



## MELBOURN VILLAGE COLLEGE HEALTH AND SAFETY POLICY

**Date Reviewed: January 2023**

**Date of Next Review: January 2024**

**Reviewer: Head Teacher (C Bennet)**

**Date of ratification by Governing body : 13<sup>th</sup> March 2023**

Document Control		
Edition	Issued	Changes from previous
1	January 2023	Revised policy
2	March 2023	Updated re recording of accidents on SIMS for students and Smartlog for staff
		Post holders/Persons named in this policy
This policy <b>links to other school policies</b> on: First Aid and Medication Risk Assessment Educational visits		Governing Body Health and Safety Governor Head Teacher SLT Site Manager Site team Staff safety representatives Reception staff CEIAG Lead

### GENERAL POLICY STATEMENT

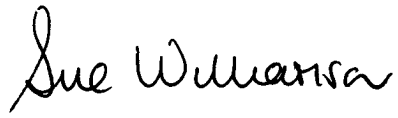
The Governors of Melbourn Village College believe that health and safety is paramount in all areas of its business activities. The school is committed to providing all of its stakeholders including staff, students, governors, volunteers, customers, partners, contractors and visitors with a safe environment that does not impact negatively on their health and well-being.

The school aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to school activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of business aims and objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the school's health and safety aims and objectives;
- Involving appropriate stakeholders in the delivery of health and safety aims and objectives;
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- Setting targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

The senior management team are accountable for the management of health and safety and for the implementation of the school's health and safety policy in their areas of control.

All stakeholders have a duty to protect themselves and others by working safely, co-operating with the senior management team, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

A handwritten signature in black ink that reads "Sue Williams". The script is cursive and fluid.

Chair of Governors

A handwritten signature in black ink that reads "A. Bennett". The script is cursive and fluid.

Head Teacher

## **MELBOURN VILLAGE COLLEGE**

### **Organisation and Responsibilities for Health, Safety and Welfare**

In order to ensure that health and safety issues are dealt with in accordance with our establishments' safety policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to staff and Governors as laid out below.

#### **1. Governing Body – Chair, Sue Williamson**

The Governing Body has ultimate responsibility of all health and safety matters for Melbourn Village College. The school will comply with all current legislation as defined by the Health and Safety at Work Act 1974, and guidance given by the County Council Health and Safety Team whose service it buys into.

The promotion of health, safety and welfare measures is a mutual objective for the school and for all stakeholders, therefore the Governors will, so far as is reasonably practicable, safeguard the health and safety of all stakeholders. This will entail:

- 1.1 The provision and maintenance of healthy and safe systems of work and working conditions;
- 1.2 The provision of appropriate information, instruction, training and supervision in safe working methods and procedures;
- 1.3 Making provisions for first-aid facilities and trained first-aid personnel;
- 1.4 The provision and maintenance of safe premises, plant and equipment;
- 1.5 The provision of safe arrangements for the use, handling, storage and transport of articles and substances;
- 1.6 The provision of safe means of access and egress and the implementation of appropriate security arrangements;
- 1.7 Establish and maintain a Health and Safety Committee to oversee and monitor the implementation of health and safety policies and procedures;
- 1.8 Delegate to the Head Teacher responsibility for ensuring the implementation of health and safety policies and procedures established by the Governing Body with advice from the Health and Safety Committee;
- 1.9 Maintain the Health and Safety section of the school's Risk Register
- 1.10 Require management at all levels to exemplify the correct attitude to health and safety and maintain a constant and continuing interest in staff health and safety;
- 1.11 Facilitate adequate arrangements for joint consultation and participation of employee trades union and professional associations' safety representatives in measures for promoting health and safety at work.

#### **2. Head Teacher – Mr Christopher Bennet**

Overall responsibility for the day-to-day management of health and safety in the school rests with the Head Teacher. As manager of the establishment and of all the activities carried on within it, the Head Teacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Head Teacher will include:-

- 2.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations;
- 2.2 Ensuring that there is a management system for monitoring the effectiveness of health and

- safety arrangements, which form part of this policy;
- 2.3 Adequate staffing levels for safe supervision;
- 2.4 The delegated responsibility for maintenance of the premises;
- 2.5 The purchase of equipment to meet appropriate safety standards;
- 2.6 The repair, maintenance and testing of school equipment;
- 2.7 The provision of appropriate protective clothing where necessary;
- 2.8 The purchase and maintenance of first aid materials and fire fighting appliances;
- 2.9 The funding of necessary safety training for staff;
- 2.10 The arrangements for securing health and safety assistance from a competent source;
- 2.11 The continued employment of a qualified first aider;
- 2.12 The provision of appropriate health and safety information to governors;
- 2.13 Delegated responsibility to a Senior Leader to manage educational visits and the required training of staff.

The Head Teacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day-to-day responsibilities for health and safety within the establishment.

### **3. Senior Leadership Team**

The Head Teacher will delegate to the Senior Leadership Team the responsibility of ensuring Health and Safety requirements are followed within the departments under their line management. With delegation of the statutory requirements and maintenance of the premises to the Site Manager.

### **4. Site Manager**

The Site Manager will take responsibility for the day-to-day responsibilities of Health and Safety across the school.

More specifically the post holder will:-

- 4.1 Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and assessments are monitored and reviewed;
- 4.2 Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;
- 4.3 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 4.4 Formulate and review with the Senior Leadership Team the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 4.5 Arrange for termly evacuation drills and weekly fire alarm tests etc;
- 4.6 Advise the Head Teacher of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 4.7 Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 4.8 Co-ordinate the termly health and safety workplace inspection with the Health and Safety Governor, ensuring all areas of the establishment and all activities are covered within the school year;
- 4.9 Co-ordinate the biannual health and safety checklist, ensuring all areas of the establishment and all activities are covered;

- 4.10 Report to the Head Teacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 4.11 Liaise with and monitor as far as is reasonably practicable, the activities of stakeholders (including catering, cleaning and grounds staff) on the site to ensure that any risks to the health and safety of all stakeholders are kept to a minimum;
- 4.12 Ensure that all Heads of Department are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;
- 4.13 Work with Heads of Department to ensure staff are suitably trained to use specialist equipment.

## **5. Heads of Department**

All Heads of Department are responsible to the Head Teacher (via the Senior Leader with Line Management responsibility) for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the school's statement are observed and implemented by all members of staff for whom they have line management responsibility in their respective departments. In particular, all Heads of Department will:

- 5.1 Ensure that risks assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed;
- 5.2 Ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned;
- 5.3 Ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms etc;
- 5.4 Ensure that all accidents are investigated with a view to preventing a recurrence;
- 5.5 Ensure that all staff within the department are aware of their specific roles in case of fire and/or emergency;
- 5.6 Remove from use and inform the Site Manager of any equipment/appliance which has been identified as being unsafe and which is in need of repair;
- 5.7 Ensure that adequate levels of class supervision are available at all times;
- 5.8 Carry out (in conjunction with other members of staff) the bi-annual health and safety checklist within their areas of responsibility and provide a report to the Site Manager;
- 5.9 Maintain or have access to up-to-date relevant health and safety guidance from sources including the Children, Families and Adults Learning Directorate , CLEAPSS, DfE, AfPE etc., and ensure that all relevant staff are aware of and make use of such guidance ;
- 5.10 Identify specific staff health and safety training needs and inform the Site Manager accordingly;
- 5.11 Work with the Site Manager to ensure staff are suitably trained to use specialist equipment.
- 5.12 Consult with all staff on any matters which may affect their health or safety whilst at work;
- 5.13 Carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to the department;
- 5.14 Ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 5.15 Resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to the Site Manager;
- 5.16 Ensure that all students are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk;
- 5.17 Ensure that good standards of housekeeping are maintained;
- 5.18 Consult the Local Authority's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary.

## **6. Teaching Staff [Including supply]**

Teaching staff are responsible for the health and safety of all students under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips. Class teachers shall:

- 6.1 Ensure effective supervision by only permitting practical work to be carried out by students after carrying out a risk assessment. The class size, the abilities of the students involved, the activities to be undertaken etc. will all need to be considered;
- 6.2 Be aware of the schools health and safety policy and any local rules and arrangements which may apply specifically to the department concerned;
- 6.3 Ensure that safety instruction is given to all students prior to commencing practical sessions;
- 6.4 Know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- 6.5 Ensure that students follow school/departmental safety rules and that protective equipment is worn where appropriate;
- 6.6 Ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 6.7 Ensure safety devices e.g. machinery guards are in good condition and are used;
- 6.8 Report any defective equipment to the Head of Department;
- 6.9 Investigate all accidents (in conjunction with Head of Department), which occur through activities organised/supervised by the Department;
- 6.10 Undertake appropriate training as identified by the Head of Department to use specialist equipment.
- 6.11 Propose for consideration by their Head of Department any improvements, which they consider, would improve health or safety standards within the department;
- 6.12 Ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

## **7. Site Staff**

The Site Staff are responsible to the Head Teacher via the Site Manager. Duties include:

- 7.1 Arranging for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- 7.2 Taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
- 7.3 Participating in the bi-annual health and safety checklist paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.
- 7.4 Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment;
- 7.5 Ensuring that all staff work in accordance with safe working practices issued by the school, the LA etc.

## **8. All Staff [including temporary and volunteers]**

All staff have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with

that of others who may be affected by their actions.

Staff must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All staff are required:

- 8.1 To participate in the risk assessment process and comply with findings;
- 8.2 To report all defects in the condition of the premises or equipment to which they become aware;
- 8.3 To report all accidents according to the procedures included in Part 3 of this document;
- 8.4 Be familiar with the procedure to be followed in the event of a fire or other serious emergency;
- 8.5 To make use of all necessary personal protective equipment provided for safety or health reasons;
- 8.6 To, where necessary, make use of all control measures made available to them, e.g. fume cupboards etc;
- 8.7 Follow all relevant codes of safe working practice and local rules;
- 8.8 Report any unsafe working practices to the Head of Department or Site Manager;
- 8.9 To undertake appropriate training as identified by the school to use specialist equipment.

#### **9. Student [This section should be drawn to attention of all students]**

All students must be encouraged to follow all safe working practices and observe all school safety rules. All students will:

- 9.1 Follow all instructions issued by any member of staff in the case of an emergency;
- 9.2 Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc;
- 9.3 Inform any member of staff of any situation, which may affect their safety.

#### **10. Staff Safety Representative**

Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- 10.1 To investigate potential hazards and to examine the causes of accidents in the workplace;
- 10.2 To investigate complaints by any employee relating to staff health and safety or welfare at work;
- 10.3 To make representations to the Head Teacher via the Site Manager on general matters affecting the health, safety and welfare of staff;
- 10.4 To carry out workplace health, safety and welfare inspections;
- 10.5 To attend any safety committee meetings;
- 10.6 To co-operate with the employer in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

#### Names of appointed Safety Representatives

<b>Name</b>	<b>Contact Details</b>	<b>Area Covered</b>
Irene Bloomfield (Site Manager)		Whole school


## 11. Health and Safety Committee

The school has established a Health and Safety Committee, which meets termly. The main purpose of the Committee is to develop and implement measures to ensure the health and safety of all stakeholders and others who may be affected by the school's activities.

11.1 The Health and Safety Committee will be chaired by the member of the Senior Leadership Team with responsibility for premises. Membership of the Committee comprises of:

- The member of the Senior Leadership Team with responsibility for premises (Chair)
- Head Teacher (ex-officio)
- 1 Governor (appointed by the Governing Body)
- 3 Heads of Department (Heads of Department for Science, Design Technology and Physical Education)

11.2 The functions of the Health and Safety Committee are:

- ensure the safeguarding of all stakeholders
- study accidents and notifiable diseases, statistics and trends;
- examine safety audit reports;
- consider reports which Safety Representatives may wish to submit;
- consider reports and factual information provided by inspectors of the enforcing authority appointed under the Health and Safety at Work Act;
- assist in the development of school safety rules and safe systems;
- monitor the effectiveness of the safety content of staff training;
- monitor the adequacy of safety and health communication and publicity in the school;
- provide a link with the appropriate inspectorates of the enforcing Authority;
- provide advice to the Governing Body on health and safety issues;
- advise on the review and revision of the Health and Safety Policy;

11.3 Dates of meetings will normally be agreed in advance and be recorded in the minutes; once the date has been agreed, only under exceptional circumstances can the date be changed.

11.4 The Chair will ensure that agendas are prepared, circulated and published at least seven days prior to the meeting. The agenda item, 'Any Other Business', will only be for the discussion of urgent matters regarding health and safety which have arisen after the publication of the agenda.

11.5 The Health and Safety Committee will work closely with the Governors, particularly with regard to inspections of the premises.

11.6 The Health and Safety Committee will submit an annual report to the Governing Body for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.



## **12. Competent Assistance**

The competent assistance and advice is provided by the Cambridgeshire County Council LGSS Health, Safety and Wellbeing Team.

The Management of Health and Safety at Work Regulations 1999, regulation 7, requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures.

The LGSS Team has been contracted to ensure that Melbourn Village College is provided with the necessary information, advice and assistance to comply with current Health and Safety Legislation.

### **Contact Details:**

Cambridgeshire County Council (CCC) Health and Safety Team  
1st Floor Octagon  
Shire Hall  
Cambridge  
Cambridgeshire  
CB3 0AP

Tel: 01223 699122 Fax: 01223 475932 Email: [health.andsafetyteam@cambridgeshire.gov.uk](mailto:health.andsafetyteam@cambridgeshire.gov.uk)

## **Melbourn Village College**

### **Arrangements and Procedures for Health, Safety and Welfare**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

#### **1. Accident Reporting, Recording and Investigation**

Staff must report all accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses in accordance with the school reporting procedure.

- All accidents must be recorded within Smartlog. If first aid is required this must be recorded within SIMS for students/Smartlog for staff. Violent incidents and verbal abuse must be reported to the Head Teacher or deputy in their absence.
- Near misses and dangerous occurrences must also be reported to the Site Manager. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.
- The Site Manager must ensure the Head Teacher has sight of all accident records. The accident should be reported to the Health and Safety Executive if required – see Health and Safety Executive guidance.
- The Head Teacher must ensure investigation of each accident is carried out and take remedial steps to avoid similar instances recurring. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect.
- All deaths and major injuries must be reported immediately to the Health and Safety Team by telephone on 01223 699122 and the Health and Safety Executive.

#### **2. Asbestos**

Melbourn Village College purchases competent assistance and advice from Cambridgeshire County Council regarding asbestos control and monitoring.

The Site Manager holds the Hazard File which details the known and suspected areas of asbestos within the school. No-one should drill or affix anything to walls without first checking the Hazard File. If anyone suspects that they may have asbestos containing material they should immediately report it to the Site Manager so that the appropriate controls and investigations can be carried out. In the absence of the Site Manager staff should contact the Site Team and/or Business Manager.

#### **3. Contractors**

The school follows the guidance issued by Cambridgeshire County Council Contractors On Site.

Guidelines include:-

- 5C's control of contractors, refer to hazard file by HR Office.
- Checking the competence of contractors and visiting workers (competence can be judged from past experience, recommendation, pre-selection evaluation, or a combination taking into consideration nature and scale of the works required).

- Examining method statements and risk assessments as appropriate to check that the contractor and others have correctly interpreted any site specific conditions etc.
- Clearly identifying staff who are key points of contact for contractors and visiting workers.
- Clearly identify significant and unusual hazards and risks on site.
- Arrangements for monitoring and controlling works in progress such as safeguarding students, staff and visitors, system and routes for evacuation, segregation of traffic and pedestrians etc.

Contractor visits during the normal school day will be kept to a minimum.

All contractors are required to ensure safe working practices by their own staff under the provisions of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises in the accordance with this Act as well as any other legislation.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Teacher or their representative will take such actions as are necessary to protect persons in his or her care from a risk of injury. This may include instructing the contractors to cease work and possibly to leave site. Any such instances should be reported immediately to the Trust/or County Health and Safety Team. Such contractors should not be permitted to return to the premises until they can satisfactorily demonstrate their intentions to comply with the school Health and Safety Policy.

The Governing Body expects that contractors coming on site will report to the office on arrival and familiarise themselves with relevant Health and Safety and safeguarding information including details of the asbestos survey. They will follow safe working practices ensuring that all tools, equipment and vehicles are used sensibly and safely. Particular attention should be paid to ensuring that all sharp tools are kept out of the reach of the students and that there are no trip hazards caused by trailing cables etc.

#### **4. Curriculum Safety [including out of school learning activity/study support]**

Melbourn Village College recognise that programmes of study require that students should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for students to use. All guidance material will be reviewed where available e.g. CLEAPSS, BS 4163, AfPE, (formerly BAALPE).

All non-teaching assistants must be informed of the safety procedures and practices relating to any of the activities that they support.

Schemes of work will be reviewed to assess the risk in all activities in order to determine:

- Where close supervision is required;
- Suitable group size;
- Suitability for whole class participation;
- Where particular skills need to be taught;
- Personal protective equipment (PPE);
- Levels of hygiene required.

#### **5. Drugs and Medications**

Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical condition(s). Parents, and the child if appropriate, should obtain details from their child's General Practitioner (GP) or paediatrician, if needed. Other professional bodies may be approached to provide additional background information for staff.

There is no legal duty requiring school staff to administer medicines. However the school recognises that students with medical needs have the same rights of admission to a school as other students. The school has adopted the DfE guidance "Managing Medicines in Schools and Early Year Settings". For information pertaining to the storage and administration of medicines please refer to the school's First Aid and Medication policy.

For more complex needs the school refers to guidance from the DfE and other appropriate bodies.

## **6. Electrical Equipment - fixed and portable**

All staff should visually check equipment used reporting any faults to Site Team using the school maintenance reporting system. Fixed and portable appliances are tested as per health and safety guidelines. Electrical equipment must not be brought in by staff without first obtaining permission from the Site Manager.

## **7. Fire Precautions and Procedures [and other emergencies incl. bomb threats]**

The Fire Risk Assessment will be carried out by a competent person and reviewed whenever a change occurs. Fire drills will be carried out termly and all staff and visitors are expected to familiarise themselves with the location of emergency exits and the assembly point, evacuation notices are in Reception, every classroom and all office areas. All staff are to ensure their area is clear before going to the assembly point (if safe to do so).

All fire equipment is tested and serviced according to health and safety guidelines.

The school has a Business Continuity Plan which details emergency procedures covering a range of hazardous situations such as a fire, bomb threat etc.

## **8. First Aid**

Melbourn Village College follows the statutory requirements for first aid and provide suitably trained first aid staff.

All first aid is given by qualified first aiders. In the event of an accident Reception staff should be immediately informed so that the incident can be dealt with effectively. They will be responsible for calling an ambulance if the incident requires. The Head Teacher must be informed immediately an ambulance is called. All treatment given is recorded on SIMS for students/Smartlog for staff.

First aid supplies are checked and replenished by the Reception Staff and contents checked monthly.

The First Aid and Medication Policy is available from the school and includes details of medication and procedures used in school.

## **9. Glass and Glazing**

All glass in doors, side panels etc. are safety glass or safety filmed. All replacement glass is of the appropriate safety standard.

## **10. Handling and lifting**

Any activities that involve significant manual handling tasks shall be risk assessed and where appropriate training is provided for staff.

## **11. Hazardous Substances**

All hazardous substances are used and stored following COSHH guidelines. Safety data sheets are held for each substance on site, and risk assessments carried out. The school purchases Radiation Protection advice from Cambridgeshire County Council.

## **12. Health and Safety Advice**

Health and Safety advice is purchased from Cambridgeshire County Council.

## **13. Housekeeping, cleaning and waste disposal**

All staff must keep their work areas clean and tidy and minimise the build-up of rubbish. Cleaning staff will work in school at the end of the school day and use the appropriate cleaning aids and warning signs. Disposal of waste including recycling, food, general rubbish, chemicals etc. will be carried out by licenced contractors.

## **14. Jewellery**

Restrictions for students are listed in the uniform guide and on the school website.

## **15. Lettings**

All persons letting areas of the school are to abide by the terms in the Hire Conditions. Areas used for lettings have the relevant emergency evacuation notices in place. The Site officer will meet all new lettings and acquaint them with the area. No electrical equipment is to be used in school without the relevant electrical certification being provided by the hirer. No nails or fixings are to be put into the fabric of the building. Hirers must have Public Liability insurance in place. A Premises Licence is in place.

## **16. Lone Working**

Line managers will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

Whilst on site and alone, safe working practices should be adopted such as no working at height, lifting heavy objects etc. Staff on site later than 6pm must inform the Site officer and move to an area at the front of school so as not to be the only person in a building (see note 28 - Violence to Staff/ School Security).

## **17. Maintenance / Inspection of Equipment**

All maintenance and inspections required by law are carried out by competent contractors. Records are kept by the Site Manager.

## **18. Personal Protective Equipment (PPE)**

Line managers will assess on the basis of risk assessment and COSHH assessments the need for PPE. Where it is assessed that PPE is required it shall be appropriately selected and provided. A record of PPE issue will be made which will include details of any expiry dates so that equipment can be replaced as and when is necessary. Staff are responsible for ensuring that they use appropriate PPE where it is provided and report and issues/damage/losses etc so that replacements can be issued where needed.

## **19. Reporting Defects**

All staff have a duty regarding health and safety to themselves and to others around them. Any defects noted should be reported through the Maintenance Manager system available to all staff. Once a report has been made Site Team will receive the request and deal with the issue accordingly.

## **20. Risk Assessments**

Risk assessment is the responsibility of the school's management at various levels, reference should be made to the Risk Assessment Policy.

## **21. School Transport**

A contract is in place with Cambridgeshire County Council for students eligible for transport. Site Officers are responsible for weekly checks on the minibuses. Periodic checks and MOTs are arranged through the leasing company. Staff are not permitted to drive the minibuses unless they have completed the minibus training course through an external provider.

## **22. School Trips/ Off-Site Activities**

All school trips are overseen by a member of the Senior Leadership Team. Cambridgeshire County Councils EVOLVE system is used for trip planning and risk assessment. Please see Educational Visits Policy.

## **23. Smoking**

Melbourn Village College is a NO SMOKING site. This includes the use of E-cigarettes.

## **24. Staff Consultation**

Health and Safety Committee meetings take place each term or can be convened if the need arises. Staff can raise issues and make suggestions for health and safety improvements via their Head of Department or through any member of the Health and Safety Committee.

## **25. Staff Health and Safety Training and Development**

All new members of staff will receive Health and Safety Induction Training from the Site Manager and their Head of Department. Specific training required will be organised as and when required and refresher training followed up when needed.

## **26. Staff Well-being/Stress**

Managers will include workplace stress as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc and implement appropriate control

measures, so far as is reasonably practicable. The Cam Academy Trust stress risk assessment will be used for this purpose.

Where workplace stress arises, managers will deal with the issue in a sensitive and constructive manner using all available means to manage stress and assist staff.

## **27. Supervision**

All students will be supervised by staff who have undergone the requirements for working with children.

## **28. Vehicles on Site**

All vehicles on site are to park in the designated parking areas. Pedestrian walkways are marked out at the front of school, but students are encouraged to enter the school site via other access gates around the perimeter fence. Pedestrian areas where larger vehicles may be present have a barrier protection. Deliveries to the school are usually when students are in lessons, but the Site Team will escort trucks to the canteen if students are present.

## **29. Violence to Staff/School Security**

All visitors to the school should report to Reception where they will be asked to sign in and given a badge. A member of staff will meet and escort their visitor whilst they are in the school building. Some visitors have a DBS clearance certificate via their employer and, once shown, will be given a different badge indicating they do not need to be escorted at all times. Visitors must sign out at the end of their visit and hand in any badges. All visitors must adhere to the site rules and emergency procedures.

Delivery/collection drivers will be escorted to a secure area on site by a relevant member of staff, supervised at all times and escorted off site by a member of staff. They are not expected to sign in or out as their time on site is very brief.

Staff should exercise the greatest care with respect to school premises:-

- Keys should never be left lying around; if keys are lost or stolen the Site Manager should be informed as soon as possible.
- Equipment should be locked in cupboards at the end of the day.
- Laptop computers should not be left on display in classrooms overnight.
- All valuable items of equipment should be marked. If you have any equipment that is not marked, please contact the Site Manager.

If staff are working in school after 6pm, they must inform the Site Officer and move to the main staff room or a classroom at the front of school (see note 16 Lone Working). This is for the safety of staff and to assist the Site Team in securing the site.

Managers are responsible for assessing the risk of violence to staff. Where violence is identified, managers should ensure the appropriate control measures are put in place.

## **30. Working at Height**

Line managers will ensure that working at height is risk assessed in accordance with HSE guidance and that appropriate control measures are put in place to mitigate any risks. Staff have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

### **31. Work Experience**

A Careers Education Information Advice and Guidance (CEIAG) Lead is employed to co-ordinate the work experience process.

This policy should be read in conjunction with the relevant policy document referred to, staff handbook, departmental documents etc.

The Governors and Health and Safety Committee will review the Health and Safety Policy at regular intervals.