

St Benedict's Catholic School

HEALTH AND SAFETY POLICY

Contents

1. Overview.....	2
2. Organisation.....	3
3. Arrangements.....	6
Health and Safety Policy Review	6
Health, Safety and Welfare Committee or Governor Groups/Committees.....	7
Communication and Information Management.....	7
Critical Incident Management and temporary staffing absences.....	7
Health and Safety Induction Training	8
Routine Updating Training	8
Personal Safety procedures, Schoolsafe and control of violence.....	8
Planned Safety Checks.....	9
Infection Control Arrangements in school	9
Incident Reporting/Investigation	10
Coordination of Risk Assessment Work.....	10
Fire Procedures.....	11
Locally Organised Premises Maintenance, Repair and Improvement	11
First Aid - Training and equipment	12
Trained First Aiders.....	12
Vehicle Control and Pedestrian Safety	14
Education Visits Coordinator (EVC).....	14
Stress and Well Being.....	14
School Minibus.....	15
Child Protection Procedures	15
Supporting Pupils with Medical Needs.....	15
Premises Security	15
Contractors on Site.....	16
Lettings.....	16

1. Overview

The Governors and Headteacher acknowledge and accept that:

- The Governing Body has the prime responsibility for health and safety and that the Headteacher has specific responsibilities to manage health, safety and welfare on a day to day basis. These responsibilities are laid out in this Policy statement.
 - They are committed:
 - To support the published policies and aims of Suffolk County Council and the Diocese
 - To promote continuous improvement in the health and safety performance.
 - To learn from the experiences of others with the overall aim of updating procedures and arrangements to meet high standards of health and safety management and risk control.
- The Governing Body must ensure that the Headteacher is assisted in implementing its policy, advice and guidance and fulfils its own responsibilities for health, safety and welfare of all those who may be affected by the way the school is managed.
 - This duty extends to ensuring that:
 - working conditions and environment
 - substances used
 - equipment provided, and
 - working methods adopted,
 - do not impair the well-being of any employee, or any other person including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

2. Organisation

The Headteacher has responsibility for day-to-day management of health and safety issues and is known as the Local Health and Safety Coordinator.

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

Individual members of staff are responsible for the particular areas as follows:

Task	Name of person responsible	Job title of person responsible
H&S System & Policy review	Imogen Senior	Headteacher
	Chris Donnachie	Governor with responsibility for H&S
	Christine Kennedy	Business Manager
Communication and Information Management	Imogen Senior	Headteacher
	Christine Kennedy	Business Manager
Critical Incident Management	Imogen Senior	Headteacher
H&S Training	Sam Tatum	Deputy Headteacher
	Christine Kennedy	Business Manager
	Will Stafford	Head of Science
	Clare Chacksfield	Head of Art
	Michael Drugan	Head of Technology
	Sally Wright	Head of PE
	Cassie Bergin	Director of Inclusive Education
Programmed updating training	Chris Donnachie	Governor with responsibility for H&S
	Imogen Senior	Headteacher
	Christine Kennedy	Business Manager
	Phil Groves	School Caretaker

Task	Name of person responsible	Job title of person responsible
Personal safety procedures (also Schoolsafe)	Sam Tatum	Deputy Headteacher
Planned checks Procedures/Premises/Equipment	Christine Kennedy Phil Groves Various	Business Manager School Caretaker Heads of Department
Cooperate with the LA and ensure the provision of information required to complete a meaningful risk assessment for a managed move, EOTAS and other provision for excluded pupils.	Fiona Green	Assistant Headteacher
Infection Control	Imogen Senior	Headteacher
Incident reporting/investigation	Sam Tatum	Deputy Headteacher
Coordination of risk assessment work	Imogen Senior	Headteacher
Fire procedures including personal emergency evacuation plans (PEEPS)	Imogen Senior Christine Kennedy Phil Groves Cassie Bergin Sarah Hyden Emily Cox Krys Berry Elspeth Coogan Phil Taylor Johnny Richmond	Headteacher Business Manager School Caretaker Director of Inclusive Education Head of Year 7 Head of Year 8 Head of Year 9 Head of Yr 10 Seconded Assistant Head (Head of Year 11) Head of 6 th Form
Locally organised premises maintenance, repair and improvement	Imogen Senior Christine Kennedy Phil Groves Tony Bird	Headteacher Business Manager School Caretaker Assistant Caretaker
First Aid (training and equipment)	Imogen Senior	Headteacher

Task	Name of person responsible	Job title of person responsible
Vehicle control and pedestrian safety	Sam Tatum Phil Groves Tony Bird	Deputy Headteacher School Caretaker Assistant Caretaker
Educational visits coordinator (EVC)	Sam Tatum	Deputy Headteacher
Stress and Wellbeing	Imogen Senior Anne Mansfield	Headteacher Chair of Governors
School Minibus	Christine Kennedy Jacqui Dunbar Phil Groves	Business Manager Finance Officer School Caretaker
Designated Safeguarding Lead and online Safeguarding Lead	Fiona Green	Assistant Headteacher
Alternate Safeguarding Lead and online Safeguarding Lead	Krys Berry	Head of Year 9
Alternate Safeguarding Lead	Jo Bourne	Pastoral Support Officer Years 7, 8 and 9
Alternate Safeguarding Lead	Karen Defew	Pastoral Support Officer Years, 9, 10 and 11
Supporting pupils with medical needs	Fiona Green	Assistant Headteacher
Premises Security	Imogen Senior Christine Kennedy Phil Groves Tony Bird	Headteacher Business Manager School Caretaker Assistant Caretaker
Contractors on site	Christine Kennedy Phil Groves Tony Bird	Business Manager School Caretaker Assistant Caretaker

Task	Name of person responsible	Job title of person responsible
Outside lettings	Christine Kennedy Phil Groves Tony Bird	Business Manager School Caretaker Assistant Caretaker
High Schools Only – Radiation Protection Supervisor	Pauline Baker	Teacher of Science
Governor with responsibility for Child Protection	Anne Mansfield	Chair of Governors
Governor with responsibility for Looked After Children	Andrew Herlihy	Governor

*Overall training responsibility for school staff – Lindsey Law, Seconded Assistant Headteacher

General Health and Safety Induction Training – Christine Kennedy, Business Manager

Health and Safety Training, Practical Departments – Named Head of Department

Health and Safety Training, all other departments – Heads of Department

3. Arrangements

Health and Safety Policy Review

- This policy will be reviewed and updated as part of the annual school improvement review and planning cycle
- At each review the school will formally adopt the new policy and renew the relevant signatures accordingly
- Health and safety targets will be included in subsequent school and departmental improvement plans
- The school's Health and Safety policy will be displayed on the H&S notice board in the staff room, available on shared areas and the school website. The policy will be discussed with staff annually so that all are aware and may comment on the intentions and plans
- Science, Design Technology, Art and PE Departments carry specific risks associated with practical work and are the subject of extensive additional guidance for which Heads of Department are responsible and to which they must respond
- Departmental heads are responsible for ensuring the relevant policies and risk assessments are in place relating to their speciality and appropriate training is undertaken as required. Departmental heads should hold copies of risk assessments within the department and copies also supplied to the Business Manager to be held centrally.

Health, Safety and Welfare Committee or Governor Groups/Committees

- Health and Safety matters are overseen by the Finance and Personnel Committee of the Governing Body
- The school is implementing a 9 term plan as recommended by SCC
- The Governor with responsibility for Health and Safety and the Business Manager carry out routine Health & Safety inspections of the school and findings are presented to the full Governing Body for action as required
- The Headteacher meets regularly with representatives from the nominated trade unions

Communication and Information Management

- The Business Manager regularly checks the Suffolk Learning website for updates to the health and safety pages and passes relevant information to Headteacher for onward distribution
- The school has a system to ensure relevant health and safety information is passed to on to the relevant people within the school. Heads of Department or subject co-ordinators must acknowledge their specific responsibility for managing curriculum subject specific information and keeping the school Governor with responsibilities for Health and Safety or local Health and Safety Co-ordinator informed about new information and guidance received.
- The school Health and Safety policy is made available by various means i.e. copy placed on staff notice board, shared areas, School website, induction of new staff, the cleaners notice board
- There a specific notice board in the school staff room for general Health and Safety information that any member of staff may refer to at any time and items include:
- The school's Health and Safety Policy
- A copy of the "Health and Safety Law – What you should know"* leaflet (which may be issued to all staff or, at least, brought to the attention of the staff). Alternatively, the school may opt to display the poster of the same name (NB – this poster is optional)
- Poster displays or other awareness raising, etc. campaigns (including the LA safety leaflet campaigns and the Public Health campaigns. The recently distributed plastic leaflet holders can be used for this purpose.
- The names of the trade union or association representatives within the school

Critical Incident Management and temporary staffing absences

- The county's guidelines for critical incident management are followed (School Business Continuity Plan) and reviewed annually or as required as a result an incident
- The School will make reliable arrangements to cover the occasional (but foreseeable) absence of key staff so that first aid provision, medical needs and security are maintained. This may be due to absence, industrial action or 'emergencies' of any kind.

Health and Safety Induction Training

- All new staff will receive induction training, including training which is matched to their specific work and responsibilities, by the Head of Department
- General Health and Safety training at induction will be carried out by the Business Manager which includes Fire Awareness, Working at Height Awareness and Manual Handling Awareness

Routine Updating Training

- Heads of Department will be responsible for ensuring that Health and Safety training plans for each individual member of staff are updated annually or when new circumstances or equipment require and appropriate records which are countersigned and dated by the staff themselves are kept within their department

Personal Safety procedures, Schoolsafe and control of violence

- School staff will be trained to the Schoolsafe standard or an equivalent recognised standard
- The school policy for dealing with abuse, threats and violence towards staff gives clear guidance for staff and procedures for recording and reporting such incidents
- Visitors are clearly directed to use the main entrance to the school and to report to reception
- Students enter the school via the pupil entrance and have access to a designated pupil reception
- Visitors, unaccompanied by a member of staff, going outside the administration area during the school day will be required to wear a 'Security Pass' and issued with a mini version of Health and Safety/Safeguarding instructions. Any visitor, including contractors, not wearing a Pass is to be asked to report to Reception. If the visitor does not do so their presence should be reported to the school office. A senior member of staff will investigate the matter and if necessary contact the police
- Members of staff accompanying visitors are responsible for ensuring they know the emergency procedure
- The relevant authorities will be routinely advised of changes of the list of key holders who currently are:
 - Imogen Senior: Headteacher
 - John D'Mello: Assistant Headteacher
 - Christine Kennedy: Business Manager
 - James Howell: ICT Manager
 - Philip Groves: School Caretaker
 - Tony Bird: Assistant Caretaker

Planned Safety Checks

The following regular inspections will take place:

Annual

DT and Art Equipment	Appointed Contractor
Fume Cupboards	Appointed Contractor
PE Equipment check	Sportsafe
Food Technology Equipment	Appointed Contractor
Portable Appliance Check	Appointed Contractor
Fire Equipment Check	Appointed Contractor
Water Testing	Vertas Contractor
Heating and Water System	Vertas Contractor
Access/Stannah Lifts	Vertas Contractor
Catering Equipment (School Kitchen)	Vertas Contractor
Reprographics Equipment	Appointed Contractor
Tree Maintenance	Vertas Grounds
Whole School Premises/Grounds	Governors/Headteacher/ Business Manager/Caretaker

Termly

H&S Inspection of Local Areas	School Staff
Recorded Visual Electrical Checks	Technicians and School Caretaker
Any shower and sentinel point flushing particularly at end of holiday periods	School Caretaker

Quarterly

Shower Heads Disinfected	School Caretaker
--------------------------	------------------

Monthly

Recorded Fire Equipment Check including 'flash' testing of emergency lighting	School Caretaker
Recorded Water Temperature Check	School Caretaker

Weekly

Informal Visual Electrical Check	Technicians and Caretaker
Showers	School Caretaker
Sports Equipment (External)	Grounds Staff

Once hazards have been identified appropriate action will be prioritised and, if necessary, built into the School Improvement Plan. Further inspection by the school's Property Advisor or Diocesan Project Manager may also be required.

Infection Control Arrangements in school

- The Assistant Headteacher will ensure advice is available for staff on infection control, intimate care arrangements and managing medicines and students with medical needs.

Incident Reporting/Investigation

- All incidents are to be recorded on the approved report forms and submitted in accordance with current guidance
- Each incident will be subject to investigation as appropriate with a view to preventing recurrence
- As a VA School the Governors will periodically review the incident history for the school and plan actions to reduce the likelihood of future incidents
- For minor incidents an Incident Investigation Form will be completed. An investigation will be carried out by the appropriate person with a view to preventing recurrence.
- The school will review relevant risk assessments after any incident or near miss.

Coordination of Risk Assessment Work

- Risk assessments may be required under many circumstances, but in general they will only need to be completed when guidance or recommended practice is not followed, is not completed relevant to the activity considered, or does not exist
- An overview of the school premises and activities will be carried out annually to assist with general risk assessment and will help highlight areas where more detailed risk assessment and control is required.
- For some hazards (including those which require major expenditure) longer term planning may be necessary for adequate risk control measures to be implemented.
- Specific areas requiring Risk Assessment are:
 - First aid arrangements, (numbers of trained staff, level of training and equipment)
 - Fire Risk Assessment – currently reviewed annually by Safety Boss
 - Lone working situations, including custodian security checks and locking up
 - In some cases, new students, those returning after a previous exclusion or students transferring from other schools may present challenging behaviour for which the school will need to prepare. A specific risk assessment may be required to assist with identifying measures the school should take to assist staff to cope.
 - Staff stress and Well-Being
 - Educational visits and trips
 - Tree maintenance
 - Display screen equipment/workstations
 - Manual handling
 - New and expectant mothers
 - Level of supervision in playgrounds and for play equipment
 - Working at height
 - Hinge protectors for doors
 - Clinical waste
 - Swimming pool supervision

- School fetes, drama productions, fireworks displays etc.
- Pedestrian safety where vehicles may be moving

Fire Procedures

- The Fire Risk Assessment is completed annually by Safety Boss
- The Fire Risk Assessment is also reviewed whenever significant changes to the premises or the use of the premises are planned
- Notices detailing the evacuation procedure and assembly points are located in every room and public area
- A Personal Evacuation Plan (PEEP) will be put in place by the relevant member of staff for mobility impaired staff/students/visitors as and when required. Copies will be provided for the Business Manager, Head of Year and School Caretaker
- The school has two EVAC chairs: (1) located on the first floor near to the Library; (2) located on the first floor Block A. Staff training will be provided as required
- Routine practice of the drill will take place termly and be recorded in the Fire Log (to include regular evacuations for lettings)
- The School Caretaker will ensure all fire extinguishers are examined during the annual inspection and visual recorded checks are carried out monthly
- Fire Awareness training will be made available to staff
- The School Caretaker will conduct weekly alarm tests and checks of all fire doors and record in the Fire log
- The wheelie bins are situated on a hard standing area in the rear car park and are chained so that they cannot be used to set fire close to the school building(s) COMMENT ONLY -The wheelie bins are rather close to the building, but the wall in this location has no windows and it is a safer store area than some around the site. Ideally the bins would be more like 7 metres+ away from the building. The location of the Residential Caretaker's house improves site security 'out of hours'.
- Arrangements are in place to ensure no 'hot work' is undertaken in the school without a permit

Locally Organised Premises Maintenance, Repair and Improvement

- Guidance is available on the Suffolk Learning - <http://www.suffolklearning.co.uk/leadership-staff-development/Education&Learning&Inclusion/policies&guidance/building-development>
- The relevant staff (Business Manager, Caretaker, Assistant Caretaker, ICT Manager etc) and governors know the asbestos procedures and have been advised about the asbestos survey report
- Arrangements shall be in place to ensure any necessary alterations to the asbestos survey report are notified to County Council after discussion and assistance from the Schools' Property Advisor and if appropriate the Assistant Director (Buildings & Capital) RC Diocese of East Anglia

- Procedures shall be in place to ensure that service specifications are adequate and that contractors (or the school's own employees) work to the appropriate standards. Risk assessments and safe systems of work must be comprehensive and subject to periodic specialist audit. Examples of less common risks that must be controlled are noise, vibration, hazardous substances, pesticides and confined spaces.

First Aid – Training and equipment

Trained First Aiders

Name	Job Title	Course Type	Course Date	Expiry Date
Kerry Bailey	Attendance Officer	Schools' First Aid – Full Day	11/10/2017	10/10/20
		Emergency First Aid at Work	15/11/2018	14/11/21
Tony Bird	Assistant Caretaker	Emergency First Aid at Work	21/10/2016	20/10/2019
Jo Bourne	Pastoral Support	Schools' First Aid – Full Day	11/10/2017	10/10/2020
Tina Coffman	Receptionist	Emergency First Aid at Work	10/11/2016	09/11/2019
Elspeth Coogan	Head of Year	Emergency First Aid at Work	20/05/2019	19/05/2022
Karen Defew	Data Manager/Pastoral Support	Emergency First Aid at Work	19/12/2018	18/12/2021
Anita Duke	Cover Supervisor	Emergency First Aid at Work	21/10/2016	20/10/2019
Fiona Green	Assistant Head	Emergency First Aid at Work	21/10/2016	20/10/2019
Jonathan Gregory	Science/IT Technician	Emergency First Aid at Work	21/10/2016	20/10/2019
Sarah Hyden	Head of Year	Schools' First Aid – Full Day	04/12/2017	03/12/2020
Sarah Hyden	Head of Year	Emergency First Aid at Work	04/12/2018	03/12/2021
Hamish Jogee	Head of Maths	DofE Emergency First Aid	09/06/2017	08/06/2020
Mel Mak	Teacher of Science	Emergency First Aid at Work	21/10/2016	20/10/2019
Kevin Murphy	Head of Humanities	First Aid at Work	26/04/2018	25/04/2021
Virginia Nolan	Teacher of Food Tech	Emergency First Aid at Work	21/10/2016	20/10/2019
Karen Reeman	Deputy SEND Co	Emergency First Aid at Work	26/03/2018	25/03/2021
Johnny Richmond	Head of 6 th Form	Emergency First Aid at Work	21/10/2016	20/10/2019
Eilish Simmons	LSA	Emergency First Aid at Work	21/10/2016	20/10/2019
Matt Spiller	Lay Chaplain	Emergency First Aid at Work	21/10/2016	20/10/2019
Ben Turner	2 nd in PE	Emergency First Aid at Work	21/10/2016	20/10/2019

Name	Job Title	Course Type	Course Date	Expiry Date
Damian Wallace	Head of RE	Schools' First Aid - Full Day	11/10/2017	10/10/2020
Damian Wallace	Head of RE	Emergency First Aid at Work	15/11/2018	14/11/2021
Melissa Wesley	Cover Supervisor	Emergency First Aid at Work	19/12/2018	18/12/2021
Sally Wright	Head of PE	Schools' First Aid - Full Day	04/12/2017	03/12/2020
Sally Wright	Head of PE	Emergency First Aid at Work	04/12/2018	03/12/2021

Location of First Aid Boxes

Department	Room	Location	Location of Box
Science	Room B1	Front LH block B Ground floor	On filing cabinet in Prep room
Science	Room B4	Front LH block B First floor	On wall in Prep room
Science	Room E6	Main school front Ground floor	On wall in Prep room
Science	Room D4 Room D6	Main school front First floor	On shelf in adjoining prep room
DT Food Tech	Room B2	Front LH block B Ground floor	On wall by prep/office
DT	Room E7	Main school front Ground floor	Alongside sink
Admin	Staff Room	Main school admin	On wall in staff kitchen
Catering	School Kitchen	Main school off Houghton Hall	On back wall
PE	3 First Aid kits kept above staff pigeon holes 1 First Aid kit kept in boys' changing rooms	Admin Area F5	PE staff carry their own fully kitted First Aid Bags
SEN	SEND Hub E1	Main school front Ground floor	Window ledge behind desk
Caretaking	Cleaner's Corridor	Main school near chapel (normally out of bounds to students)	On wall before Ladies toilets
Minibuses	Minibuses	School car park	Door side pocket
Admin	Business Manager's Office	Main school, admin block	On top of filing cabinet
School Trips/Visits	Medical Room	Main school, admin block	Locked small metal cabinet (key is held in 'key safe' on wall in main school office, identified by yellow fob. 3 x First Aid Boxes - on outside of metal cabinet is a signing in/out form

- The list of trained First Aiders is displayed in the school medical room, staff room, and on all First Aid Boxes
- A record is kept of who is first aid trained and when their certificate expires
- Named staff monitor, maintain and replenish stock levels in all first aid kits on a regular basis and records the date the checks are carried out on the first aid kits
- A contract is held with an approved provider for the disposal of clinical and sanitary waste
- The school medical room is equipped with a 'medicines only' fridge
- First Aid arrangements for visits and trips should be contained in the Risk Assessment prepared by the Trip Leader

Vehicle Control and Pedestrian Safety

- Deliveries to the school kitchen or to the Cleaner's corridor use the access road leading to the rear car park where a 5mph speed limit sign is displayed. Refuse collection is usually out of school hours
- There is a small car park to the front of the school and a larger car park to the rear. Both are accessed by a single lane access road. Care should be exercised at all times particularly when approaching the main road as vision is restricted. Designated disabled parking spaces are available in both car parks. The parking is available to both staff and visitors to the school. Additional parking is available to the front of the school in the bus bays between the hours of 09.15 and 15.15
- Hirers of the school premises using the car parks are reminded of the speed limits
- Prior to any building project taking place a 'pre-site meeting' is held, during which safe access to the site will be discussed. Vehicle movement to the site is restricted between 08.30 and 09.15 and 15.30 and 16.15 when school buses are using the front bus bays and pedestrian access is heavy.
- The Deputy Headteacher organises a 'bus duty' roster of teaching staff who supervise students at the beginning and end of the school day

Education Visits Coordinator (EVC)

- The current guidance/advice is being followed
- Through SCC the school buys into EVOLVE to plan and approve school trips/visits
- The school has nominated an Educational Visits Co-ordinator who is a member of the Senior Leadership Team. Permission for trips is granted by SLT in the first instance.

Stress and Well Being

- The school will actively promote staff welfare through consultation and working through problems together. The school aims to enable staff to manage successfully the pressures they face and promote well-informed managerial practises.
- Any members of staff facing pressures they feel unable to manage must inform their line manager and seek advice from their line manager or a member of the Senior Leadership Team

- The school buys into the Employee Assistance Programme (EAP) which provides a wide range of services and programs that improve the effectiveness of the school's workforce including 24/7 access to free and confidential counselling, advice and guidance. New staff are made aware of the service as part of their Health & Safety Induction Training
- Staff engagement surveys shall be carried out at regular intervals and the outcome discussed with staff
- A staff well-being committee shall meet regularly to review matters relating to stress and well-being
- Stress and workload management issues shall be discussed and recorded where appropriate during routine performance review/appraisal discussions or during Back to Work interviews.
- Where appropriate the SCC Stress Toolkit or as recommended by our Occupational Health Provider will be used to support staff and advice is sought from Schools' Choice HR
- Smoking/use of electronic cigarettes is not permitted on the school site and signage is located on all entrances

School Minibus

- SCC guidelines shall be followed
- All potential minibus drivers are assessed through SCC's scheme before being allowed to drive the school minibus or when required staff will be trained through an approved provider
- Insurance is provided by Suffolk County Council
- The Business Manager shall be responsible for ensuring that the legal requirements relating to the minibus are fulfilled (road tax, MOT test, records of routine checks carried out by the School Caretaker and school driver(s))
- The minibuses are maintained and serviced on a regular basis

Child Protection Procedures

- The current County Council guidance followed and supported by a specific school policy

Supporting Pupils with Medical Needs

- The latest County Council guidelines are followed
- The Assistant Headteacher shall be responsible for ensuring dissemination of and compliance with all guidance
- The school policy for Supporting Students with Medical Needs will be followed for the administration of medicines and for the management of medicine within the school

Premises Security

- The premises are protected by an intruder alarm system linked to an external monitoring system. The system is maintained by an approved SCC contractor. The School Caretaker(s) are responsible for the security of all the buildings
- The school is generally unlocked at 07.00 and locked at 21.30 when the intruder alarm is set
- Staff are required to sign in and out using the staff log kept in by the staff pigeon holes if their normal working hours vary e.g. meetings/training courses/emergency doctor or dental appointments etc

- On-site cleaners, employed by Vertas Cleaning are required to follow the school procedures for registering their time of arrival and departure i.e. completion of the school log book held by the Leading Cleaner whose responsibility it is in the event of an emergency evacuation to ensure all cleaning staff are accounted for
- Arrangements for access during holiday times are notified to staff before the end of each term or half-term. The school is usually open from 08.30 – 16.00. Staff are required to sign in and out using the staff log book located in the staff room and enter via the staff room external door
- Internal master key systems allows staff access to their rooms
- All staff are requested to complete a record of keys which they are given on joining the school. The records are held by the Business Manager to whom keys should be returned when leaving the employment of the school. Under no circumstances should additional keys be cut from those issued to staff. If additional keys are required a request should be submitted to the Business Manager.
- Any loss of keys should be reported to the Business Manager immediately. The All Risks Policy does not cover the loss of school keys left on desk tops or in unlocked drawers

Contractors on Site

- Contractors are required to report to reception where they will be issued with an identity badge. A Health and Safety sheet will be issued giving details of emergency fire procedures, first aid and incident reporting. Where applicable copies of Risk Assessments will be required.
- The norm is that a pre-contract meeting will be held prior to the commencement of building projects with minutes taken. If applicable any changes to fire evacuation procedures will be reviewed and staff, students, visitors etc advised accordingly
- School and cleaning staff will be advised of areas to avoid for the duration of any building work
- The School Caretaker(s) will monitor the contractor's safety performance in order to prevent danger to people other than the contractor's own staff. This includes checking that the contractor's site is adequately fenced, materials stored safely etc

Lettings

- The booking of school facilities to external users is the responsibility of the Business Manager. Standard Suffolk County Council booking forms are required to be completed and a copy of the school's Lettings Policy is issued with each letter
- When letting the premises security implications are taken into consideration e.g. access to users through specific doors
- The School Caretakers are responsible for informing users of fire procedures, emergency contact numbers and where first aid equipment is located. Regular users are requested to carry out termly fire drill procedures
- There is no legal responsibility for the school to provide first aid facilities for the Hirer. It is the Hirer's responsibility to make their own arrangements, such as the provision of first aid training for supervising personnel and the provision of a first aid kit, particularly in the case of sports lettings.

Review



Health and Safety Policy

Owned by: C Kennedy School Business Manager

Reviewed: October 2019

Date for Review: Sept 2020