing Body of Cranbrook Education Campus will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the *Health and Safety at Work etc. Act 1974* and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the Schools organisation and arrangements for dealing with different areas of risk. Section 2 will establish specific responsibilities at all levels of the academy's organisation. Section 3 will outline the specific arrangements put in place to manage these areas of risk and hence to meet the academy's obligations under the law.

This policy will be brought to the attention of all members of staff who will be told to read and understand its contents. The policy will be communicated through email notification, monthly briefing notices and through the Staff Drive on the Schools network a printed copy will be held in the school's reception office and Staff rooms.

This policy statement and the accompanying organisation and arrangements will be reviewed as required by the Head of Campus and the Health and Safety Co-ordinator.

Chair of the governing body



Date: 30/11/2022

Head of Campus



Date 30/11/2022

SECTION 2: ORGANISATION

The Duties of the Employing Body

- Produce and regularly review the Health & Safety Policy for the Campus. This policy will reflect the requirements of the *Health and Safety at Work etc. Act 1974* by outlining arrangements to ensure, so far as is reasonably practicable, the health, safety and wellbeing of staff, students and others affected by the organisation.
- To monitor both compliance with, as well as the effectiveness of, this policy.
- To provide adequate resources to meet the Campuses legal responsibilities as well as compliance with this policy.
- To assist the employing body in discharging its legal obligations, the campus has appointed the Health & Safety Service as its 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999.
- The specific arrangements adopted will be guided by the Health & Safety Service's Health & Safety Guidance Arrangement Notes for Academies.

The Duties of the Head of Campus

The head of campus has day-to-day responsibility for health and safety management and will take all reasonable practicable steps to secure the health and safety of students, staff, visitors and others using the campus premises or participating in academy sponsored activities.

In particular, the head of campus will:

- Ensure that suitable and sufficient risk assessments of work activities are undertaken, that a written record of the significant findings of these assessments is kept and that these assessments are subject to regular review.
- Co-operate with the Governing Body to ensure that this policy and its associated arrangements are implemented and complied with.
- Communicate the policy and other appropriate health and safety information to all relevant people including contractors and visitors.
- Report to the Governing Body on health and safety performance and to monitor both compliance with, as well as the effectiveness of, this policy;
- Ensure that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Report to the governing body any significant risks or policy requirements which cannot be met within the establishment's budget.
- Identify the training needs of students and staff and hence ensure that all students and staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensure consultation arrangements are in place for staff and their trade union representatives.

The Duties of the Head of Campus

Duties Continued:

- Monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions.
- Receive reports from enforcement officers and advisory bodies and, where appropriate, take relevant actions to address issues raised.
- Promote a positive health and safety culture by leading by example.
- Assist with the identification of training needs and training delivery across the Campus to ensure that staff and students are adequately instructed.

Whilst overall *responsibility* for health and safety cannot be delegated to one person, the head of campus may choose to delegate certain tasks to other members of staff.

The role of the health & safety coordinator for the campus (Three days a week) has been delegated to the Premises Manager. Within the campus this task is further delegated to the Senior Leadership team, Head of departments, Head of Years and Supervisory Staff.

The Duties of the Health and Safety Co-ordinator

The health and safety Co-ordinator has the delegated task of assisting the head of campus discharge their duties in relation to day-to-day health and safety management.

To do this the health and safety co-ordinator will:

- Co-ordinate and support the risk assessment process for the campus.
- In consultation with staff member's co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the head of campus and governing body when required.
- Coordinate records of external inspections and maintenance of plant or facilities and ensure that remedial actions identified are either addressed without delay or brought to the attention of the governing body if funds are not available.
- Collate accident and incident information and, when necessary, carry out accident and incident investigations.
- Arrange periodic health and safety audits and liaise with the head of departments and governing body in relation to findings and any associated remedial actions.

The Duties of Senior Leadership/ Heads of Departments/ Head of Years /Supervisory Staff/

The senior leadership team, heads of departments and line managers have specific delegated tasks in relation to health & safety management within their departments.

They must ensure that:

- They apply the arrangements described in this health and safety policy to their own department or area of work, including the arrangements described in any associated guidance notes.
- Staff under their control are aware of and follow any externally adopted health and safety guidance from sources such as CLEAPSS, AfPE and OSHENS etc.
- Risk assessments are undertaken for the work areas for which they are responsible and that identified control measures are implemented.
- They ensure that appropriate safe working procedures are brought to the attention of all staff under their control and are enforced effectively;
- They take appropriate action on health, safety and welfare issues referred to them, informing the Site Management team, Head of Campus or Governing Body of any problems they are unable to resolve within the resources available to them.
- They carry out regular inspections of their areas of responsibility and report / record these inspections to the Site management team, Head of Campus or Governing Body
- They ensure the provision of sufficient information, instruction, training and supervision to enable staff and students to avoid hazards and contribute positively to their own health and safety.
- They ensure all accidents (including near misses) occurring within their area of responsibility are promptly reported on CPOMS and investigated if required.

The Duties of all Members of Staff

Under the *Health and Safety at work Act 1974* all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

This also applies to volunteers who are under the control of the Academy.

Specifically, all employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the academies health and safety policy arrangements **at all times.**
- Report all accidents and incidents on CPOMS in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their line manager, site management team.

The Duties of all Members of Staff

Duties continued:

- Ensure that they only use equipment or machinery that they are competent / have been trained / or hold certification to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Students

Students, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of behaviour and dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the Academy and, in particular, the instructions of staff given in an emergency.
- Not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety.
- Follow all health and safety signage at the campus.

Contractors

All contractors who work on the school premises are required to identify and control any risks arising from their activities and inform the site management team and Premises manager of any risk that may affect the staff, students and visitors.

All contractors must be aware of this policy and be provided on request with the contractors induction booklet the associated emergency procedures and comply with these requirements **at all times.**

In instances where the contractor creates hazardous conditions and refuses to eliminate them or take measures to make them safe, the site management team will take such actions as are necessary to prevent staff, students and visitors being put at risk from injury.

SECTION 3: ARRANGEMENTS

The specific arrangements adopted by the academy are guided by the Health & Safety Arrangements Documents provided by the Health & Safety Service. Details of these arrangements can therefore be found in the Arrangements Documents which can be accessed via the OSHENS system Document Library.

The Academy also has a subscription to CLEAPSS via the Health & Safety Service. CLEAPSS guidance has been adopted to guide arrangements in Science, D&T and Art.

In addition the following publications have been adopted to guide arrangements for safety in specific curriculum areas:

- Safe Practice in Physical Education and School Sport' Association of Physical Education 'AfPE' <http://www.afpe.org.uk/>

Arrangements are made using the Health and Safety Wellbeing Service's Arrangements notes

Risk Assessment

The underlying process which informs safety management is risk assessment. Assessments of significant risks will be made with those persons responsible for the activity/area affected and the significant findings of these decisions will be recorded in writing. This will be achieved principally by amending and adopting the model risk assessments provided by the Health & Safety Service. Specifically the model risk assessments amended and adopted in order to identify suitable risk control measures are shown in **Appendix B**.

Where model risk assessments do not address all the significant hazards of the school, the RAA01 format will be used to record the significant findings of risk assessment decisions.

Risk assessments are available for all staff to view and are held centrally in the site management folder on the (S) Drive. They can also be accessed online in the staff shared work area:

Staff Shared Work Area (: S) Site Management/Health and Safety/Risk Assessments.

Wherever possible, affected staff will be included in the risk assessment process. Staff and other affected parties will be briefed in the risk assessment findings.

Departmental risk assessments are the responsibility of the departments head and subject teaching staff. Risk assessment records will be reviewed either annually or every 3 years depending upon the levels of risk. This will be identified on the RAA model risk assessments.

For full details relating to risk assessment arrangements, reference should be made to the HSA0047 Guidance Note.

Accident/Incident Reporting

All employee accidents must be reported to the Governing Body. This will be achieved by entering accident details onto the OSHENS on-line accident reporting system.

Accidents to students and other non-employees should be recorded on CPOMS initially and any additional accident log books that departments hold. PE have their own accident book which is regularly checked by the Head of PE. Accidents that require Hospitalisation and those accidents to students and members of the public which are work related, in that they have arisen out of a material defect or organisational failure, must also be reported to the governing body by entering accident details onto the OSHENS on-line accident reporting system.

Parents / carers will be notified immediately of all major injuries.

The health and safety co-ordinator will investigate accidents and take remedial steps to avoid similar instances recurring as required.

All accidents which fall within the scope of the Reporting of Diseases Injuries and Dangerous Occurrence Regulations 2013 will be reported to the HSE via the OSHENS on-line accident reporting system. This will be undertaken by the Health & Safety Service.

For full details relating to accident reporting arrangements, reference should be made to the HSA001 Guidance Note.

Asbestos

The building was constructed and completed in 2015 and contains no asbestos. An ASB7 form has been completed and reviewed every two years.

Communication and Training

Detailed guidance and information about health and safety issues can be found in the Health & Safety Service's Guidance Notes which are located in the OSHENS Document Library. The Health & Safety Service also provide competent health and safety advice for school staff and can be contacted on 01392 382027 or on healthandsafety@devon.gov.uk.

The Health and Safety Law poster is displayed in the both staffrooms at the school.

Health and Safety Training

All employees will be provided with:

- Induction training in the requirements of this policy
- Updated training in response to any significant change
- Training in specific skills needed for certain activities as identified by the relevant risk assessment
- Refresher training where required

Training records will be kept in the relevant departmental leads offices, the head of department is responsible for co-ordinating health and safety training needs. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

Each member of staff is also responsible for drawing the relevant line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All employees shall undertake work tasks as instructed and trained.

For full details relating to staff training, reference should be made to the HSA0055 Training Guidance Note.

Consultation

Staff are represented on the Finance and Resources Committee. Consultation of day to day matters will be achieved by email and notices in shared staffrooms and the reception areas.

Members of staff with concerns should raise them initially with their departmental head or the health & safety co-ordinator. If required, requests for external advice should then be sought from the Health & Safety Service for concerns of employees which cannot be resolved locally.

Staff should feel free to contact the appropriate trade union appointed safety representative. The governing body welcome the support of trade unions in health and safety matters.

For full details relating to staff consultation, reference should be made to the HSA008 guidance note.

Contractors

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

Contractors will be sent an induction booklet see **(Appendix A)** by email prior to their visit and given a hard copy of the induction booklet on arrival which will need to be signed confirming they have read and understood its contents.

All contractors must report to the reception team where they will be asked to sign in and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

To ensure contractor competency, the chief operating officer will undertake appropriate competency checks prior to engaging a contractor. Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

The site management team are responsible for monitoring areas where the contractor's work may directly affect staff and students and for keeping records of all contractor work.

For full details relating to the control of contractors, reference should be made to the HSA0007 CDM Guidance Note.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the relevant heads of department and teaching staff using the appropriate Health & Safety Service's model risk assessments see **(Appendix B)**.

Within science, CLEAPSS *Hazcards* and *Recipe Cards* are used as model risk assessments to manage the risks within practical activities. The specific controls adopted in these activities will be checked against these models and significant findings incorporated into lesson plans and technicians requisition sheets. For full details relating to the higher risk curriculum areas, reference should be made to the HSA0003, HSA0011, HSA0042 and HSA0049 Guidance Notes.

Display Screen Equipment (DSE)

All staff who use computers daily for continuous spells of an hour or more, or a total daily time of 3 hours or more will have a DSE assessment carried out. This will be achieved by completing the OSHENS DSE online training and assessment.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician and corrective glasses (if required specifically for DSE use) subject to a total cost of £50.00.

For full details relating to DSE, reference should be made to the HSA0012 DSE Guidance Note.

Fire Safety

The Site Management team are responsible for ensuring the academy's fire risk assessment is undertaken, in accordance with the Cranbrook Fire Management Plan. The latest fire risk assessment was completed by JLA in October 2022. The fire risk assessment is held with the Site Management team and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located in the site management office and Premises Managers office. A fire evacuation notice will be posted at the exit point of each room. These procedures will be reviewed along with the fire risk assessment and are made available to all staff as part of the school's induction process.

All staff will be briefed in the contents of the fire emergency plan on an annual basis. This will be augmented by fire drills which will be undertaken termly and results recorded in the Fire Log book. Additional specific fire safety training will be undertaken as identified in the fire risk assessment.

Evacuation procedures are also made known to all contractors / visitors as required.

Emergency contact and key holder details are held in the reception areas.

The site management team are responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken:

- Dates of firefighting equipment inspections and checks; monthly and annually.
- Dates and outcome of fire alarm system(s) inspections and checks; Weekly and six monthly.
- Dates and outcome of emergency lighting system - records of tests; Monthly and Six monthly
- Dates and outcome of visits by Devon & Somerset Fire & Rescue;
- List of all fire training / instruction carried out.
- Dates and outcome of fire drills.

Procedures for other critical incidents and off-site emergencies are contained within the School's Emergency Management Plan which will be located in the main reception office and will be reviewed annually.

For full details relating to fire safety, reference should be made to the HSA0018 Fire Safety Guidance Note.

First Aid

The school has risk assessed the need for first aid provision and this is recorded on the RAA09 risk assessment document. A full list of members of staff with first aid training is available upon request from the school.

Secondary and Primary heads and Departmental leads will ensure that refresher training is organised to maintain competence and that new persons are trained should first aider trained staff leave.

PE, Art, D&T and Science are areas with an elevated level of risk regarding first aid. It is the responsibility of the heads of departments in these specific areas to manage the first aid requirements with respect to the associated additional hazards.

Heads of School and departments are responsible for ensuring that there are adequate members of their team first aid trained.

First aid boxes are located at the following locations:

Ground Floor Main Office/ Reception.
Ground floor Secondary Staff room.
Ground Floor Primary Medical room.
Ground Floor Reset rooms.
Ground Floor PE Office.
Ground Floor Kitchen.
Ground Floor Primary Kitchen/ Staff room.
Ground Floor Drama/Main hall
All Primary Classrooms – Ground floor and First Floor.

First floor science prep room.
Second Floor Music room.
Second Floor Art room.
Second Floor Science rooms.

First aid boxes include; a box of Large and medium dressings a Gauze, a triangle bandage, eye dressings, water proof plasters, sterile wipes, microporous tape, gloves, finger dressings, face shield, foil blanket, sterile eye wash, head bump books, general accident slips, ice pack and sick bags

First Aid boxes and stock are checked half termly unless it is highlighted that there is a lack of stock anywhere in the school. This is then updated on the school spread sheet to ensure that out of date equipment is removed and replaced. This is completed by the Administration team.

As the workplace is shared with other organisations: Other organisations such as lettings and contractors provide their own First Aid Provision.

For full details relating to first aid, reference should be made to the HSA0019 First Aid Guidance Note.

Hazardous Substances

Where it is consistent with the effective performance of the task in hand, every attempt will be made to choose the least harmful chemical possible.

Within curriculum areas heads of department are responsible for the safe use and storage of hazardous substances within their areas of control. Specifically, heads of department must ensure that an up to date inventory of hazardous substances and CLEAPSS model risk assessments are in place within their department. It shall be ensured that the findings of model risk assessments are incorporated into point-of-use documents within the department. In all other areas the responsible manager shall ensure that:

- An inventory of all hazardous substances used within their area of responsibility is compiled and kept up to date.
- Material Safety Data Sheets (MSDS) are obtained from the relevant supplier for all such materials; Risk assessments are conducted and that these assessments are recorded and control measures are understood by those staff that are exposed to the product/substance. This will include the identification and provision of appropriate personal protective equipment.
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and never decanted into unmarked containers.

For full details relating to the control of hazardous chemicals, reference should be made to the HSA0010 COSHH Guidance Note.

Legionella

A water Management Plan is in place for the school to manage the water safety. A water risk assessment has been completed by Churchill Environmental Services. The water safety is managed by Churchill Environmental services through the management software Zetasafe. The contract with Churchill Environmental services includes;

- Visually inspections of the Chlorine Dioxide unit.
- Testing the treated water for both chlorine dioxide and total oxidant/ chlorite at an outlet close to the point of injection to verify the dosage rate and conversion yield.
- Check chlorine dioxide residual levels at sentinel outlet locations to ensure levels are between 0.1mg/l to 0.5mg/l
- Check Chlorine dioxide residual levels at non-sentinel outlet locations to ensure levels are between 0.1mg/l to 0.5mg/l
- Record storage, flow and return temperatures of Calorifiers. Also verify any circulation pumps are operating correctly Hot water in vessels with more than 15 litres capacity should be stored at a minimum of 60°C and distributed so that it reaches a temperature of 50°C within 1 minute at outlets (55°C at Health Care premises). Hot water leaving the vessel (i.e. flow) should be 60°C or above at all times and returned at 50°C or above (55°C at Health Care premises)
- Check water temperatures to confirm the Point Of Use Water Heaters operates at 50–60 °C (55 °C in healthcare premises)
- Dismantle, clean, de-scale and sanitise showerheads and hoses.
- Dismantle, clean, de-scale and sanitise spray taps Dismantle, clean, de-scale and sanitise spray taps.

Legionella continued:

- Visually inspect condition / fittings of cold water storage tank and record supply & storage temperatures.
- Check temperature and water quality from drain valves of heaters.
- Strip down, clean and disinfect including associated filters / strainers TMVs

The site management team are responsible for ensuring that the identified operational controls are being conducted and recorded in the water hygiene log book and weekly flushing of the school is completed.

The Water Safety risk assessment will be reviewed where significant changes have occurred to the water system.

For full details relating to the control of legionella, reference should be made to the HSA0028 Legionella Guidance Note

Lettings/shared use of premises

The employing body and lettings manager will ensure that the hirer/tenant has public liability insurance, method statements and DBS information stored. They will share with the hirer/tenant all relevant school health and safety information and policies. The hirer /tenant will be required to provide a copy of their risk assessment where their activities present a significant hazard either to the building itself or to the safety or health of the occupants within it.

Maintenance of Plant and Equipment

Regular inspection and testing of school equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept digitally and in the Parago Civica system. All staff are required to report any problems found with plant/equipment to the responsible manager. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

The following specific statutory inspections and tests will be undertaken:

Inspection	Contractor
Air Conditioning	Recoair
Air Handling Units	Sherwoods
Automatic Gates	A1 Gates
Automatic Doors	RUK
Boiler Management System	Sherwoods
Canopies and Bus shelters cleaning	Ladders Free
CCTV	West country TV
Cleaning Equipment	AUK Hygiene
Commercial Deep Clean of Kitchen	Insuraclean
Defibrillator	Defib Shop
Disabled pull chord alarms and refuge alarms	JLA
Display Energy Certificate & Report	Hi -Devon
Domestic Equipment and Appliances including Food tech room	C & D Appliances
EICR	HT Compliance
Emergency Lighting	JLA
Fire Alarm/ Monitoring and Fire Safety Equipment	JLA

Fire Dampers	Gemini
Fire Windows	SE Controls
Flood Lighting	Sports lighting .co.uk
Fume Cupboards	Safe Lab
Gas Taps, Interlocking and Proving system	Sherwoods
Genie Scissor Lift	AFI Uplift
Gritting and Snow Protection	Ice Watch
Ground Maintenance	Plandscape
Heating System	Sherwoods
Intruder alarm / Access control	DS Securities
Kitchen Equipment (Catering/Refrigeration)	Bartlett's
Kitchen Ventilation and Air Handling	Insuraclean
LEV	CTR Future LTD
Lifts	Kone
Lift Thorough Examinations	Zurich
Lightening Protection	Redpath Buchanan
LPG	Canning's
Mansafe	A2M Safety
Minibus	Moor View Motors
PAT Testing	HT Compliance
PE Equipment	Universal Services
Pest Control	Valley Pest Control
Pressurisation Unit and Vessels	Sherwoods
Staging, Lighting and Rigging	Stage Engage
Tractor	MNR Mowers LTD
Tree Safety	Country Wide
Water Safety/ Hygiene	Churchill Environmental Services
Water Machines	Thirsty Work
Window Cleaning	Ladders Free
3G Servicing	Replay Maintenance

Electrical Safety

All staff are responsible for conducting a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the site management team immediately.

All portable items of electrical equipment will be subject to formal inspection and, where appropriate, a testing regime on an identified cycle dependent upon the level of risk associated with the particular appliance type. Portable appliance testing will be conducted annually. This inspection and testing will be conducted by HT compliance.

Heads of department are responsible for keeping an up-to-date inventory of all relevant electrical appliances within their areas of responsibility and for ensuring that all equipment is inspected and where appropriate tested according to the frequencies set out above.

Electrical Safety continued:

Personal items of equipment should not be brought into the school without prior authorisation and must be subjected to the same inspection process as school-owned equipment.

An electrical installation Condition Report will be conducted every 5 years for the school. This was last completed by HT Compliance in 2020. The Site management team are responsible for arranging the remedial actions for all Code 1 and 2 non-compliances identified in the report.

For full details relating to work equipment and electrical safety, reference should be made to the HSA0016 and HSA0058 Guidance Notes.

Medication Arrangements

Please refer to the Trust medication policy which can be found in Staff Shared Work Area:

(:S)/Policies/CEC Policies/Administration of Medication Policy.

Monitoring

The head of campus, assisted by the health and safety co-ordinator, will put in place procedures to monitor compliance with the arrangements described in this policy. The central component of this process is the 3 yearly health & safety review process undertaken by the Health & Safety Service. Feedback from this process is to be referred to the governing body.

A general inspection of the site will be conducted annually and be undertaken by the Site Management team and the governor responsible for health and safety. Inspections of individual departments will be carried out by heads of department or nominated staff.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the head of campus and the governing body. Responsibility for following up items detailed in the safety inspection report will rest with the Heads of department.

Inspections will be conducted jointly with the school's health and safety representative(s) if possible. Other processes employed to monitor compliance with this policy and health and safety performance in general include:

- Continuous monitoring and review by the site management team to reflect any changes in the day to day running of the site or new equipment purchased that could present a health and safety risk.

For full details relating to monitoring, reference should be made to the HSA0005 Audit & Monitoring Guidance Note.

Moving and Handling

Generic risk assessments for regular manual handling operations are undertaken as described in the risk assessment section above. Staff engaged in these activities will be provided with information on safe moving and handling techniques and will receive specific training where the need is identified in the risk assessment. All manual handling activities which present a significant hazard, which are not accounted for in the generic risk assessments described above, will be reported to the site management team. Where such activities cannot be avoided, a specific risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instructions given when carrying out the task. Staff should ensure that they do not lift heavy items unless they have received a briefing on the control measures in place.

All moving and handling of students will be risk assessed by the teaching staff and recorded in a specific Handling Plan for the individual concerned. The format found in the HSA0035 Guidance Note will be used. All staff who move and handle students will receive appropriate training both in the controls listed in the handling plan and specific training on any lifting equipment that they may be required to use.

For full details relating to moving and handling, reference should be made to the HSA0034/35 Moving and Handling Guidance Notes.

Offsite Visits

The school has adopted the Devon County Council (DCC) document *Outdoor Education, Visits and Off-site Activities Health & Safety Policy* as its own policy.

In line with this policy, the DCC Educational Visit Adviser has been engaged to endorse arrangements for higher risk activities. The DCC Educational Visit Adviser will therefore be notified of all Category B and C visits via the *Evolve* online system.

The *Evolve* system will also be used for the planning and approval of all lower risk Category A offsite visits. Relevant risk assessments will be attached electronically as required. The School's Educational Visits Coordinator will check the documentation and planning of the trip and, if acceptable, initially approve the visit before referring to the head of campus for final approval.

For full details relating to educational visits, reference should be made to the Outdoor Education, Visits and Off-site Activities Health & Safety Policy 2014.

Personal Safety and Security

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff. Staff will report any such incidents on the CPOMS system in accordance with agreed accident/incident reporting procedures.

Working alone will be avoided wherever possible. Work carried out unaccompanied or without immediate access to assistance will be risk assessed by the relevant line manager in order to identify and implement control measures. The Lone working device will be provided to all staff working alone at the school.

Personal Safety and Security continued:

Staff working outside normal school hours must work in accordance with the lone working policy and fully understand the associated risk assessments.

The requirement to undertake a lone working risk assessment will also extend to working alone off-site where staff conduct home visits.

Risk assessments will be reviewed annually or after significant change and recorded by amending the RAA13 risk assessment document.

For full details relating to security and lone working issues, reference should be made to the HSA0031 Lone Working and HSA0050 Security Guidance Note.

School Security

The health and safety coordinator is responsible for undertaking a risk assessment for site security in order to identify and implement control measures in this area.

This will be reviewed annually or after significant change and recorded by amending the RAA24 risk assessment.

Radioactive Sources

The school has adopted the CLEAPSS guidance L93 '*Managing Ionising Radiations and Radioactive Substances in Schools & Colleges*' as its policy arrangements for the use of radioactive sources. The separate Standard Operating Procedures outline the precise procedures to be followed:

- CLEAPSS provide the Radiation Protection Adviser (RPA). The name and contact details are contained within the Standard Operating Procedures document;
- The Health & Safety Service provide the Radiation Protection Officer role and contact details are contained within the Standard Operating Procedures document; and
- The Radiation Protection Supervisor is Sarah Carthew. The RPS is responsible for ensuring that the Use Log is kept up to date and, where required, leak tests are conducted and recorded annually in the relevant Source History.

*For full details relating to the safe use of radioactive sources, reference should be made to the L93 '*Managing Ionising Radiations and Radioactive Substances in Schools & Colleges*' document.*

Radon Gas

The School is located in a radon affected area as defined by Public Health England (PHE). Consequently, radon gas levels will be measured on a 7-10 year cycle and detectors returned to PHE for analysis.

If levels are below the 400 Bq/m³ threshold, this process of measurement will continue. If readings exceed the 400 Bq/m³ threshold a Radiation Protection Adviser (RPA) will be engaged and a risk assessment of staff exposure will be undertaken in consultation with the RPA. Based upon the findings of this assessment, suitable mitigation systems will be identified and installed to reduce the radon level to well below 400 Bq/m³. These systems will be maintained.

Stress/Wellbeing

The school is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment in line with the HSE's management standards.

The school buys in occupational health services through Devon County Council which includes IMASS (Industrial Medical and Safety Services) and an HR1 performance management mentor.

Where appropriate, risk assessment findings will be recorded on the RAA25 document.

For full details relating to staff wellbeing, reference should be made to the HSA0024 Health Issues for Staff Guidance Note.

Work at Height

Work at height will only be completed by trained staff members. Work carried out at height where a significant injury could result will be risk assessed by the relevant line manager in order to identify and implement control measures.

Staff who work at height will be briefed in risk assessment findings. When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff *must not* climb onto chairs etc.

Formal training on work at height will be undertaken where the need is identified in the work at height risk assessment. Such training will also be undertaken by those who line manage staff who work at height. The School's nominated person(s) responsible for work at height is/are: Alex Binks and Antony Moxey

The nominated person(s) shall ensure:

- All work at height is risk assessed and properly planned and organised.
- All those involved in work at height are trained and competent to do so.
- The use of access equipment is restricted to authorised users.
- A register of access equipment is maintained and all equipment is regularly inspected and maintained.
- Access to fragile surfaces is properly controlled.

For full details relating to the control of work at height, reference should be made to the HSA0060 Work at Height Guidance Note.

Work Experience

The heads of school are responsible for managing and co-ordinating work experience.

All placements are subject to pre-placement checks by Devon Education Business Partnership who will assess the suitability of the placement and maintain a list of suitable host employers. No work experience placement will go ahead if deemed unsuitable.

Work Experience continued:

- If significant hazards exist within the work tasks of any work placement, these will be risk assessed by the host employer and findings will be communicated to the student and their parents/guardians.
- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities. This will be completed by the work experience lead.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- All incidents involving students on work placement activities will be reported to by the employer to the school at the earliest possible opportunity.

If the school *hosts* a work experience placement, any significant hazards within the planned work tasks will be risk assessed by the host employer and findings will be communicated to the student and their parents/guardians. This assessment will be recorded on the *RAA28* risk assessment document.

Workplace Safety

The site management team are responsible for undertaking a risk assessment for general sites and buildings safety in order to identify and implement control measures for the following site workplace hazards:

- Slips, trips and falls
- Glazing
- Trees
- Waste storage and disposal
- Vehicle/pedestrian conflict
- Pond areas

This will be reviewed annually or after significant change and recorded by amending the *RAA03* risk assessment document.

For full details relating to the control of hazards within the premises, reference should be made to the HSA0044 Premises Guidance Note.

APPENDIX A:



Cranbrook Education Campus

Contractors Induction Booklet

Welcome To Cranbrook Education Campus

“First of all we would like to welcome you to Cranbrook Education Campus. We hope your time with us will be a pleasant and safe one.

“This booklet has been created with the intention of familiarising you, the contractor, with the layout of our school and the names of important contacts who can assist you while you are working on our site. In addition, it details some key health and safety arrangements which you should be aware of, regardless of the type of work that you are about to undertake.”

Once you have read and understood this booklet, please sign the Contractor’s Log to provide a record of this, which must be done before any work commences.

General Information/ Code of Conduct

- Contractors must report to the Site Management Team or Premises Manager upon arrival at the Campus.
- Contractors must sign in using the electronic Inventory Sign in System upon arrival and collect a visitors’/contractors’ pass.
- Contractors must abide by the school’s health and safety policy, a copy of which can be provided upon request from the Reception office.
- Contractors must sign the Contractors Induction Log before any work commences.
- It is the contractor’s responsibility to ensure that all workers (including any sub-contractors) working for him are informed of the contents of this booklet.
- Contractors must not smoke within the school grounds.

Access and Security

- All contractors must gain access to the school via the main entrance unless designated entrance is created.
- All visitors must sign in using the electronic Inventory System; wear a visitor’s badge provided while in school, and show the badge if challenged.
- You will also be issued with a Contractors Induction Pack, which contains a wide range of useful information.
- You must sign a Contractors’ induction Log to say that you have read and understood and will adhere to the contents. In particular, you should read and note the fire evacuation and accident reporting procedures.
- Please be aware that you must not open the door to the school for other visitors while visiting the school. If someone else needs to be admitted, please ask a member of staff to let them in.

Contacts at the Campus

Key contacts within the Campus include:

- | | |
|--|-------------------------------------|
| • The Head of Campus – Steve Farmer | 01404 823293 extn 211 |
| • Business Support Officer – Clare Sellick | 01404 823293 extn 244 |
| • Premises Manager – Alex Binks | 01404 823293 extn 208, 07825 963282 |
| • Caretakers – Anthony Moxey, James Yeo | 07833 235086, 01404 823293 extn 213 |

Vehicle Parking

- If the School Gates are closed, and you are required to drive through (Entering or leaving the school premises.) You **MUST** close the gates behind you.
- The Speed Limit within the School Grounds is 5 mph.
- Contractors where possible are to park in the designated parking bays. Drivers are to reverse into the bay; this will eliminate reverse manoeuvres when leaving.
- Contractors must not drive over any paving slab area of the site as these are not suitable for vehicles.
- If parking in a bay is not practicable the driver is to park so that the vehicle may still be driven forward, and off the school premises.
- Drivers are to remember that the school children are small, that they may not be seen, and that the children may not be aware of the dangers of a moving vehicle.

Health and Safety

- The Contractor must provide a Method Statement of the work to be undertaken, together with all relevant Risk Assessments, before any work commences.
- All contract workers are to fully comply with the conditions and procedures as defined by the Method Statement.
- Contractors shall provide their workers with adequate P.P.E. as defined by the Health and Safety P.P.E. Regulations 1992.
- All contract workers shall use/wear relevant P/P/E. as necessary.
- Contractors shall provide suitable and safe work equipment as defined by the Provisions and Use of Work Equipment Regulations 1999.
- All contract workers shall cease to use and report any safety related defects found with all/any work equipment provided by the supplier.
- All contract workers shall comply with all provisions of this Safety Handbook and the Schools Health and Safety Policy.
- NO contract worker shall intentionally damage or misuse anything provided in the interests of Health and Safety.
- All contractors shall report to the Site Management Team or Premises Manager on any condition that may directly or indirectly affect Health and Safety while at work.
- Contract workers shall remain in the area of work undertaken and shall not enter any other area without the express permission of the Premises Manager.
- Contractors shall be directly responsible for the acts and omissions of their workers.
- All contract workers shall be familiar with all fire evacuation procedures.
- Contractors shall NOT store ANY Hazardous substances on the school premises without the express permission of the Premises Manager.
- Contractors shall not undertake any Hot Works, without first obtaining a Hot Works Permit from the Premises Manager.
- The School will NOT accept any liability for any damage or loss, of the contractors' tools, equipment or vehicles.
- There is no asbestos on site as this school was built in 2015.

Accidents and First Aid.

- Notify Reception if you require a First Aid Box or First Aider.
- All serious accidents must be reported to the Site Management team or Premises Manager and an accident form must be completed.

Fire and Evacuation.

The fire routine detailed below should be followed in the event of a fire:

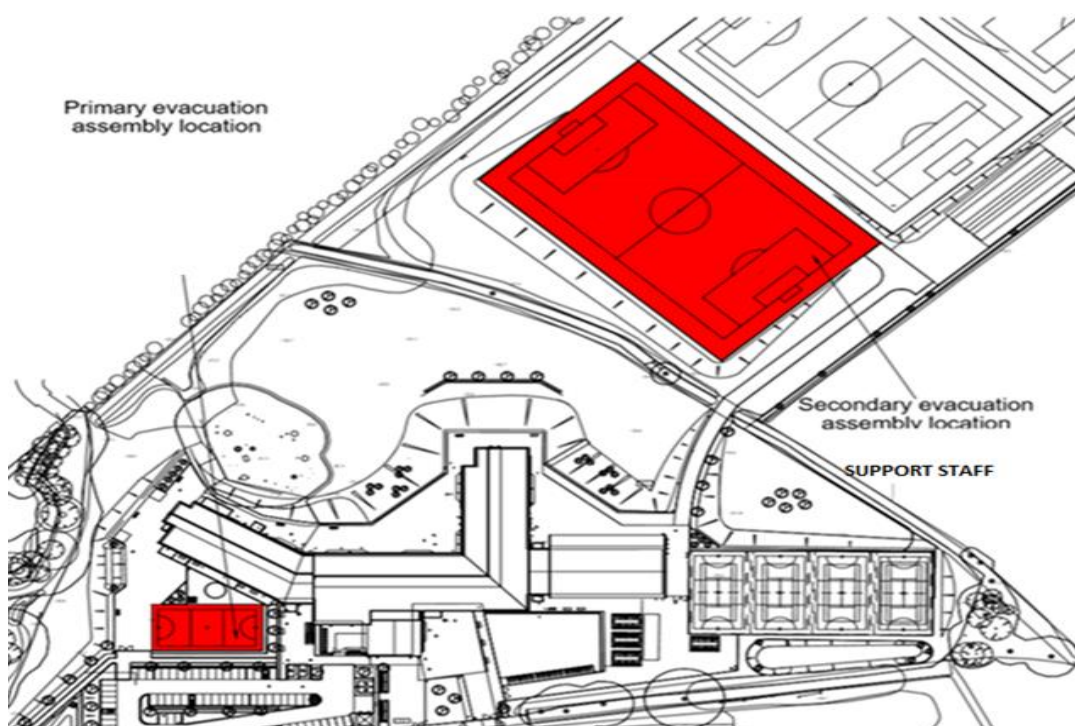
On discovering a fire:-

- Raise the alarm by activating the nearest fire alarm call point.
- Do not attempt to tackle the fire unless you have had the relevant training and it is safe to do so.
- Evacuate the building via the nearest safe exit.
- Assemble at the fire assembly point located on the all-weather 3G pitch (Secondary School).

On hearing the fire alarm sound:-

- Evacuate the building via the nearest safe exit.
- Assemble at the fire assembly point located on the MUGA (Primary School).
- Assemble at the fire assembly point located on the 3G (Secondary School).

DO NOT RE-ENTER THE BUILDING UNTIL PERMISSION IS GRANTED VIA THE FIRE COORDINATOR



APPENDIX B:**Risk Assessment List 2022-2023**

Reference	Key Area	Person Responsible
RA02	Art	F Salas
RA03	Site Safety	PM - ST
RA04	Cleaning, Caretaking and Maintenance	Devon Norse PM - ST
RA05	COSHH	Relevant HOD's/ Technicians
RA06	D&T	P Mehan
RA07	Drama	M. Jenkins
RA08	Fire	PM -ST
RA09	First Aid	R. Williams
RA10	ICT	P. Meehan
RA11	Kitchen	Aspens G. Smith
RA13B	Lone Working	PM – ST Relevant HOD's
RA14	Moving and Handling Objects	PM -ST
RA15	Moving and Handling Adults	SLT as appropriate
RA16	Moving and Handling Children	SLT as appropriate
RA17	Music Department	A. Hawkins
RA18	New and Expectant Mothers	PM HOD's
RA19	Nursery Unit	K. Allison
RA20	PE	S. Buckingham
RA21	Primary Curriculum Activities	H. Fox
RA22	Primary Whole School	H. Fox
RA23	Science	R. Pepperell

RA24B	Security Safety	PM -ST
RA25	Stress	Trust, S. Farmer and SLT as appropriate
RA27	Working at Heights	PM -ST
RA28	Work Experience Placement	SLT as appropriate
RA29	Driving	O. Milverton
RA30	Glazing	PM -ST
RA35	Pupil Behaviour	SLT as appropriate