

## HEALTH AND SAFETY

Policy applies from EYFS to Sixth Form and to all Staff	
Date policy reviewed:	07.01.2025
Date of next review:	17.11.2025
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Author:	Mrs Louise Brennan

Version	Date	Paragraph	Material change	Approval
05.22.01	04.05.2022	2.7	Minor change to Heads of Department and Heads of Year role re. assessment of hazardous substances.	Mrs Louise Brennan
05.22.02	06.05.2022	N/a	Reference to COVID-19 risk assessment removed.	Mrs Louise Brennan
10.22 v1	31.10.2022	2.18 and 2.19	Insertion of new sections re. pupils, visitors and parents.	Mrs Louise Brennan and Chair of Governors
11.23 v1	17.11.2023	2.13 2.17 3.1	Inserted further details re. analysing accident data. New section added re. Radiation Protection Supervisor. Inserted further details re. analysing RIDDOR data.	Mrs Louise Brennan and Chair of Governors
01.25 v1	07.01.2025	2.5.3, 2.12, 2.13	Responsibilities updated to include duty to notify Ofsted.	Mrs Louise Brennan and Chair of Governors

**Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.**

### Related Policies

Asbestos Management Plan  
 Child Protection and Safeguarding  
 Contingency Plan for Dealing with Serious Incidents  
 Contractors' policy and procedures



Critical Incident Plan  
Educational Visits  
EYFS First Aid and Medical Treatment  
Fire Risk Policy and Assessment  
Fire Risk Prevention  
First Aid and Medical Treatment  
Lone Workers  
Risk Assessment  
School Evacuation  
Security

## **1. Introduction**

### **1.1 Role of the Council**

The Council of Governors (the **Council**) of Clifton High School recognise their responsibility under the Health & Safety at Work Act 1974 (the **Act**) to provide for the health, safety and welfare of Clifton High School's staff, pupils, parents, visitors, volunteers, and contractors on the School premises and at School sporting activities and educational visits. To this end the Council will, so far as is reasonably practicable, fully comply with the requirements of the Act and its associated regulations as may apply, by making suitable and sufficient arrangements to allow the Health, Safety and Welfare Committee to:

- Develop and maintain safe systems of work.
- Provide sufficient information, instruction, training, and supervision to ensure the health and safety of all staff, visitors, volunteers, and contractors working within the premises and during offsite sporting activities and educational visits.
- Provide competent technical information and professional guidance as required.
- Provide plant and equipment that is fit for purpose and maintained in accordance with the necessary requirements.
- Ensure the safe use, handling, storage, transportation and disposal of articles and substances.
- Maintain a safe and healthy place of work, including the maintenance of safe access and egress, with due regard for the environmental effects of the School's activities.
- Formally consult and advise with staff on all matters having effect on their health, safety and welfare at work.

### **1.2 Role of all staff at the School**

The Council recognise that no health and safety policy can be successful without the full co-operation of all staff. The Head of School, the Deputy Heads of School, the Estates and Operations Director and the Finance Director will ensure that all staff understand their statutory duty to take reasonable care for the health and safety of themselves and others, and to co-operate with the School in the implementation of the Health and Safety policy and safe working practices.

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### **1.3 Council meetings and health and safety meetings**

Health and safety and related matters will be reported on at every Finance and General Purposes Committee meeting and there will also be a termly Health, Safety and Wellbeing Committee meeting attended by the appointed Governor and the School's Health and Safety Advisor.

This policy is reviewed annually at the Finance and General Purposes Committee meeting.

## **2. Responsibilities**

### **2.1 The Council**

The ultimate responsibility for health and safety rests with the Council, who will, so far as is reasonably practicable, ensure that sufficient resources are allocated to allow this policy to be implemented effectively.

A designated member of the Council is responsible for overseeing health and safety at the School, and as part of that role is responsible for ensuring that as far as is reasonably practicable, this policy is implemented effectively. That member attends the termly Health, Safety and Wellbeing Committee meeting with the School's professional Health and Safety Advisor.

### **2.2 Senior Leadership Team**

The Head of School, Deputy Heads of School, the Estates and Operations Director and the Finance Director are responsible for ensuring the effective implementation of this policy within Clifton High School. They will ensure that:

- all staff are aware of the objectives of the policy and of the duties the policy places upon them;
- this policy is referred to in the Employee Handbook; and
- health and safety at the School is effectively monitored.

### **2.3 Health, Safety & Wellbeing Committee**

The School's Health, Safety & Wellbeing Committee fulfils an essential role in the effective implementation of this policy and health and safety procedures in the School. The Committee will normally meet once per term and will:

- discuss matters concerning health, safety and wellbeing;
- monitor the effectiveness of health and safety policies and systems within the School;
- monitor the implementation of professional advice;
- assist in the development of safety rules and safe systems of work;
- encourage suggestions and reporting of defects by all members of staff; and
- review the staff Wellbeing Charter.



The Committee will be made up of:

- a Member of Council with responsibility for Health and Safety;
- the Estates and Operations Director - Chairman;
- a Deputy Head of School;
- the Director of Sports or a representative;
- the curriculum lead for Product Design or a representative;
- a member of the Medical Team;
- the Executive Chef;
- the Heads of Physics, Chemistry and Biology;
- the Radiation Protection Supervisor;
- a laboratory technician;
- the Health and Safety Advisor;
- other invited guests, as agreed by the Committee; and
- a union representative will also be invited to attend.

Particular people may be invited to attend the Committee when their presence will assist in the discussion of specific agenda items.

## **2.4 Finance Director**

The Finance Director will ensure that there is adequate insurance cover in place to reduce the School's exposure to particular health and safety risks.

## **2.5 Estates and Operations Director and the Estates Manager (Health and Safety Co-ordinators)**

The Estates and Operations Director has overall responsibility for monitoring health and safety within the School, with assistance from the Estates Manager. Together they are the Health and Safety Co-ordinators.

### **2.5.1 General health and safety responsibilities**

- Put in place systems to ensure the health, safety, welfare and security of staff, pupils, etc. and ensure those systems are effectively managed.
- Ensure that all regulatory inspections, tests and maintenance of equipment and systems provided for health and safety reasons within the School are carried out as necessary by competent specialists.
- Monitor the health and safety performance of the School via observation, tasking the Health and Safety Advisor to conduct safety audits, hazard spotting and risk assessments, including in classrooms and playgrounds, but excluding educational visits which are the responsibility of the Educational visit leader. Refer to the Educational Visits policy in the Policies section in SharePoint.

- Ensure that all staff receive induction and refresher training to enable them to carry out their work without risk to their health, safety, or welfare. Induction training is delivered by the Estates Manager or deputy. Refresher training will be delivered as appropriate.
- Ensure that all health and safety training needs are identified and addressed.
- Ensure that arrangements for implementing this policy are effective.
- Liaise with the School's Health and Safety Advisor, to review and update this policy in the light of any new legislation or changes in organisation.

### **2.5.2 Specific fire and evacuation responsibilities**

- Take advice from subject matter experts so appropriate measures are in place to ensure effective management of fire risks.
- Review the Fire Risk Policy and Assessment annually or when a new risk emerges.
- Appoint fire marshals each year and ensure that they complete an online fire safety course.
- Ensure that all staff and pupils are familiar with the fire practice and assembly point procedures and related arrangements so that that the School can be safely evacuated in the event of a fire or other incident.
- Hold a full fire practice at least once every term.
- Carry out a full evacuation of the School site to a location outside the School perimeter biennially.

### **2.5.3 Other specific responsibilities**

- Put in place suitable arrangements for the management of vehicles on site, and ensure that the School minibuses are properly maintained and roadworthy.
- Ensure that where required, the School complies with the requirements of the current Construction (Design and Management) Regulations 2015.
- Ensure that controls are in place for those working alone and/or after normal hours. See the Lone Workers policy.
- Report any notifiable injuries, Diseases and Dangerous Occurrences (RIDDOR) and accidents to the Health and Safety Executive via the Health and Safety Advisor. If the Estates and Operations Director is notified of two or more cases of food poisoning believe to have been contracted at the School involving EYFS children, they will also report the cases to Ofsted.

## **2.6 Heads of Department and Heads of Year**

Heads of Department and Heads of Year will:

- Complete an annual risk assessment for their department.
  - Where applicable, work with one of the Health and Safety Co-ordinators and the Health and Safety Advisor to issue detailed departmental risk assessments and instructions and guidelines to staff relating to their activities, and ensure staff are familiar with them.

- Ensure that the staff in their departments receive suitable and sufficient training/refresher training to enable them to carry out their functions safely and with no risk to their health and safety.
- Ensure that equipment necessary for the work of the department is maintained in compliance with current regulations and/or this policy.
- Monitor the health and safety performance of their department via observations and work with the Health and Safety Advisor to assist them in carrying out safety audits.
- Ensure that assessments for all hazardous substances used and stored within their departments are undertaken as specified by the current Control of Substances Hazardous to Health (COSHH) Regulations and/or any other specialised guidelines.
- In relation to areas of the curriculum where risks can be reasonably be foreseen (i.e. Art, Design and Innovation, Food and Nutrition, P.E. and Science), the Heads of those Departments and Key Stages will, as applicable:
  - Prevent unsupervised access by pupils to potentially dangerous areas.
  - Check that all Scientific and Design and Innovation equipment is switched off at the end of the school day.
  - Secure flammable materials in securely locked, fire-resistant storage.
  - Ensure that radiation sources are kept in a securely locked, fire-resistant store, and that their condition and use are monitored by a suitably qualified Radiation Protection Supervisor.
  - Report any radiation matters to the Radiation Protection Supervisor and the Estates and Operations Director so that they can be discussed at the next Health and Safety meeting with the Health and Safety Advisor (or dealt with immediately if required).

## **2.7 Teachers and other classroom workers**

Teachers and other classroom workers will:

- Instruct pupils in the School's health and safety procedures, and in such specific health and safety measures as are required for operations or processes taking place in the classroom involving known hazards and hazardous substances.
- Provide as necessary, and ensure the proper use of, personal protective equipment.
- Ensure that tools and equipment are in good condition and have been tested as appropriate for safe operation.
- Ensure that any hazards identified, or concerns about the implementation of this policy, are reported to their Head of Department.

## **2.8 Business Support Departments and Laboratory Technicians**

Business support departments and Laboratory Technicians will assist their Head of Department and the Head of School, Deputy Heads of School and the Estates and Operations Director in the discharge of their health, safety, and welfare duties.



## **2.9 Construction contractors**

All construction contractors will report to the Estates and Operations Director on all matters regarding the maintenance of the structure and fabric of the School buildings.

The Estates Manager will act as the School's Contractor Liaison Manager and ensure that all contractors working on the School premises are aware of any hazards associated with the areas in which they are working, and that they are aware of any relevant documents included in the Contractors policy and procedures as set by the School. These procedures include instructions for hot works.

## **2.10 Estates Manager**

### **2.10.1 Record keeping**

The Estates Manager will, in addition to his/her other responsibilities set out in this policy arrange and keep records of all regulatory inspections, tests and maintenance of equipment and systems provided for health and safety within the School, including carrying out or arranging the following:

- Electrical installation testing and identifying remedial works.
- Regular Portable Appliance Testing (PAT) testing.
- Fire alarm testing and reviews on how fire practices were conducted.
- Gas appliance testing (boilers, kitchen equipment etc.).
- Landlord's gas safety testing and certificates (for domestic accommodation).
- Legionella testing and maintaining records and related documentation.
- Carrying out regular testing of the fire alarm and keeping a record in the Fire Logbook.
- Maintenance of the Asbestos Register and the Asbestos Management Plan.

### **2.10.2 Other roles and responsibilities**

- Maintaining and labelling a suitable and sufficient potable water supply.
- Ensuring that drains, gutters, etc. are kept unblocked. Checking that all drain runs are clear.
- Regular maintenance functions including working at heights, electricity, manual handling, building work, use of power tools, COSHH and flammable materials.
- Ensuring compliance, where applicable, with The Construction Design and Management Regulations 2015 (CDM) by contractors working on School premises.
- Day-to-day management control of building security (e.g., alarms, locking external doors and windows, etc.).
- Ensuring that equipment necessary for the work of the Estates department is maintained in compliance with current regulations and this policy and that appropriate notices are displayed adjacent to specific hazards.
- Directing any matters concerning health and safety to the Estates and Operations Director.
- Monitoring the health and safety performance of the Estates Department via observations,

safety audits, etc.

- Ensuring that assessments for all hazardous substances used within the Estates Department are undertaken as specified by COSHH.
- Arranging for professional high-level cleaning throughout the School.
- Liaising with the Executive Chef, to ensure all cooking, extraction systems storage areas, surfaces, fridges and freezers are serviced and maintained as required.
- Ensuring that appropriate pest control measures are in place.

### **2.10.3 Contractor Liaison Manager**

The Estates Manager is the School's Contractor Liaison Manager (**CLM**) and will ensure that contractors:

- Are aware and compliant with
  - Keeping Children Safe in Education (KCSIE);
  - the School's Child Protection and Safeguarding policy and not left unattended if they are working on site when pupils are in school, unless the full DBS and safeguarding checks have been completed by the School's HR department;
  - the relevant sections of this policy; and
  - the School's Fire Risk Policy and Assessment and the School Evacuation policy.
- Have the necessary training and certification if conducting works governed by legislation, e.g. hot works or using scaffolding.
- Ensure that all electric powered tools are PAT tested and that the certification is in date.

The CLM is the main point of contact for contractors and will liaise with the relevant School department where appropriate.

### **2.11 Estates Staff**

Estates Staff will assist the Estates Manager in the discharge of his/her responsibilities regarding health, safety and welfare.

### **2.12 Medical Team**

The Medical Team will (in addition to their responsibilities set out in the First Aid and Medical Treatment Policy):

- Organise and manage the School's health care arrangements.
- Maintain an accident book and report any notifiable injuries, Diseases and Dangerous Occurrences (RIDDOR) and accidents to the Estates and Operations Director, who will then report them (if appropriate) to the Health and Safety Executive via the Health and Safety Advisor. If the Estates and Operations Director is absent, the School nurses will contact the Schools Health and Safety Advisor directly. If the notifiable injury/illness is:
  - food poisoning which is believed to have been contracted after eating food provided by the School, and it involves two more EYFS children, the Estates and



Operations Director will also report the cases to Ofsted

- a serious injury that has occurred at School involving an EYFS pupil, the Medical Team will also report the injury to the Deputy Head, Pastoral who will then report it to Ofsted.
- Keep accident data and prepare summary reports for the Health, Safety & Wellbeing Committee meeting each term.
- Analyse data for trends and report findings to the Estates and Operations Director. Any remedial action will be taken to address any trends highlighted. The data will be presented and discussed at the termly Health, Safety and Wellbeing Committee meeting.
- Escort pupils to hospital (and inform their parents) where a parent or a member of the teaching staff is not available.
- Inspect and maintain all first aid kits and body spills kits.
- Arrange delivery of suitable first aid training to staff by appropriately qualified specialists.

### **2.13 Deputy Head, Pastoral**

In addition to their other responsibilities set out in this policy, the Deputy Head, Pastoral will report any serious injuries that occur at School involving an EYFS pupil to Ofsted.

### **2.14 Executive Chef**

The Executive Chef will:

- Liaise with the Health and Safety Co-ordinators and the Health and Safety Advisor on all matters relating to health and safety.
- Ensure all kitchen staff are trained on the equipment relevant to their role.
- Ensure that the risk assessment for the department and equipment is reviewed annually or when circumstances or equipment changes.
- Liaise with the Estates Manager, to ensure all cooking, extraction systems, storage areas, surfaces, fridges and freezers are serviced and maintained as required.

### **2.15 Health and Safety Advisor**

The Health and Safety Advisor will:

- Advise on all matters relating to health, safety, and welfare relating to the School, including on this policy.
- Be contactable during normal working hours via the Health and Safety Co-ordinators.
- Undertake Health and Safety audits and assist in the undertaking of risk assessments in conjunction with, and as required by, the Head of School, Deputy Heads of School and the Estates and Operations Manager.
- Attend the termly Health, Safety and Wellbeing Committee meeting and make recommendations to assist in providing an effective safety monitoring system.

- Update staff on the latest developments in health and safety.
- Assist in the investigation of accidents (particularly 'reportable' accidents) as required and make reports to the HSE.

### **2.16 Radiation Protection Supervisor (RPS)**

The School has an appointed RPS who has been allocated one period a fortnight to manage radiation protection in the School. This role manages the Radioactive Source List and the storage of the sources. He/she also holds bi-annual review meetings with an external Radiation Protection Advisor and keeps all documentation such as the 'Contingency Plan for dealing with serious incidents involving radioactivity up to date and current.

The RPS produces an annual report, and this is presented to Governors annually.

### **2.17 Domestic services**

The Estates Manager or the Facilities Manager will liaise with the external provider for all the School's Domestic Services. Regular meetings will be held with the area manager and supervisor to discuss any matters relating to health and safety concerning the cleaning staff.

### **2.18 All staff**

All members of the School community must take reasonable care for the health and safety of themselves, and of any others who may be affected by their acts or omissions. They must not misuse any item of equipment provided for health and safety and must report any defects and/or hazards to the Estates Manager by completing a Health & Safety Maintenance request on the iAM Compliant system. Urgent issues should also be reported to the Estates and Operations Director.

### **2.19 Pupils and visitors**

All pupils and visitors must:

- Co-operate with the School on health and safety matters, and in particular follow instructions in the event of an emergency.
- Take reasonable care for their own health and safety and that of others at the School.
- Use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety.
- Report all health and safety concerns to a member of staff.

### **2.20 Parents**

All staff have the right to be treated with dignity and respect at all times without the risk of threatening behaviour or violence. Any parent demonstrating threatening behaviour will be asked to leave the School site in line with the School Terms and Conditions.



### **3 Arrangements for Health and Safety**

#### **3.1 Accident Reporting (RIDDOR)**

The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR) require specified injuries and diseases associated with working activities in the School, or during educational activities elsewhere, to be reported to the Health and Safety Executive (HSE).

Whilst the Estates and Operations Director has the duty to inform the HSE of all such incidents, in practice the Estates and Operations Director will inform the Health and Safety Advisor who will in turn inform the HSE. In the event of a fatality, the Head of School or the Estates and Operations Director will liaise with the Health & Safety Advisor to inform the HSE.

The Estates and Operations Director will arrange for accidents and "near misses" to be investigated to determine the need for any remedial action. If required, this will be carried out by the Health and Safety Advisor. Where appropriate, a copy of the report will be made available for discussion at the next Health, Safety & Wellbeing Committee Meeting.

The School will keep a record of all reportable injuries, diseases and dangerous occurrences. The accident record will include:

- The date and time of the incident;
- Full name of the affected person(s);
- Occupation of the affected person(s);
- Nature of injury or condition of the affected person(s);
- Place where the accident or dangerous occurrence happened;
- A brief description of the circumstances.

The Accident Report Form can be found on the SharePoint homepage in the Document Links section. The Estates and Operations Director will maintain an incident log and the RIDDOR register and will report on the register to the Health, Safety & Wellbeing Committee meeting each term. The data will be analysed for trends by the Estates and Operations Director and any remedial action will be taken to address any trends highlighted. The data will be presented and discussed at the termly Health, Safety and Wellbeing Committee meeting.

#### **3.2 Asbestos**

The Estates Manager holds a copy of the asbestos surveys carried out on the School premises, and the School's Asbestos Register. The Estates Manager arranges for any necessary sampling and/or removal, by competent specialist contractors before major works takes place, and ensures that building contractors are fully briefed on areas where asbestos is/may be present before starting work. An Asbestos Management plan is in place and reviewed as necessary. A copy of this plan, including relevant documentation, is in the Estates Manager's office and in



the Policies section in SharePoint.

### **3.3 School Evacuation**

See School Evacuation Policy.

### **3.4 Critical Incident Plan**

The School has a Critical Incident Plan which has been developed with the guidance of the Health and Safety Advisor. Appropriate communication strategies are included within the plan. A copy of the Critical Incident Plan is in the Policies section in SharePoint.

### **3.5 Display Screen Equipment**

The School complies with the Health and Safety (Display Screen Equipment) Regulations, 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. This includes DSE assessments for users and reimbursement of eyesight tests as per the details quoted in the staff handbook.

### **3.6 Electrical Safety**

The School will ensure that all electrical systems and appliances are subject to a formal system of regular maintenance, testing and inspection.

Fixed electrical installations are inspected and the results recorded by a specialist electrical contractor every 5 years. Copies of inspection records will be held in the Estates Manager's office.

### **3.7 Portable Appliance testing**

The Estates Manager will maintain a log of all portable appliances used in the School, which will be inspected and tested in accordance with the recommendations given in HSE publication HSG 107 (third edition) - Maintaining Portable Electrical Equipment in Offices and Other Low-Risk Environments. The log is kept in the Estates Manager's office.

### **3.8 Environmental Protection**

The School recognises that conducting its operations in an environmentally friendly way is beneficial to the School, its staff and pupils, and society in general. The School has worked to protect and improve the environment by adopting policies to reduce the consumption of energy and water, to carefully source materials used by the School and to increase recycling. This has proved so successful that Clifton High School was awarded the Eco School prestigious Green Flag Award in 2013, 2016, 2019 and 2022.

### **3.9 Gas Safety**

All gas appliances used in the School are subject to annual tests and inspections by a competent



contractor (i.e. 'Gas Safe' registered) as per the requirements of the Gas Safety (Installation and Use) Regulations 1998 (fifth edition L56). The duty to ensure that such tests and inspections are carried out lies with the Estates Manager. Copies of the inspection records are held in the Estates Manager's Office.

### **3.10 Health and Safety Notices**

Formal health and safety signage throughout the School conforms to the requirements of the Health and Safety (Signs and Signals) Regulations 1996. All signage is compliant with the guidance contained in BS 5378 regarding colours, and BS 5499 regarding fire signage. In addition, there are areas of noticeboards dedicated to health and safety in each room in the School and in each of the main staff common rooms.

### **3.11 Legionella**

The School retains the services of a professional legionella management company to monitor and record details of boilers, hot and cold-water outlets, and the position of dead legs. The Estates Manager will also arrange for any necessary sampling and/or remedial works by competent specialist contractors. Full details of the School's Legionella contract and inspection records are held in the Estates Manager's office.

### **3.12 Lone Working**

The School has adequate systems in place with an external provider that if required, results in a telephone call centre contacting a lone worker from the Estates Department to check on the individual's wellbeing. If the individual is not contactable, the telephone call centre raises the alarm as detailed within the systems set up. This ensures, so far as is reasonably practicable, that Estates staff who work alone have third party support as and when they require it. See the Lone Workers Risk assessment for the Estates team and the Lone Worker policy

### **3.13 Manual Handling**

The School recognises that manual handling operations are a significant factor in many injuries at work, and the School will seek to avoid the need, so far as is reasonably practicable, for employees to undertake any manual handling operation which involves a risk of injury.

The School's Estates and Operations Director and/or the Health and Safety Advisor offers regular manual handling training to groups of staff as and when required. The Deputy Head, Academic is responsible for allocating a slot in the CPD timetable for manual handling training and for forwarding the training information to the Examinations Officer and Data Lead to record on the School's Information Management System.

The Estates Manager is responsible for ensuring that any training organised separately from CPD for the Estates team, is forwarded to the Examinations Officer and Data Lead to record on



the School's Information Management System.

### **3.14 Working at Heights**

The School adheres to the Work at Height Regulations 2005. The School recognises that working at heights is a significant factor in many injuries at work, and the School will avoid the need, so far as is reasonably practicable, for employees to undertake any working at heights which involves a risk of injury. The School's Health and Safety Advisor offers regular Working at Heights training to groups of staff as and when required. The Deputy Head: Academic is responsible for organising this and for forwarding the training information to the Examinations Officer and Data Lead to record on the Schools Information Management System.

The Estates Manager is responsible for ensuring that any training organised separately from CPD for the Estates team, is forwarded to the Examinations Officer and Data Lead for recording on the School's Information Management System.

### **3.15 Risk Assessments**

See Risk Assessment Policy in the Policies section in SharePoint.

### **3.16 Slips, Trips and Falls**

The School will ensure that areas and operations which involve a high risk of slip, trip and fall incidents will be eliminated, so far as is reasonably practicable. Measures to achieve this will include regular maintenance of all areas.

## **4. Training**

### **4.1 Induction of New Staff**

Suitable and sufficient training will be provided to all staff to enable them to meet their obligations under this policy.

As part of their induction programme, new staff will be given an overview of this policy, the First Aid and Medical Treatment policy and arrangements, the Fire Risk Policy and Assessment, the Fire Risk Prevention Policy and fire risk procedures. This will be given by The Estates Manager, The Facilities Manager or the Estates and Operations Director. Formal induction is the responsibility of Deputy Head, Staff and training will be delivered as soon as is practicable. All training is recorded on the School Management Information System.





The Deputy Head, Staff and the HR Manager are responsible for arranging induction training. Details of health and safety training are recorded by the Recruitment and HR Co-ordinator on each member of staff's personnel file and on the Single Central Register.

#### **4.2 Refresher Training**

Appropriate additional training will be provided where staff are exposed to new or increased risks due to a change of responsibilities, the introduction of new work equipment or technology or a change in working practices. Appropriate refresher training will be provided as and when necessary, most usually during Continuous Professional Development (CPD) training day.

Deputy Head, Academic will provide details of the attendees and the training delivered to the Examinations Officer and Data Lead for recording on SIMS.



This policy has been reviewed and approved by:

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Mr Will Phelan  
Head of School

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Mr James Caddy  
Chair of Governors

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