



Cedars Academy

HEALTH AND SAFETY POLICY

*Adopted by Health and Safety Committee: October 2022
Review: September 2023*

Cedars Academy, Low Fell, Gateshead, NE9 6QD

Chief Executive: Martin Flowers

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Responsibilities

- The Trustees and Chief Executive of Cedars Academy recognise and accept their responsibilities, within the framework of the Education Health and Safety Policy of Gateshead Council, for ensuring a safe and healthy working environment for all its staff, pupils and visitors.
- The Trustees and Chief Executive will take all steps within their power to meet these responsibilities. To this end they delegate to the Chief Executive as Health and Safety Manager.
- The Trustees and Chief Executive will appoint a Health and Safety sub-committee of Trustees to monitor, review and develop standards of health and safety.
- Staff who have been delegated by the Chief Executive as managers of others, having responsibility for particular aspects of the Academy, (for example as Senior Leader or as Facilities Manager) have a duty to take all practicable measures to ensure that those under their management, or working in the areas for which they have responsibility, maintain all relevant legal requirements. They should contribute to the implementation and monitoring of the Health and Safety policies and procedures of the Academy. Staff with special responsibility should report all accidents, defects and dangerous occurrences to the Chief Executive. To ensure health and safety standards are maintained/improved, the following people have responsibilities in the following areas:

Name:	Responsibility:
Keith Vincent: Head of Services	To fulfil the health and safety roles and responsibilities of the Chief Executive, in the Chief Executive's absence.
Keith Vincent: Head of Services	Educational Visits, , H&S Policies, Training, Manual Handling Operations, hydro pool management, Risk Assessments, COSHH Assessments, CLEAPPS, First Aid, Medication (in and out of Academy) Infection Control and Communicable Disease Guidelines
Michelle Gray: Business Administrator	Playground Safety, Asbestos Management, DBS, Fire and Emergency Procedures, Contractors to Site, Maintenance and testing, premises hire, site access/egress, Stress (staff absence), Mini bus and transport
Michelle Gray and Michelle Klitze: Business Administrators	Accident Reporting

Joanne Carr: Deputy Head of School	School Work Experience/Student Placements, School Staff Wellbeing (stress)
Dan Hearne: Deputy Head of College	College Work Experience/Student Placements, College Staff Wellbeing (stress)
Finance & Staffing Committee	Ensure implementation and monitoring of Health & Safety Policy and Procedures & Child protection

All employees have to:

- co-operate with managers and co-ordinators on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety
- report all health and safety concerns to an appropriate person (as detailed in his policy statement).

Specific Responsibilities & Duties

Academy Trustees

- To comply with the Local Authority's Health and Safety Policy, including the monitoring and review of procedures within the Academy
- To approve the Academy's Health and Safety Policy
- To ensure that adequate resources are available to fulfil the aims and objectives of the policy
- To ensure that actions are taken in respect of health and safety matters and will be familiar with the basic requirements of the Health and Safety at Work etc, Act 1974 and any new legislation which affects the running of the Academy
- To receive annual reports from Chief Executive on health and safety issues at Trustee meetings
- To facilitate the work of any accredited Trade Union Health and Safety Representative.
- To appoint a sub-committee to deal with Health & Safety who will carry out termly Health and Safety inspections and risk assessments

Chief Executive

- It is the responsibility of the Chief Executive to ensure that policies are monitored and followed and to correct any short comings
- To ensure the circulation of information on health and safety matters and where appropriate consult with safety representative, members of staff and others for specific aspects of health and safety
- To liaise and report to Trustees and LA with annual report
- To ensure that risk assessments are carried out in a timely manner
- To ensure that termly health and safety inspections are carried out
- To ensure adequate resources are made available
- To liaise with the Council's Health and Safety Officer as appropriate
- To facilitate the work of any accredited Trade Union Health and Safety Representative

Safety Representative (KV)

- To ensure implementation of policy
- To be responsible for day to day management of all health and safety matters in the Academy in accordance with the Health & Safety Policy and LA Health & Safety Policy
- To identify and make arrangements for training for all staff, including induction of new employees and where necessary, retraining of existing staff with respect to health and safety as and when the need arises
- To investigate and report accidents as appropriate and ensure remedial action is taken to prevent recurrence
- To encourage employees to suggest ways and means of eliminating hazards
- To report staff/pupil problems to Chief Executive
- To act on health and safety teams recommendations
- To attend Health and Safety subcommittee meeting

Staff

- To work in accordance with the Health and Safety Policy and be familiar with health and safety procedures
- To check visually that classroom/work areas and any equipment used are safe before being used and kept in good condition
- To ensure that safety procedures are followed and any necessary protective equipment is used
- To report any problems/accidents to the appropriate person and suggest any improvements in safe practices/eliminating hazards
- To use the correct equipment and tools for the job
- To be aware of any action to be taken in an emergency situation
- To seek appropriate advice as and when required

Education Health and Safety Policy

- The Education Health and Safety provides guidance and practical advice for the Chief Executives/Senior Leaders when dealing with health and safety issues that occur within our Academy/building. It assists Chief Executives/Senior Leaders in ensuring that employees, pupils and members of the public are not put at risk by the activities of the Academy.
- A copy of the Policy is located in the Academy office and on the Academy website: www.cedarsacademy.org.uk
- The Policy includes the following arrangements/codes of practice: -
 1. Accident Reporting
 2. Administration of Medicines
 3. Infection Control and Communicable Disease Guidelines for Schools
 4. DBS
 5. Asbestos

6. Contractors and Visitors on Site
 - Control of Substances Hazardous to Health Regulations (COSHH)
 - Educational Visits and Outdoor Activities
 - Statutory Maintenance and Testing
 - Fire and Emergency Procedures
11. First Aid
12. Hiring of Premises
13. Major Incidents Procedure/School Closures
14. Manual Handling Operations
15. Minibuses
16. Playground Safety
17. Risk Assessment
18. Safe Access and Egress
 - Academy Security
 - Stress
 - Training
22. Use of Portable Scaffolding/Ladders/Step-Ladders (Access Equipment)
23. Vehicle Access
24. Violence at Work
25. Visual Display Units (VDUs)
26. Work Experience

1. Accident Reporting

MK/MG

All accidents and cases of work-related ill health are to be recorded in the Academy accident book which is located in School and College main offices.

MG is responsible for reporting accidents, diseases and dangerous occurrences to the LA. These must be reported within 5 working days of the incident/accident occurring, and sent to CSGhealthandsafety@gateshead.gov.uk

Copies of incident/accident forms are held in the Health & Safety file in the Academy office.

Health and safety risks arising from work activities:

- Risk assessments will be undertaken by KV.
- The findings of the risk assessment will be reported to the Chief Executive.
- Action required to remove/control risks will be approved by Chief Executive.

- The Premises Sub Committee will be responsible for ensuring the action required is implemented.
- The Premises, Health & Safety Committee will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every year or when the work activity changes, whichever is the soonest.

2. Administration of Medicines

RA

In order to ensure the safety of all children we do not store or administer medicines to children unless they are prescribed by a doctor. It is also important to keep the administering of medication to a minimum and parents are requested to consider the possibility of administering the daily doses out of Academy hours. Medicines that need to be given three times a day should be administered by parents before and after Academy and at bed time.

In the case of children with long term medical conditions, which require medication to be stored and administered on the premises, we are able to do so.

The need for medication to be administered to pupils during Academy hours must be supported by a parent's written request by completing a 'Parental Request for Medicine to be Administered' form which is available from the Academy office or to download from the Academy website www.cedarstrust.org.uk

Trained First Aiders (as listed in section 11) are able to administer medicine in Academy.

See also: **ADMINISTRATION OF MEDICATION/PERSONAL CARE POLICY**

3. Infection Control and Communicable Disease Guidelines

HJ

Our Public Health School Nurse is located at **Low Fell Clinic**, Beacon Lough Road in Gateshead, Phone 0191 443 6900

For Guidance on infection control in schools and other childcare settings:

The document below provides guidance for schools and other childcare settings, such as nurseries, on infection control issues. It is an updated version of guidance that was produced in 2010. Prevent the spread of infections by ensuring:

routine immunisation

high standards of personal hygiene and practice, particularly handwashing

maintaining a clean environment

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/353953/Guidance_on_infection_control_in_schools_11_Sept.pdf

See also:

Government Guidance <https://www.gov.uk/government/publications/infection-control-in-schools-poster>

4. DBS

MK

All staff are required to hold an Enhanced Certificate through the Disclosure and Barring Service.

Volunteers, contractors, visitors etc who are going to be left unsupervised with children are required to provide details of their certificate to the Academy office where information is checked and recorded. An identity check will also be conducted by Office Staff before access to the Academy site is permitted.

See also: [Premises Management Policy](#)

5. Asbestos

MG

The Control of Asbestos a Work Regulations (CAR) 2006 places the responsibility to manage asbestos in non domestic premises on the 'duty holder'.

The following staff members have an overview of Asbestos at Cedars Academy: Julie Ramsey

All staff, visitors and contractors are made aware of the location of any asbestos as per the Site Specific Asbestos Management Survey prior to commencing any duties on site.

See also: [Premises Management Policy](#)

And: [The Management of Asbestos Policy](#)

6. Contractors and Visitors on Site

MK/MG

All contractors and visitors on site are required to report to the School or College office on arrival where they are requested to sign in and will be issued with an identification badge. Contractors and visitors will be asked to provide photographic ID, and an assessment will be made about whether they will be left unsupervised with children – if this is the case, details of their Enhanced DBS certificate will be requested and recorded.

All contractors and visitors are issued with key health and safety information and informed of their conduct whilst on Academy sites. Whenever possible, this will be conducted prior to the first visit, with the company.

Michelle Gray, Business Administrator, is responsible for assessing contractor health and safety competency prior to appointment and for ensuring suitable management arrangements are in place whilst contractors are carrying out work on site for example ensuring risk assessments and method statements are received.

Vehicles on Academy Premises

- Contractors' vehicles should not enter Academy at the start or finish of the Academy day when pupils are arriving or departing on home/school transport.
- Grass cutting machinery must not be used by contractors without prior contact at School or College office. The machinery is not to be used during pupil break times, arrival and departure times.

See also: [Premises Management Policy](#)

7. Control of Substances Hazardous to Health Regulations (COSHH)

MG

The cleaning cupboards located in the Academy are kept locked – key holders MG and MK.

The Safety Rep will be responsible for identifying all substances which need COSHH assessment.

Through the Building Cleaning buy back service Gateshead Council will be responsible to will be responsible for undertaking COSHH assessments relating to cleaning materials.

The Safety Rep will be responsible for ensuring that all actions identified in the assessments are implemented.

The Safety Rep will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

The Safety Rep will check that new substances can be used safely before they are purchased.

Assessments will be reviewed once per year or when the work activity changes, whichever is soonest.

8. Educational Visits and Outdoor Activities

KV

K Vincent, AHT, is the Educational Visits Co-ordinator.

Risk Assessments for Educational Visits are carried out on Evolve by the Visit Leader. Risk Assessments are checked by the EVC and authorised by the Chief Executive before a visit can take place.

A named First Aider will always attend educational visits.

Community mini buses are often used to transport children on educational visits.

Please see also section 15 – Minibuses.

9. Statutory Maintenance and Testing

MG

The Business Administrator (MG) will be responsible for identifying all equipment/plant needing maintenance.

The Business Administrator will be responsible for ensuring effective maintenance procedures are drawn up.

The Business Administrator will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with plant/equipment should be reported immediately to the Chief Executive who has been designated as the responsible person for preparing and maintaining an accurate up-to-date electrical maintenance register for portable appliances used.

A cyclical maintenance schedule is drawn up each April to include all of the statutory testing for the year ahead.

The Academy Maintenance and Testing Team consists of the following staff: MG, MK

See also: [Premises Management Policy](#)

And: [Asset Management Plan](#)

10. Fire and Emergency Procedures

KV/MG

The Chief Executive is responsible for ensuring the fire risk assessment is undertaken and implemented.

The HT/Safety Rep organises regular fire drills on a termly basis. These fire drills are recorded in the Fire Safety File.

Set a date and time, only inform on need to know basis.

Escape routes are checked by the Head Cleaner every week

Fire extinguishers are checked visually by the Head Cleaner once per month to check that they are in place and have not been tampered with – confirmation can be found in the red file in the main office.

Fire extinguishers are maintained and checked by FM4U through a SLA.

Alarms are tested by the Facilities Manager and Head Cleaner every week

1 to activate a call point

1 to operate and record the alarm panel details

See also: [Emergency Evacuation Plan \(MG\)](#)

And [Emergency Evacuation Procedures during Examinations \(DH\)](#)

There is a designated first aid station in the main corridor.

The following members of staff are trained to administer first aid within Academy:

First Aiders

S. Fullman	S. Revell
A. Gallagher	R. Everitt
E. Moffitt	E. Hodgson
L. Richardson	E. Liddle
J. MacCabe	L. Ray
L. Forster	G. Carr
T. Leverett	R. Connolly
G. Arbon	B. Frisken
N. Shippey	A. Meek
N. Parkin	L. Watson
R. Aitken	V. Toward
D. Frost	S. Moore

Where children have received first aid throughout the day, a record must be written in the first aid file, and a first aid slip detailing the occurrence of events and what first aid was administered, is sent home for parents.

A bumped head slip is sent home with the child if they have suffered a bump to the head.

See also: [ADMINISTRATION OF MEDICATION/PERSONAL CARE POLICY](#)

Academy premises are often used after Academy for clubs and during the evening for Trustees meetings, open evenings for parents and other occasional events. In addition, there are sometimes evening and weekend bookings. The fixing of annual lettings charges is reviewed and agreed annually by the Board of Trustees.

An application form is completed for each letting, authorised by the Chief Executive and held in the Premises & Lettings file in the Academy office. The Academy Governing Body issue 'Local Hiring Conditions' in line with directions and advice given by the Local Authority and the Health and Safety Executive.

See also: [Academy Premises/Letting Policy and Charging and Remissions Policy](#)

13. Major Incident Procedure / Academy Closures

MF

Please see [Emergency Plan and Critical Incident Kit](#) which outlines procedures for Major Incidents.

Please see [Bad Weather Policy](#) which outlines procedures for Academy closures.

14. Manual Handling Operations

KV

All staff are trained in Manual handling. All staff, visitors, students etc are advised not to attempt to move/carry heavy and/or awkward pieces of equipment.

Our aim is to promote and maintain the health and wellbeing of staff, students and visitors, and to minimise the risks of manual handling injuries by implementing a systematic approach based on a **Risk Management Model** –

The Head of Services to nominate a management team member to manage the manual handling risk assessment process and set up a small risk assessment team. The staff health and safety representative will be consulted during this and the following process:

- Identify the hazardous manual handling tasks.
- Assess the risks
- Control the risks
- Monitor the controls

Timelines will be developed for completion of the risk assessment process and reports provided to staff and Academy council on progress.

A system will be developed to ensure that any new manual handling hazards are identified, assessed and controlled as they occur.

The aims of the **Intimate Care Policy** and associated guidance are:

- To safeguard the dignity, rights and wellbeing of children and young people
- To ensure that children and young people are treated consistently when they experience intimate personal care in two or more settings

- To provide guidance and reassurance to staff
- To ensure that parents are involved in planning the intimate care of their child and are confident that their concerns and the individual needs of their child are taken into account
- To reassure parents that staff are knowledgeable about intimate care Principles The policy and guidance embrace the principles of Every Child Matters.
- Every child has the right to feel safe and secure
- Every child has the right to be treated as an individual
- Every child has the right to remain healthy
- Every child has the right to privacy, dignity and a professional approach from all staff when meeting his or her needs
- Every child has the right to information and support that will enable him or her to make informed and appropriate choices
- Every child has the right to be accepted for who they are, without regard to age, gender, ability, race, culture or beliefs
- Every child has the right to information and procedures for any complaint or queries he or she may have regarding intimate care

Please see:

[Manual Handling Policy and](#)

[Intimate Care Policy](#)

15. Mini Buses and Transport

MG

Cedars Academy recognise that in order to run and maintain the Academy mini buses in an appropriate and safe manner we need a Academy mini bus policy.

It is the responsibility of the Academy Management, who has delegated the day to day running of the mini bus, to ensure the mini bus is:

- Correctly Licensed
- Displays a valid tax disc
- Is adequately insured
- Be well maintained
- Have a valid M.O.T. certificate (if more than one year old)

Risk assessment for the mini buses will be carried out at the start of each term, this should identify:

- Hazards
- The likelihood of a hazard occurring
- The likely severity of any injury or property damage resulting
- Who might be affected
- Existing safety measures
- New safety measures that might be needed
- How safety measures are implemented
- Emergency procedure

This risk assessment is quite adequate for all regular journeys. Regular journeys are defined as set journeys which take place as a daily or weekly basis on the same day.

For non- regular journeys a separate risk assessment on the Gateshead Evolve system will need to be carried out before each journey commences, this is in line with our Out of Academy Activity Policy.

Please see: [MINI-BUS POLICY STATEMENT March 2016](#)

16. Playground Safety

MG

Records of inspections of playground equipment are held in the School office, and any issues concerning playground safety are raised immediately with the Facilities Manager and Chief Executive.

Children are not permitted on to the School playground and playground equipment unaccompanied. Academy staff are present on the School yard during breaktimes. The SLG regularly review supervision arrangements to ensure appropriate child safety on the playground and playground equipment.

17. Risk Assessments

KV

Risk assessments will be undertaken by Safety Rep except in the instances of contractors on site or lettings where they will be requested to provide their own via Facilities Manager

The findings of the risk assessment will be reported to the Chief Executive and Trustees.

Action required to remove/control risks will be approved by the Chief Executive and Trustees. The Safety Rep will be responsible for ensuring the action required is implemented.

The Safety Rep will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed every year or when the work activity changes, whichever is the soonest.

18. Safe Access and Egress

MK/MG

Access to Academy buildings is sealed and strictly monitored. Visitors are requested to state their name and reason for visit at the Academy reception office, and access can only be granted by office staff.

Vehicles on Academy Premises

- Contractors' vehicles should not enter Academy at the start or finish of the Academy day when pupils are arriving or departing on home/Academy transport.
- Grass cutting machinery must not be used by contractors without prior contact at School office. The machinery is not to be used during pupil break times, arrival and departure times.

19. Academy Security

MG

CCTV cameras are installed to ensure security of the Academy sites.

The School site is fully secured at 7.00pm each night by the Site Manager, and opened each morning at 6.00am.

The College site is fully secured at 7.00pm each night by the Site Manager, and opened each morning at 6.00am.

If the alarm is activated, Amulet Security attend the site, and the following member of staff are informed of the activation:

Julie Ramsey

20. Stress

JC/DH

The Administration and Facilities Manager is responsible for monitoring staff sickness absence.

The following staff members have been trained in Stress Awareness: JC/DH

Cedars Trustees have a legal duty to ensure the health, safety and welfare of its employees whilst they are at work. Undue stress can adversely affect employees' health and well being and, as such, it is the Board of Trustee's responsibility to take reasonably practicable steps to avoid and reduce unnecessary workplace stress.

Back to work interviews are conducted after every period of absence.

Staff are made aware of the availability of therapies/counselling services to them through the staff absence insurance policy.

The Chief Executive is responsible for investigating work-related causes of sickness absences and for acting on investigation findings to prevent a recurrence.

The aim of the **Stress At Work Policy** is to outline the Governing Body's responsibilities towards its staff and to identify ways of managing stress by:

- identifying causes of stress
- taking action to reduce staff stress
- managing the working environment

See also: **Stress at Work Policy**

21. Training

JC/DH/KV

Induction training will be provided for all employees by JC/DH/K

Specific jobs requiring special training are:

Job	Training	Person Responsible
All staff	Safeguarding, fire, security, risk assessment.	KV
Site Manager	As above, with specific induction relevant to post e.g. COSHH, water hygiene, asbestos management	MG

Training records are kept on Academy records by KV.

Training will be identified, arranged and monitored by the SLG.

22. Use of Portable Scaffolding/Ladders/Step-Ladders (Access Equipment)

MG

MG will receive training on the safe use of portable equipment. All staff, students and visitors are advised not to use such equipment.

Competent professionals are bought in to use larger pieces of equipment for use in larger construction projects.

Vehicular access to the Academy sites is controlled for the safety of all children and staff.

Vehicles on Academy Premises

- Contractors' vehicles should not enter Academy at the start or finish of the Academy day when pupils are arriving or departing on home/school transport.
- Grass cutting machinery must not be used by contractors without prior contact at School office. The machinery is not to be used during pupil break times, arrival and departure times.

See also: [Car Park Access Policy \(MF\)](#)

Violence at Work will be addressed through the Risk Assessment process – see section 17.

See also:

- DEALING WITH ALLEGATIONS OF ABUSE AGAINST TEACHERS AND OTHER STAFF;
- FAIR TREATMENT POLICY;
- USE OF REASONABLE FORCE POLICY;
- GRIEVANCE AND DISCIPLINE PROCEDURES;
- WHISTLEBLOWING POLICY
- BEHAVIOUR POLICY INCORPORATING THE CODE OF CONDUCT

Display Screen Equipment (DSE) is sometimes referred to as Visual Display Units (VDU) or Computer Workstations and includes laptops, touch-screens and other similar devices that incorporate a display screen.

Any item of computer-related equipment including the computer, display, keyboard, mouse, desk and chair can be considered part of the DSE work station.

Other important definitions:

User: an employee who habitually uses DSE as a significant part of their normal work. If someone uses DSE continuously for periods of an hour or more on most days worked, they are likely to be classified as a user.

Operator: a self-employed worker who habitually uses DSE for a significant part of their work.

The risks of using display screen equipment:

Many employers and employees are completely unaware of the impact on health that a poorly arranged work station can have.

A poorly equipped and arranged work station is a major contributing factor in the development of many work-related upper limb disorders (WRULDs). Conditions can be both short and long term but in most cases cause a lot of avoidable pain, discomfort and stress. Other associated symptoms include temporary eyestrain and headaches, and fatigue/stress.

The hazards associated with DSE work stations must therefore be properly assessed so that they are adequately equipped and adjustable to suit the user's needs.

Some workers may experience fatigue, eye strain, upper limb problems and backache from overuse or improper use of VDUs. These problems can also be experienced from poorly designed workstations or work environments.

The following members of staff have been trained to ensure Visual Display Units are used correctly in Academy by all users: JR, DH, JC

See also:

HSE Guidance; <http://www.hse.gov.uk/msd/dse/guidance.htm>

<http://www.healthyworkinglives.com/advice/work-equipment/display-screen-equipment-dse>

We welcome students in to Academy to conduct periods of work experience.

All students receive an induction prior to their placement commencing. This induction is the responsibility of JC and covers health and safety and conduct required in Academy. Induction records are held in the Academy office for reference.

UNCRC Reference: Articles 3, 6, 32