



Cherry Tree  
EDUCATION

# CHERRY TREE SCHOOL HEALTH AND SAFETY POLICY

DATE AGREED / REVIEWED: SEPTEMBER 2017, SEPTEMBER 2018,  
SEPTEMBER 2019, SEPTEMBER 2020, SEPTEMBER 2021

DATE OF NEXT REVIEW: SEPTEMBER 2022

HEADTEACHER SIGNATURE:

MANAGEMENT COMMITTEE CHAIR SIGNATURE:

ALL STAFF MUST HAVE ACCESS TO THIS POLICY, AND SIGN TO  
CONFIRM THAT THEY HAVE READ, UNDERSTOOD AND WILL  
ADHERE TO ITS CONTENTS.

# Cherry Tree School Health and Safety Policy

## Introduction

Cherry Tree School is committed to providing safe and healthy working conditions for all persons using the premises. This commitment extends to providing adequate resources to implement this policy. This policy takes into consideration of the 'Health and Safety: Advice on legal Duties and Powers for local authorities, school leaders, school staff and governing bodies' DfE 2014, COSHH a brief guide to regulations HSE 2002, A Guide to reporting Injuries, Diseases and dangerous Occurrences Regulations HSE 2013.

The aim of this statement is to ensure all reasonably practical steps are taken to secure the above and thereby adopt the following:

- Establish and maintain a safe and healthy environment throughout the School.
- Establish and maintain safe working procedures for staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances following guidance from HSE on COSHH and RIDDOR
- Ensure the provision of sufficient information, instruction and supervision to enable all people on the site to:
  - Avoid hazards and contribute positively to their own safety training as and when provided.
  - Maintain a safe and healthy place of work and safe access and egress from it.
  - Formulate effective procedures for use in case of fire, medical and other emergencies and for evacuating the School premises.
  - Lay down procedures to be followed in case of accident.
  - Provide and maintain adequate welfare facilities.

## Responsibilities and Duties

The School Operations Manager is the Health & Safety Lead:

Acknowledges that co-operation from all staff in health and safety matters is essential for controlling risks and complying with legal requirements; and recognises the role of safety representatives appointed by a recognised trade union and allow such representatives to investigate accidents and potential hazards, pursue staff complaints and carry out school inspections. The School Operations Manager plus one other staff member are trained in Health & Safety in the Workplace at Level 2. This training will be refreshed as needed.

Soo Finn, Headteacher has the ultimate responsibility for all school safety organisation and activity and the School Operations Manager has the daily responsibilities as follows:

- Is the focal point for day-to-day references on health and safety and will provide advice or indicate sources of advice.
- Ensures that all Risk Assessments are up to date and fit for purpose.
- Co-ordinates the implementation of the approved safety procedures in school.
- Maintains contact with outside agencies able to offer expert advice.
- Will stop any practices or the use of plant, tools, equipment, machinery, etc. she considers being

unsafe, until satisfied as to their safety.

- Will make or arrange inspection of premises, places of work and working practices on a regular basis through weekly checks and report on such inspections to the Headteacher and Management Committee bi-termly.
- Will ensure she is kept informed of accidents and hazardous situations.
- Will review weekly the provision of first aid in the school, the emergency regulations and make recommendations where needed to the Headteacher and Management Committee for improving the procedures laid down.
- Ensures all staff are adequately trained.
- Will recommend necessary changes and improvements in the school through reports to the Headteacher and Management Committee where necessary.
- Will delegate Health and safety responsibilities for when absent.

### **All Employees and Voluntary staff**

All staff and volunteers will be informed of their responsibilities regarding Health and Safety through their induction. They are expected to:

- Know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- All staff and volunteers must sign in and out of school in the official school signing in book, indicating time of arrival and time of departure.
- Observe good standards of dress consistent with safety and/or hygiene.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the emergency procedures in respect of fire and first aid.

### **Teachers and Learning Mentors**

Teachers and learning mentors are also expected to:

- Exercise effective supervision of the pupils and to know the emergency procedures and to carry them out.
- Know the special safety measures to be adopted in their own teaching areas and to ensure they are applied.
- Give clear instructions and warnings as often as necessary.
- Follow safe working procedures personally.
- Ensure protective clothing, guards, special safe working procedures are in place to protect self and others where needed
- Make recommendations to The School Operations Manager e.g. on safety equipment and on additions or improvements to plants, tools, equipment or machinery which are dangerous or potentially so. Any health and safety issues must be raised and recorded immediately if a danger is posed or daily through the briefing and de-brief meetings.

## **Pupils**

Pupils will be informed of their individual responsibilities regarding Health and Safety through their induction and are expected to:

- Sign in and out of school in the official school signing in book, indicating time of arrival and time of departure.
- Exercise personal responsibility for the safety of self and class-mates.
- Observe standards of dress and footwear consistent with safety and/or hygiene
- Observe all safety rules of the school and the instructions of all staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

## **Visitors and Contractors Security**

- Only selected staff to answer the door to visitors and only when and if they feel safe to do so, after checking through the spy hole. In the event of being unsure, advice from the Headteacher or School Operations Manager must be sought.
- If a visitor is not carrying any identification, advice must be sought from the Headteacher or School Operations Manager.
- Unknown visitors or visitors who cannot be identified will not be permitted to enter the school.
- All visitors to school must report on arrival; this is for security and fire reasons. Visitors without a badge will be given a badge to wear whilst in school so they can be identified
- This includes parents / carers and other professionals etc.
- All visitors must sign in and out of school in the official school signing in book, indicating time of arrival, purpose of visit, and time of departure.
- Visitors and other users of the premises, (e.g. delivery personnel), must be required to observe the safety rules of the school.

## **Supervision of Pupils**

- Pupils are supervised at all times and are never left alone.

## **Medication**

- Pupils taking medicines as part of a course of treatment are asked to hand all medicines to the School office on arrival to school and are recorded in the On Site Medication section of the Health and Safety file.
- Medication will be handed to pupils at the correct time for pupils to self-administer. Staff are not permitted to administer medication to pupils

## **Accidents and First Aid**

- The First Aid Boxes are available in the School office, the kitchen and the Workshop.
- A First Aid Bag / Box must accompany staff always, for all work / activities offsite.

- Each box contains only first aid equipment and a list of contents. First aid items and boxes are replenished as necessary. Staff to raise if any equipment needs replenishing at the daily briefing and de-brief meeting.
- If anyone should become ill or suffer injury because of an accident the procedures below should be followed.

**Note:**

If a pupil becomes sufficiently unwell, they will be sent home (or taken if appropriate), they will be accompanied by a member of staff, until transport arrives.

Following any accident, however slight, the accident book must be completed and Headteacher and or School Operations manager is informed. If the accident has happened off site, the school accident book must be completed immediately on arrival back at school. The accident books are kept in the School office

**First Aid Procedure**

- First aid should be rendered, but only as far as knowledge and skill permit. The casualty should be given all possible reassurances, and if necessary, removed from danger.
- Only authorised, trained First Aiders/Appointed Persons should administer any aid. These names will be put on the board in the hallway daily
- Transport to hospital:
  - If an ambulance is required the emergency "999" service should be used
  - In all cases the pupil's consent form must be available immediately
  - Parents / carers / social workers must be informed immediately
  - It may be appropriate to transport a pupil to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis
  - If a pupil refuses to attend casualty, parents / carers / social workers must be informed immediately to decide the most appropriate course of action
  - No casualty should be allowed to travel to hospital unaccompanied.

See separate First Aid Policy for further details.

**Accident Reporting**

- In the event of any accident (however minor), incident or violent event, and involving employees, visitors or pupils the reporting form must be completed using the appropriate Staff / Pupil Accident Book, located in the School office.
- The affected person (or any person acting on behalf of the affected person) should complete and sign the appropriate form. The Headteacher keeps completed copies of these forms secure and confidential in a file for at least five years.
- The original of the form must be retained by the school and stored in accordance with GDPR.
- All accidents should be reported and investigated because they can help to show trends which might help to prevent similar or more serious accidents.

**Fire and Emergency Procedures**

- The Fire/Emergency Procedure is displayed in all teaching areas.
- It is the responsibility of all members of staff to be familiar with this procedure and carry it out when

necessary.

- Fire Marshalls will be displayed on the board in the hallway daily

### **Fire Drill and Evacuation Procedure**

- Ensure the attendance register/signing in/out book is completed every time anyone enters or leaves the premises to ensure a full check of who is present can be carried out effectively.
- The School Operations Manager or nominated other will ring for the fire service and or the appointed Fire Marshals will check designated areas are clear and then go to the assembly point.
- There will be a regular fire evacuation drill each term to familiarise staff and pupils.
- Details of all Fire checks carried out are kept in the Fire folder and Health and safety folder kept in the School office

### **Evacuation Procedure**

Full details of the fire evacuation procedure are included in the emergency plan. Copies of the fire evacuation procedure must be displayed in every teaching area.

### **Asbestos**

In accordance with The Control of Asbestos Regulations (CAR), best practice guidance, Cherry Tree has commissioned an asbestos survey which found and recorded that the school premises does not contain any asbestos.

A copy of this survey and any other relevant information, is held in the Health and Safety folder in the school office.

### **Other Key Matters**

With respect to the Offensive Weapons Act 2019 the School does not permit any firearms or other offensive weapons (interpreted as any device made, used or adapted to cause injury) to be brought in to or kept at school (this includes laser pointing devices). This will be discussed with pupils during their induction.

### **Special Arrangements for Non-School Days**

- Staff are instructed not to carry out any hazardous activity if they are alone in a particular area.
- All staff must meet early in the morning and ensure everyone knows where everyone else will be working.
- All staff and visitors must still sign in and out using the signing in and out form kept in the front door hallway.
- All entry and exits must be via the main front door.
- The main entrance to the building is to be kept shut always.

**This policy will be reviewed annually by the Headteacher  
and or the Management Committee**