

Health and Safety Policy

Cherry Tree Learning Centre



Approved by:

Mr D. Francis

Date: October 2022

Last reviewed on:

October 2022

Next review due by:

October 2023

General Statement of Health and Safety Policy

This Policy statement is subsidiary to the Directorate of Children's Services Health and Safety Policy Statement and Dudley MBC's corporate health and policy statement and is provided in accordance with Section 2(3) of the Health and Safety at Work etc Act 1974.

The Centre's Local Governing Board (LGB) along with the Centre's Senior Management Team recognise and accept their legal responsibilities for Health and Safety within the Centre. We recognise as responsible employers and/or as persons in control of premises the need to provide a safe working environment for employees, pupils and others who may be affected by our activities.

To ensure the above is met the Centre's LGB and Senior Management Team will so far as is reasonably practicable provide to ensure that:

- Compliance with all relevant Health and Safety Legislation applicable to us is managed
- Information, instruction, training and supervision is provided
- The premises and grounds are maintained in a safe condition
- There is safe access and egress to all parts of the school premises.
- Plant and equipment is safe to use
- Safe systems of work are defined, implemented and managed
- Off site visits are conducted in a safe manner and risks are identified and controlled.
- The handling and use of substances and articles is safe at all times and procedures exist for their safe use
- Adequate welfare facilities exist at all times
- Risk assessments are undertaken for all tasks, and information is readily available, appertaining to the risk assessments and the controls required to ensure a safe working culture.

To ensure that Health and Safety is given a high profile within the Centre the LGB will within its allocated resources from the devolved capital set aside adequate finances for this policy to be complied with and any allocated works/safety projects to be completed.

To provide for continued improvement in our Health and Safety performance staff are encouraged to support the LGB in their implementation of this policy and other safety initiatives for the Centre.

Health and safety consultation is important to us and will be undertaken as appropriate on matters affecting the health and safety of employees, pupils or visitors to the Centre.

This policy statement, along with section 2 the organisational structure, section 3 the arrangements and procedures and Appendix 1 Control of Contractors and Visitors has been approved by the Centre's LGB.

Section Two

Organisation for Health and Safety

1. Centre Local Governing Board (LGB)

2. Centre LGBs have responsibilities for protecting the health and safety of staff, pupils

and visitors as follows:

- To take all reasonable measures within their power to ensure the Centre premises are safe and not hazardous to the health and safety of staff, pupils and visitors. The Council, as the Local Authority (LA), may take action where a LGB does not discharge this duty appropriately under the scheme of delegation.
- To accept their responsibilities and carry out the requirements of the Health and Safety at Work etc. Act 1974 and other relevant legislative requirements introduced through Act's, Regulations or Guidance, so far as is reasonably practicable.
- To assist the Head of Centre to produce and implement an effective Health and Safety Policy including organisational arrangements and procedural documents for work activities.
- To regularly review the health and safety arrangements within the Centre to ensure that the organisational structures are effective and meet the needs of the Learning Centre.
- To agree with the Head of Centre a policy for financing health and safety matters which come within the responsibility of the Centre, and to notify the council of all health and safety matters which cannot be resolved for financial or other reasons, whether or not it is the responsibility of the Centre.
- To be aware of and comply with safety legislation, codes of practice and guidance notes and their application to the Centre.
- To receive through the Head of Centre or centre staff copies of health and safety reports or fire reports noting the action taken or to be taken to implement the recommendations or requirements.
- To support the management of the Centre to ensure all staff carry out their health and safety responsibilities and duties.
- To ensure that the appropriate training is given to inform and educate Centre management and staff of their health and safety responsibilities and duties.
- To receive minutes of the committee's and to confirm or recommend the appropriate action necessary.
- To encourage and support the work of the trade union appointed safety representatives in carrying out their role within the Centre.

2.1 Head of Centre

The Head of Centre has the following responsibilities:

- To establish and implement a suitable Health and Safety Policy within the Centre, the policy is to include the organisational arrangements necessary to make the policy within the Centre effective.
- To be responsible to the LGB for securing the full implementation of the Centre's Health and Safety Policy.

- To establish and regularly review risk assessments (Generic, Specific and Fire) as required by the relevant legislation and to incorporate the findings of the assessments into a risk management process within the Centre.
- To regularly review the Centre's Health and Safety Policy and the supporting organisational arrangements and practices.
- To ensure that arrangements are made for informing members of the LGB and staff about the health and safety policy and that they have access to it.
- To ensure that health and safety responsibilities and duties are properly assigned, accepted and understood by the relevant staff and to review periodically the effectiveness of the health and safety arrangements.
- To ensure all staff comply with the requirements of the health and safety policy and supporting rules/procedures.
- To encourage and support the Centre staff in carrying out their health and safety responsibilities and duties.
- To ensure there is a designated member of staff (which is the Assistant Head Teacher) to undertake specific duties on health and safety and to act as "safety co-ordinator" between the Centre, the council, the safety officer's, the enforcing authorities and service providers.
- To maintain copies of the relevant health and safety publications, codes of practice, guidance notes and safety booklets and ensure these documents are readily available for use by staff.
- To ensure that the appropriate training is given to inform management and staff of their health and safety responsibilities and duties.
- To encourage and support the health and safety training for Centre staff and pupils.
- To encourage and support the work of any staff elected or trade union appointed safety representatives in carrying out their role within the Centre.
- To prepare health and safety reports of a technical or financial nature as required.
- To receive health and safety reports prepared by Centre staff and to act upon them as appropriate.
- To receive health and safety and maintenance reports from the authorities safety officers, the Health and Safety Executive (HSE) inspectors, the West Midlands Fire Service, The Environmental Health Officers and service providers, bringing the problems and recommendations to the attention of the Centre staff and LGB.
- To draw up a schedule of items or activities for which the Centre is responsible, laying down safe working procedures, where this is required by relevant legislation.
- To draw up a programme of work in conjunction with the LGB to implement health and safety requirements where the responsibility lies with the Centre in accordance with the

scheme of delegation.

- To establish an effective control system for the employment of contractors through which their safety policies are vetted and their work procedures monitored in accordance with the scheme of delegation.
- To consult with the council regarding the implementation of health and safety requirements where the responsibility lies outside the Centre.
- To consult with the councils Safety Officer or West Midlands Fire Service Officer's prior to making changes to the layout of the Centre or undertaking activities which could affect general or fire safety.
- To establish and implement an effective accident reporting procedure within the Centre in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and guidelines supplied by the council and monitor the processing of accident forms in accordance with the accident reporting procedure.
- To establish and implement an effective first aid procedure within the Centre in accordance with the Health and Safety (First Aid) Regulations 1981 and guidelines supplied by the HSE/DfES (See Appendix 2).
- To maintain an effective fire evacuation procedure and conduct regular fire drills to test the effectiveness of the procedures (see Appendix 3).
- To set up, co-ordinate and monitor the procedure for testing portable electrical appliances and ensuring that a log is kept of all appliances, their periodic inspections (as defined by the Electricity at Work Regulations) and tests by a competent person.
 - To agree safety procedures for special events, which involve the use of temporary lighting, displays or plant and equipment etc. being brought onto the premises.
- To STOP IMMEDIATELY any work, process, plant or equipment (including contractors operations) where it is considered there is a serious breach of health and safety legislation, or a hazard has been created that is likely to affect staff, pupils or visitors to the Centre and to inform the Safety Officer immediately of any actions taken.

2.2 Centre Management Team (This includes Assistant Heads of Centre, Site Manager and Administrative Manager.)

In addition to the general duties of staff, supervisory staff will be directly responsible to the Head of Centre or a member of staff nominated by the HoC, to have overall day-to-day responsibility for the implementation and operation of the Centre's health and safety policy within their relevant areas of responsibility.

In particular they will ensure for their areas of responsibility that:

- Safe methods of work exist and they are implemented.
- Staff, pupils and others under their area of responsibility are instructed in safe working practices.

- Health and Safety rules and procedures are applied effectively and complied with.
- Risk assessments are conducted for all leisure, work and experimental activities and information on the risk assessments is disseminated to relevant persons.
- Safety inspections are regularly made and reports are provided to SLT on the findings so that resources can be allocated to correct deficiencies.
- Guarding fitted to all plant and equipment is adequate for the task and regularly inspected.
- Signs are displayed advising of authorised use only for plant and equipment and that unauthorised use is prevented at all times.
- Appropriate facilities in the form of personal protective equipment and fire/ first aid facilities are available at all times.
- Hazardous, flammable and highly flammable substances are stored correctly.
- Any Health and Safety concerns are reported to the Head of Centre or Assistant Head of Centre immediately.

3.1 Centre Health and Safety Co-ordinator

The Head of Centre may delegate these responsibilities to the Health and Safety Co-ordinator in part or in full:

- To assist the Head of Centre to plan, implement and assess the Health and Safety Policy and Organisational arrangements and regularly review the system of risk assessments as required by the relevant regulations.
- To assist the Head of Centre to regularly review the Centre's Health and Safety Policy and Organisational arrangements.
- To ensure that members of staff are aware of and have access to the Centre's Health and Safety Policy.
 - To inform new or temporary staff of their Health and Safety responsibilities and duties and to provide the necessary information and advice for them to carry out their duties.
- To liaise with the Head of Centre and, where appropriate seek further advice on:
 - The implications of safety legislation, codes of practice and approved safe working procedures.
 - The health and safety aspects, affecting the design and layout of new and reorganised working areas.
 - The health and safety aspects of new plant, equipment and personal protective clothing.
- To delegate/carry out periodic inspections of premises and other work places, plant, tools, equipment and work activities, reporting to the Head of Centre or Assistant Head of Centre.

- To assist management with the preparation of departmental safe working procedures and safety rules.
- To liaise, where appropriate, with the council's Safety Officers, the Health and Safety Executive Inspectors, West Midlands Fire Service Fire Prevention Officers and Environmental Health Officers.
- To identify and recommend suitable health and safety training courses to enable staff to carry out their health and safety duties and maintain a record of staff attendance/certification.
- To support the investigation of accidents, dangerous occurrences and near misses occurring on Centre premises and reporting the findings to the Head of Centre as appropriate.
- To regularly monitor:
 - The first aid procedure within the Centre, including the availability of first aid equipment and trained staff (Appendix 2).
 - The fire evacuation procedure within the Centre and arrange for regular fire drills to test the effectiveness of the procedure (Appendix 3).
 - Compliance with the control of substances hazardous to health Regulations 2002 (COSHH)
- To attend, as appropriate, the LGB when dealing with health and safety and to prepare agenda items and safety reports.
- To receive health and safety reports prepared by the Centre staff and to act upon them as appropriate.
- To support the Head of Centre to follow up and progress the actions of reports received from council safety officers, Health and Safety Executive inspectors, West Midlands fire service officers, environmental health officers and other service providers.
- To advise Head of Centre or Assistant Head of Centre to STOP IMMEDIATELY any work process, plant or equipment (including contractors operations) where it is considered there is a serious breach of health and safety legislation, or where a hazard has been created likely to affect the safety of staff, pupils or visitors to the Centre.

4.1 Class Teachers

Class teachers are responsible to:

- Exercise effective supervision of their pupils
- Understand the fire evacuation procedures for the Centre and assembly points to evacuate to.
- Understand the first aid and accident reporting procedures and to comply with them.

- Follow the health and safety measures identified for their area of teaching and any relevant safety procedures e.g. CLEAPS.
- Personally follow safe working procedures and ensure pupils follow good examples of safe working.
- Ensure the use of protective equipment and guarding as required.
- Report to the Head of Centre or Assistant Head of Centre any safety issues or omissions identified so that they can be rectified.
- Only work with equipment supplied by the Centre.
- Ensure all accidents incidents and near misses are reported through the normal channels.

4.2 Employees [including temporary and voluntary]

All employees have a duty to carry out their work with due regard for the health and safety of themselves, other employees, pupils and the general public and to observe health and safety requirements relevant to their activities.

Employees will:

- Co-operate with the Head of Centre and SLT, so as to enable them to carry out their statutory duties and responsibilities effectively.
- Report to the Head of Centre or Assistant HoC hazards and near miss incidents, which could result in injury.
- Report to the Head of Centre or Assistant HoC all accidents, however minor, from which an injury is sustained or plant or equipment damaged.
- Co-operate in the investigation of accidents or incidents with the object of preventing a recurrence and with any statutory duty placed on the SLT.
- Undertake their duties in accordance with their training, instruction and Centre's policy.
- Use all machinery, equipment, dangerous substances and safety devices provided in accordance with training and instruction received.
- Attend all training courses and briefing sessions required by the Head of Centre and Centre's policy.

4.3 Directorate of Children's Services Health and Safety Officer

The Health and Safety Officer for the Directorate is responsible for providing advice and support to schools on all aspects relating to Health and Safety.

Their main brief is to:

- Facilitate the implementation of Corporate Policy within their directorate.
- Develop directorate policy where no corporate policy exists due to the nature of their activities
- Implement directorate procedures to comply with corporate policy
- Advise directors/senior managers, line managers and schools on health and safety issues
- Inspect premises/sites
- Develop health and safety training courses and delivery
- Monitor/audit and review health and safety progress across their directorate ·

Liaise with enforcement agencies

- Should the need arise due to risks to life in serious injury to stop the activity/close the premise – reporting back to the appropriate director as soon as practicable and the corporate health and safety team
- Investigation of serious accidents/incidents
- Preparing an annual health and safety report and advising their respective DMTs on action plans in consultation with Corporate Health and Safety.
- Liaise on a regular basis with the Corporate Health and Safety Team. ·

Contribute to the development of corporate policies and procedures.

- Represent their directorate at working groups on request of the Principle Corporate Health and Safety Officer.

4.4 Centre Health and Safety Representatives

The LGB and Head of Centre recognise the role of the safety representative and we will support this role by encouraging safety representatives to investigate accidents and potential hazards where it is safe to do so, pursue employee complaints and be involved in Centre safety inspections.

Functions of safety representatives

- To represent the employees in consultation with the employer
 - To investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employees he/she represents)
- To examine the causes of accidents at the workplace
- To investigate complaints by any employee he/she represents relating to that

employee's health, safety or welfare at work

- To make representations to the employer on matters relating to health and safety arising from the above points
- To make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace
- To carry out workplace inspections
- To represent the employees he/she was appointed to represent in consultations at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority
- To receive information from HSE inspectors
- To attend meetings of safety committees where he attends in his capacity as a safety representative in connection with any of the above functions;

4.5 Pupils

All pupils will be responsible for:

- Complying with Centre rules and procedures and any instructions given in an emergency situation
- Taking reasonable care of themselves and others
- Co-operating with class teachers and other Centre staff
- Using equipment and substances in the manner in which they are instructed
- Making full use of personal protective equipment provided for them to use when it is required
- Observe standards of dress consistent with safety and hygiene requirements ·

Not to misuse anything provided for the purpose of safety or fire requirements

- Report to their teacher/Head of Centre/Assistant Head of Centre anything they believe to be harmful or dangerous

General Arrangements

To ensure a continued safety culture and provide control against risks from activities undertaken by the school procedures and arrangements have been developed and are available from through the Dudley Local Authority Revolution portal.

This policy should also be read in conjunction with other Cherry Tree Learning Centre Policies and Guidelines:

Lone working Policy
Managing medicines policy
Supporting children with medical needs
First Aid needs assessment

**COPIES OF ALL PIR's AND COMPLETION CERTIFICATION SHALL BE
FORWARDED TO:**

**Paul Mills, Directorate of Children's Services, Building & Estates Team, Ward
House, Himley Hall, DY3 4DF.**

APPENDIX 1-Control of Contractors and Visitors.

Corporate Guidance - Control of Contractors and Visitors

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Introduction

Anyone engaging contractors or inviting visitors into their premises has health and safety responsibilities, both for the contractors and visitors as well as anyone else that could be affected by their activities. Contractors and visitors themselves also have legal health and safety responsibilities.

Contractors and visitors often present new or unfamiliar hazards and risks into our working environments and may be unaware of the hazards and risks our premises present to them. It is therefore vitally important that contractors and visitors are properly managed to ensure that they do not cause injury or ill health to themselves, to Dudley Council employees or to the people in our care.

This guidance is provided to assist Building Managers, Head teachers and similar roles develop suitable and sufficient procedures and arrangements for controlling visitors and contractors in the premises they control.

Definitions

For the purpose of this guidance the following definitions apply.

Contractor	<p>Any person who visits a DMBC site specifically to undertake work, e.g. maintenance and repairs. The term ‘contractor’ includes employees of independent companies as well as council employees not normally based at the premises where work is to be undertaken.</p> <p>It does not include those who undertake work, for health and safety purposes, as if they were an employee of the Council, e.g. those supplied by a temporary agency.</p>
Visitor	<p>A visitor is any person attending a council controlled premises who is not normally based at those premises.</p>
Construction type work	<p>Any work that involves interaction with</p> <ul style="list-style-type: none"> · the fabric of the premises, · the services supplied to the premises, · the grounds of the premises · plant/equipment in the premises, <p>e.g. building work, maintenance and repair work, electrical inspections, grounds maintenance, etc.</p>
Building Manager	<p>The person, or team of people, with management responsibility for the maintenance and repair of premises</p>
Special authorisations	<p>A specific method of control, such as a permit, required to ensure safety when working with defined hazards (e.g. asbestos) or creating defined risks (e.g. fire)</p>
Vulnerable person	<p>Any person who, due to a disability, their age or illness, is or may be unable to protect themselves against significant harm from the hazards and risk of the work or exploitation.</p>
Risk assessment and Method statement (RAMS)	<p>A method statement is a clear statement of what work is to be done, how it will be achieved and how any specific risks, identified by the risk assessment, will be managed. It is not a generic procedure however a generic procedure may form the initial basis of the method statement.</p> <p>The risk assessment is simply a careful examination of what, specific to the particular work to be carried out, could cause harm, so that a decision can be made on whether enough precautions are in place or whether more is required. Any specific measures required should be clearly stated in the method statement. The risk assessment is not the General Risk Assessment that covers the general foreseeable risks of the work activities of Dudley’s employees, however elements identified in the General Risk Assessment are likely to be referenced in the method statement.</p> <p>For simple low risk activities the method statement and the findings of the risk assessment may be delivered verbally. For work that is not simple or involves significant hazards and/or risks the method statement and the findings of the risk assessment should be formally recorded in writing.</p>

Selection of contractors

A key element of controlling the risks that contractors may introduce is proper assessment and selection to help ensure that the contractor has suitable arrangements for controlling the work and the hazards and risks associated with that work.

The Council has published a policy and procedure covering 'Health and Safety in Procurement' and as such any employee engaging contractors should refer to the requirements of the policy and procedure before engaging contractors to undertake any work.

The role of the Building Manager

The Building Manager is the person (or team) that manages the maintenance and repairs of a premises and as such are key to ensuring that the risks associated with contractors and visitors are properly controlled.

A Building Manager must have sufficient knowledge, training and experience to identify and control the risks from visitors and contractors and have the authority to take action, and ultimately prevent visitors and contractors from entering the premises or undertaking work.

Controlling access

Only people that you have specifically authorised should be gaining access to your premises. The arrangements that you need in place to control unauthorised access need to reflect and be proportionate to the risks present.

That means that if you have asbestos, hazardous substances, risks of falling or other things that could cause significant injury, or even death, or if there is significant risk to the occupants of the premises from violence, etc the controls will need to be very robust and will undoubtedly need to include physical security measures to prevent unauthorised access/exposure. However if there are no particularly significant hazards normally within the premises and occupants aren't especially at risk then you don't want (or need) to spend a great deal of time, effort and/or money that can be used elsewhere controlling more significant risks.

The important thing is that, whatever controls you deem are necessary to control your risks, they need to be applied properly and consistently, not just when it's convenient.

Understanding the hazards and risks your visitors/contractors will be bringing with them

Contractors in particular are often on our premises to do things that we are not familiar with or competent to do ourselves and therefore may introduce hazards and risks that we would not normally have controls in place for.

Visitors to site, particularly if the premises is used by vulnerable people or is used for food production, may also introduce additional risks that may not be immediately obvious.

It is therefore extremely important to have a clear understanding of why the contractor or visitor requires access to your site and what they will be doing whilst they are present.

Contractors who undertake construction type work often introduce significant hazards and risks that

require careful consideration and management. Therefore, before any construction type work is undertaken, you need to ensure that the contractor is competent to undertake the work and that you know exactly what is to be done, how it will be done and that any hazards and risks introduced by the work will be adequately controlled.

Before any construction type work is undertaken it is important that the contractor's Method Statement and Risk Assessment (often abbreviated to RAMS) are reviewed by a competent person. Competent means having the necessary knowledge, training and experience to be able to understand whether the RAMS are suitable and sufficient. The competent person may be someone on site, such as the building manager, or other Council employee.

If you have, or are likely to have, contractors undertaking construction type work then make sure you are familiar with the Council's policy, procedure and guidance on construction work.

Providing information

When contractors and visitors come to your premises they will be faced with environments, hazards and risks that they may be unfamiliar with. It is therefore extremely important to ensure that all visitors and contractors entering your premises are given all of the relevant information required before they are permitted to enter.

This is often referred to as induction training.

The type and extent of information provided at induction will depend upon the premises, the situation and also how the visitor or contractor is supervised.

If a visitor/contractor is to be supervised at all times whilst on site by a competent member of staff then the employee can supply information or give specific directions as and when required. It must be remembered however that visitors/contractors may need to use toilets, etc or supervising members of staff may be called away to deal with an emergency and therefore the visitor/contractor won't be under supervision.

It is therefore important that all visitors and contractors, including those who may only be on site for short periods of time, are provided with relevant information.

As a minimum, every visitor and contractor should be informed of;

- How to recognise the fire alarm/ any other emergency alarm.
- The arrangements for evacuating the site.
- The location of assembly points.

All visitors and contractors who have unsupervised access to the premises should also be provided with information on;

- The arrangements for raising the alarm in the event of fire.
- The arrangements for raising the alarm for any other emergency applicable to the premises.
- The person to whom the contractor/visitor must report following evacuation.
- The name and contact details of their site contact.
- The arrangements for first aid.
- Any areas to which the contractor/visitor is prohibited from entering without specific authorisation.
- The arrangements for leaving site.
- Information about any specific hazards that may affect the contractor/visitor whilst on the premises.

- Any class of person who may be specifically at risk or may not appreciate the hazards and risks associated with the work, e.g. children or those who suffer with dementia.

Contractors undertaking construction type work should also be provided with information on;

- The location and condition of asbestos within the premises.
- The arrangements to follow if hot works are required.
- Information pertaining to any confined spaces including the arrangements for access. · Arrangements for isolation of power supplies.
- Arrangements for gaining access to areas at height.
- Information pertaining to any hazardous substances within the premises.

An important aspect of the information provided is that it is understood. Simply giving the information, for example in a handout or on a computer screen, doesn't demonstrate that the person understands and if they don't understand then they can't act in a safe way.

It is important therefore to ensure that, whatever method of supplying information is used, there is an opportunity to test understanding to ensure the information has truly been taken on board.

Understanding can be verified in a number of ways such as;

- Asking questions
- Carrying out simple tests / questionnaires
- Observing peoples actions

It may also be useful to provide contractors and visitors with information regarding their expected conduct on site, e.g. expected behaviour, dress code, etc, particularly if you have children or vulnerable adults.

Contractors/visitors attending site to rectify emergency situations

Contractors attending site for emergency reasons, e.g. a gas leak, should not be delayed by a lengthy induction process. However, if they are not supervised at all times, they must still be given sufficient information to ensure that they do not put themselves at unacceptable risk. The information should include the minimum information required above relating to fire as well as the name and details of their site contact as well as any other information that the person in control of the emergency incident deems necessary.

It will not be necessary to delay rectification of the emergency by completing induction records however if the contractor is to remain on site or return once the emergency has been addressed they will need to be inducted in the same way as any other contractor.

Returning visitors / contractors

You may have visitors or contractors who will be on site for a number of consecutive days. In this case it may not make sense to carry out an induction every day, unless there are significant changes happening within your premises that change the hazards and risks present.

It may therefore be prudent within your procedures to allow an induction to cover the entire period of the work/visit.

It is not advisable however to allow the induction to cover any visits / work where the visitor/contractor has a gap between visits to site. In these gaps the contractor/visitor may have

attended a number of premises with different rules and requirements and may have forgotten key information required to maintain safety on your premises.

Communication

Simply providing information, even if it has been understood, may not be sufficient to ensure safety. Whilst on your premises things may change or unexpected hazards may be encountered.

It is therefore extremely important to ensure that all visitors and contractors who have unsupervised access to your premises are provided with the name of someone to contact as well as the means by which they can be contacted.

Remember that the times that the contractor/visitor are present may be different to the working times of staff and as such alternative contacts may be required.

Special authorisations

Many premises have hazards and risks that require additional controls to ensure that they do not lead to injury or ill health, e.g. asbestos and hot work.

These hazards should already be known to you and you should have arrangements in place to control them in order to comply with things such as the Council's Asbestos Policy and Fire Policy, etc.

It is critically important, if you have hazards and risks that require special authorisations, that the correct procedures are followed every time before work begins. Failure to control these significant hazards and risks can lead to serious injury or ill health and may result in you, the contractor and/or the Council being prosecuted.

Monitoring

Once you are happy that the risks posed by the visitor/contractor have been controlled and the required information has been supplied and understood you will be giving your visitor/contractor access to your premises.

Your responsibilities for the contractor/visitor however are not over and you will need to ensure that suitable and sufficient monitoring of the visitor/contractor and the work that they are doing is undertaken.

The purpose of monitoring is not to try to catch your visitors/contractors out but to ensure that the work they are undertaking is progressing as expected and that the agreed controls are being effectively used.

It also gives the visitor/contractor reassurance that they have someone checking that they are not making unintended mistakes and gives them the opportunity to ask for additional information, direction or advice.

The degree and frequency of monitoring will depend upon a number of factors such as the hazards and risks involved, the type of work and the location to name but a few as well as how well the contractor/visitor are performing.

The amount of monitoring will therefore vary however you must ensure that you undertake a sufficient amount to give you a reasonable reassurance that the work is progressing as expected.

In general, the higher the risk the more detailed and often the monitoring needs to be.

One extremely important thing though. If, as a result of monitoring or because of any other reason, you become aware that a contractor or visitor is not undertaking the work in the agreed way utilising the agreed controls then you **MUST** act. Failure to act is effectively an admission that you are happy with the lack of control and as such you could find yourself in breach of the law.

If it is identified that a contractor or visitor is not undertaking work as expected it should be raised at the earliest opportunity and the level of monitoring should be increased until you are happy that the work is progressing as expected.

If a contractor or visitor fail to correct their method of work or if the standards repeatedly fall below what was agreed and expected then you may have no choice but to stop the work and ask the contractor/visitor to leave site. Failure to do so may leave you in breach of the law.

Completion of work

At the completion of the work/visit, whether it be the end of the work or the end of the day and they will be back, the visitor/contractor will undoubtedly be keen to leave site. It is important though to ensure that your procedures include a check of any work that the contractor/visitor may have been engaged in to ensure that it has been left in a safe condition before they are permitted to leave site. The check should include the closure/cancellation of any special authorisations and also ensure any attached conditions have taken place, e.g. the 30 minute fire watch required after the completion of hot work.

If things have been left in an unsafe state then the visitor/contractor should be asked to undertake additional works. If they fail to make the situation safe you will need to take additional measures to ensure no one is placed at unacceptable risk because of the contractor's/visitor's failure.

Documentation

The risks introduced by contractors and visitors have to be managed effectively and consistently. It is therefore important to ensure that you keep sufficient records and documentation to help you to manage whilst not being overly bureaucratic.

This should start with a written procedure that clearly states what must be done to control contractors and visitors that everyone involved can refer back to.

Within your procedures you should also ensure you keep, as a minimum, records of;

- Access control – e.g. a record of signing in and out
- Who has been through induction
- What was covered in the induction
- Any additional information provided
- Details of any discrepancies identified during monitoring
- Any actions taken to address monitoring discrepancies

Induction records

When making a record of induction it is not suitable to merely insert the name and date. In the event that you need to take action or if there is an incident that is investigated by the Health and Safety Executive, you need to be able to demonstrate that all necessary information was provided.

The record should therefore include, as a minimum;

- The name of the contractor / visitor.
- The name of the company that the contractor / visitor is representing.
- The date and time that information was supplied.
- What information was included in the induction.
- The name of the person carrying out the induction.
- The signature, or other appropriate identifier, of the person carrying out the induction and verifying that the information has been understood.
- A clear statement that the visitor/contractor is signing (or other as applicable) to verify that they have received and understood the information provided.
- The signature, or other appropriate identifier, of the contractor/visitor.

The record can be a single document for each person inducted that contains all of the above information or, if there are likely to be many contractors and/or visitors, the record can be split into a log book to keep all of the signatures, etc and a reusable checklist containing all of the items to be included in the induction. An example reusable checklist and an example record sheet can be found in the appendices of this guidance.

The records could also be kept in any other way that works for your particular premises and arrangements as long as it clearly includes all of the relevant information

Overview of the process of managing contractors/visitors

1. A contractor or visitor attends site
2. A suitable person determines the purpose of the contractor/visitors attendance
3. If the visitor/contractor is to be allowed entry they record their attendance on site (sign in)
4. Will they be supervised at all times whilst on site? If yes then jump to step 9
5. Is this a return attendance from the previous day and has the contractor/visitor been inducted? If yes jump to step 8
6. Designated manager/person reviews any work that is to be undertaken (if construction type work this will mean assessing the contractors risk assessment and method statement).
7. If satisfied that everything is in order the designated manager/person carries out relevant induction and records
8. Designated manager/person issues any special authorisations (such as asbestos declaration, hot work permits, etc)
9. The work/visit commences

10. Suitable monitoring of the work/visit is undertaken at relevant intervals and any problems identified are corrected

11. The work/visit comes to an end

12. Responsible manager/person makes suitable checks to ensure everything has been left in a safe and satisfactory condition and arranges additional action if problems are found

13. Any special authorisations issued are closed

14. The contractor/visitor leaves site

Induction checklist

Establishment / Location: Cherry Tree Learning Centre

	Information provided
Part 1 - All contractors/visitors	
Fire alarm	The fire alarm is a continuous siren it is tested at _____ on _____
Evacuation	Upon hearing the fire alarm you will leave the site by the quickest safest means and assemble at the back car park
	Emergency exits are available: In science lab, through main hall, main entrance, back door, door by art, via bin store exit
Part 2 - Visitors/contractors who will be unsupervised at times	
Raising the alarm	If you discover a fire you must immediately raise the alarm by __Contacting main office, breaking emergency glass on call points
Other emergencies	If you discover any other type of emergency you must share with senior leadership (V Howard or C Rowley)
Evacuation	Upon arriving at the assembly point you will report to You must not re-enter the premises or leave site until authorised to do so by the incident controller.

Site contact	Your site contact is _
First aid	In the event of requiring first aid or medical assistance you must contact the
Prohibited areas	You are not permitted to enter any of the following areas. · · If you require access to these areas you will contact V Howard or C Rowley
Leaving site	Before leaving site you will sign out in main office
Specific hazards	Please be aware of the following hazards that exist within the premises · ·
Part 3 - Contractors undertaking construction type work	
Asbestos	Asbestos is present in a number of locations within the premises. You must not undertake any work on the fabric of the building until you have reviewed our asbestos survey and have been given specific authorisation by
Hot works	No work involving open flames, grinding equipment, welding equipment or any similar heat producing equipment will be permitted anywhere on site until you have been given specific authorisation by
Confined spaces	The following areas are confined spaces. Entry into these spaces is prohibited without specific authorisation from _____ · · ·
Isolation of supplies	No work on electrical or gas supplies/equipment is permitted unless the supply is isolated. Arrangements for isolation must be discussed with commencing.
Work at height	Access to the roof is prohibited without specific authorisation. Authorisation can be obtained from
Hazardous substances	Hazardous substances are present in the following areas Substance & location Chemicals used for Science locked in Chemical Store cupboard
Signed: (date)	

Establishment / Location: _____ **Cherry Tree Learning Centre**

Contractor/Visitor name	Company	Code of conduct issued	Person delivering induction & signature	Contractor vehicle registration & location	

1.
and visitors to site and they all
know what is required of them

If 'Yes' who are they?
Yes No

2. We always know, and keep a record
of, who's on site and where they are
working

Records are kept
Yes
Most of the time Occasionally

(location)

Always
Usually
Sort of
Never

Always
Usually
Sometimes Never

3. We assess contractors' competence
in health and safety and check for
evidence before they get the job

Without fail

5.
procedures and any relevant
information before they start their
work/visit.

We ensure that no contractor
undertakes any work

4. We review the contractors method
statements and risk assessments
before they undertake work

We inform all contractors and visitors
of the emergency

requiring special authorisations (e.g.
asbestos, hot

work) without the relevant checks and
documentation being issued.

Usually
Rarely

Always
Sometimes Rarely

Always
Sometimes Rarely

7. We monitor our contractors / visitors whilst on site and deal quickly with any problems

Always
ensure that everything has been left in a safe and suitable condition.

Before a contractor / visitor leaves site we check to

Sometimes Rarely

Example code of conduct

At all times work safely and responsibly and be aware of your responsibility for your actions and behaviour. Avoid any conduct which could lead any reasonable

- 1 person to question your motivation or intentions
- 2 With relation to safeguarding, avoid contact with children and vulnerable persons; never give personal information, contact details or mobile numbers to site users who have no authority to need them
- 3 Work and be seen to work in an open and transparent way
- 4 Never be in contact with children or vulnerable persons without site supervision
- 5 Remain within the agreed work area and access routes, unless you are guided by site supervision. Ensure staff are aware of your work location and work activity
- 6 Obtain permission from the site contact if you need to go outside the agreed work area or access routes
- 7 Do not use profane or inappropriate language
- 8 Dress appropriately i.e. in a way such that:
 - It is not viewed as offensive, revealing, or sexually provocative.
 - It does not distract, cause embarrassment or give rise to misunderstanding
 - It is absent of any political or contentious slogans
 - It is not considered to be discriminatory and is culturally sensitive
- 9 Ensure your work activities do not cause harm to any other persons on the site
- 10 Ensure your work tools and vehicles are secured at all times when working on site
- 11 Observe the code at all times

Appendix 2: First Aid procedures

Cherry Tree Learning Centre will ensure they establish and implement an effective first aid procedure within the Centre in accordance with the Health and Safety (First Aid) Regulations 1981 and guidelines supplied by the HSE/DfES

**Appointed personnel responsible for First Aid arrangements:
Ceri Rowley supported by Mark Smith**

Cherry Tree Learning centre meets at least the minimum requirements for First Aid in a centre of its size by ensuring:

- Suitable stocked first aid containers are available throughout the premises
- There are appointed persons in both teaching and support staff. - There are sufficient first aiders to ensure there is adequate cover even with absence
- Offsite visits always include First Aid trained staff and relevant, updated medical information for all those attending
- Information for employees on first aid arrangements is included in staff induction. Signs of named first aiders are displayed prominently across the school; all staff are given written guideline in relation to current first aid procedures (Currently 'First Aid Protocol during pandemic; see below). Onsite workmen are informed of first aid procedures as part of their induction
- There are individual risk assessments for children with medical conditions
- There are individual risk assessments for science and food technology. Fire risk and health and safety procedures in place for the art kiln
- All staff have mobile phone devices so they can contact first aiders

In addition, first aiders, and those responsible for administering medicine are reminded of the protocol annually. Records are kept in the main office and are updated after every incident. Records are kept for three years before being safely disposed of. This includes information in relation to taking and storing medication. A register of medical conditions, including asthma, diabetes, epilepsy and allergies is kept and updated regularly, along with relevant individual risk assessments

This information should be read in conjunction with:
 Managing medicines policy
 First Aid Needs (Risk Assessment)
 Supporting pupils with medical conditions policy

First Aid Protocol during pandemic:

If a student requires a first aider:

- Member of staff to alert first aid member by their work mobile phone, giving details as to the reason they are required. Please consider the availability of staff and therefore call first aiders in the following order-

Wendy

- Ceri
- Karen
 - Darren (Mon am, Tues, Weds, Thurs am)
- Gareth:
 - Helen Turley is also available to support
- Classroom staff should not touch the area where a child has been ill, or approach the child, ensuring they follow the schools risk assessment at all times – the area should not be used for the rest of the day or until it

- can be properly cleaned. If necessary, once the first aider has arrived, the class can be removed from the room and remain in the hall, until alternative arrangements can be made. The classroom will then remain closed until a deep clean can be undertaken
- PPE equipment must be worn for any incident that requires touching or being in close contact with the student
 - First aiders will work in pairs – the second person will usually be Ceri/Wendy/ or Helen
 - The first aid room should not be used for anything other than first aid and only by first aiders. Please see Ceri if you feel there is reason to access the room at another time. If there is a note on the door saying do not enter, **the first aid room is out of bounds until it has been deep cleaned**

First Aid protocol:

- Two members of staff should be present at every first aid event, at least one of which will need to be a first aider. Helen Turley will provide support for times where two first aiders are unavailable
- Each first aider has been provided with their own PPE kit, which will be kept in a place accessible to them. Upon receiving a call for first aid support, they will usually need to put on the PPE before attending. Once the PPE equipment has been used, it will be disposed of as clinical waste
- Spare equipment will be stored in the first aid room and all first aiders and Helen will know where to get replacement equipment

If a student is displaying Covid symptoms: Isolate from others in the medical room – and supervise in PPE equipment, remaining 2m away as

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long as the child is well enough. Contact parents to collect and give them the 'track and trace' protocol information on their arrival. If a parent is unable to get the child to a test centre, please see Ceri or Vicky. The medical room will need to be thoroughly cleaned after child has left so a sign should be placed on the door until this can take place. If the student needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. Again, the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

<https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>

HSE Guidance for first aiders

Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.

If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.

Preserve life: CPR

- Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- Ask for help. If a portable defibrillator is available, ask for it · Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation
- If available, use:
 - a fluid-repellent surgical mask
 - disposable gloves
 - eye protection
 - apron or other suitable covering
- Only deliver CPR by chest compressions and use a defibrillator (if available) – **don't** do rescue breaths

Prevent worsening, promote recovery: all other injuries or illnesses

- If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- If giving first aid to someone, you should use the recommended equipment listed above if it is available
- You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible **After delivering any first aid**

- Ensure you safely discard disposable items and clean reusable ones thoroughly

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- Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible

Requalification training in England

The first aid training industry in England is confident that enough courses will now be available for all required requalification training to take place. HSE has therefore agreed a final deadline for requalification for these qualifications of **30 September 2020**

Appendix 3: Cherry Tree Learning Centre School Fire Safety Policy

Cherry Tree Learning Centre recognises it's legal and moral duty to safeguard students, visitors and staff against exposure to the hazards associated with fire.

The main responsibility for the implementation of this policy lies with the Management Committee, the Head Teacher and Assistant are the responsible persons for the premises.

The senior management of CTLC understand that students, staff and visitors, including any with challenging physical and mental health conditions, require the necessary support to positively achieve and maintain a high standard of Fire Safety.

To achieve this, the management of CTLC will, in line with its Health and Safety Policy:

- Commit to complying with all relevant Fire Safety Legislation and best practice guidance where applicable.
- Discharge its responsibilities as a school to ensure that appropriate arrangements are in place to manage fire related matters.
- Ensure Fire Safety objectives have equal importance to other managerial objectives.
- Undertake to put appropriate arrangements in place to minimise the incidence of fire, safeguard life and protect our school from the effects of fire as far as reasonably practical.
- Ensure that fire risks are robustly assessed in line with our fire policy and ensure where necessary appropriate control measures are put in place to minimise the risks identified.
- To seek to provide an environment at Cherry Tree Learning Centre that is safe and aware of the risks from fire, heat and smoke for all areas occupied or for which the school is responsible. Staff will receive sufficient information, training, instruction and supervision to achieve this.
- Set in place a clearly defined local management structure for the delivery, control and monitoring of fire safety measures.
- Ensure management and staff work together positively to achieve and maintain a high standard of Fire Safety.

Cherry Tree Learning Centre

	NAME	CONTACT DETAILS
HEADTEACHER:	Victoria Howard	vhoward@ctlc.dudley.sch.uk 01384 813739
HEALTH & SAFETY CO ORDINATOR(S):	<i>Ceri Rowley</i>	crowley@ctlc.dudley.sch.uk 01384 813739
DESIGNATED HEALTH & SAFETY GOVERNOR:	Linda Ashman	01384 813739

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SARS-CoV-2 SUPPLEMENT TO HEALTH & SAFETY POLICY

1. Introduction

In recognition of the current circumstances due to COVID-19, this supplementary document sets out the arrangements in relation to the health and safety of our children, staff and the wider school community during this time. This document has been written in accordance with guidance from the DfE and the Local Authority in relation to managing risk associated with COVID-19.

In order to ensure the school continues to operate in a safe way, thorough risk assessments are undertaken and any necessary adjustments to ensure the safety of children, staff and the wider community are implemented.

2. Risk assessment

The school has continued to undertake risk assessments during the period of partial closure due to COVID-19. As part of the preparation for wider opening of our school (from September 2020) a detailed risk assessment has been undertaken and an action plan to make any necessary adjustments to mitigate risk has been produced. The risk assessment and action plan cover the following Health and Safety elements:

<ul style="list-style-type: none"> · Buildings & Facilities · Emergency Evacuation · Hygiene, Cleaning & Waste Disposal · Classrooms · Staffing · Group Sizes · Social Distancing · Medical care 	<ul style="list-style-type: none"> · PPE · Response to suspected/confirmed Covid-19 cases · Curriculum/learning environment · Communication · Governance · School events (including trips)
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The risk assessment and action plan are dynamic and are regularly reviewed to ensure they meet the current need. All appropriate documentation is shared with staff and any necessary training to support implementation of the plan is provided.

3. Roles and responsibilities

a. The Governing Body will:

- Regularly assess the effectiveness of the policy, risk assessment and action plan
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority

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- Ensure staff have access to any training or instruction required to implement the action plan
- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place

b. The Headteacher will:

- Have overall responsibility for the development and implementation of the policy, risk assessment and action plan
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority
- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place

c. All staff will:

- Carry out all work in accordance with the policy, risk assessment and action plan, including additional tasks as part of the response to COVID-19
- Take the opportunity to contribute to the risk assessment and action planning process
- Be responsible for reporting any (potential or actual) Health and

Safety risks related to COVID-19 to the Headteacher

- Undertake any training to support implementation of the action plan and to identify any individual needs which may impact on the delivery of the plan
- Prioritise the wellbeing of all pupils and other staff

d. Parents will:

- Adhere to any recommendations from the school to help reduce the risk of transmission
- Keep their child at home if they or anyone within the household is displaying symptoms of COVID-19, or if otherwise advised to by the school or another appropriate Body (GP or NHS Track and Trace, for example)
- Adhere to drop-off and collection arrangements set by the school · Ensure their child is aware of any protective measures put in place by the school and to encourage them to comply
- Always adhere to government guidance to reduce the risk of transmission
- Ensure their child does not mix socially outside of school, other than as permitted by current Government guidance

e. Pupils will:

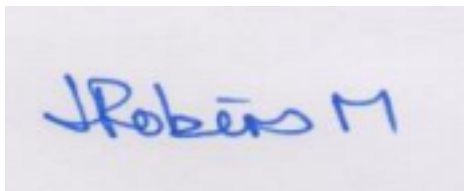
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- Observe the Health and Safety rules of the school, including new arrangements in response to COVID-19
- Make staff aware if feeling unwell
- Report any Health and Safety concerns to a member of staff

Relevant Health and Safety information has been communicated to all staff and the wider school community. Staff meetings, daily briefings, noticeboards, shared drive/folders

Signed Head Teacher- V. Howard

Signed Chair of Governors-



JRoberts M

