



# **CHANNING SCHOOL HEALTH AND SAFETY POLICY (PART I and II)**

**This policy also applies to the whole  
School including the EYFS**

<b>Updated</b>	<b>Review Date</b>	<b>Version</b>
September 2023	September 2024	23.1

**Reviewed by:** Caron Hesketh (Health and Safety and Transport Manager)

**Approved by:** Roy Hill (Bursar)

**Signed by:** Board of Governors (Estates Committee)

## Part I

### General Statement of Policy

*This policy should be read in conjunction with the School's Safeguarding and Child Protection Policy and Procedures*

The governors recognise and accept their responsibility, as far as is reasonably practicable, as the employer for providing, in accordance with the law, workplaces and work practices which are safe and healthy for employees, for pupils, for visitors including contractors and for anyone else who might be affected by their work activities. In particular care will be taken to provide and maintain:

- Safe premises
- Safe places of work with safe access and egress
- Safe plant, and equipment
- Proper arrangements for the use, handling, storage and transport of articles and substances
- Information, instruction, training and supervision for safety and safe systems of work
- A safe and healthy working environment throughout
- Appropriate communication with employees
- Committee arrangements for the consideration of health and safety matters.

The day to day duty of health and safety rests with the Headmistress and without detracting from this, primary duty health and safety matters will be administered by the Bursar who will work on behalf of the governors by providing and interpreting policy. The Bursar is expected to report to the governors at least termly on all significant health and safety matters. The governors will ensure appropriate communication with employees and committee arrangements for the consideration of safety matters.

The governors will seek competent professional health and safety advice and provide additional resources when required.

The Bursar must report to governors at least annually on all significant health and safety matters and as and when there is a major accident or incident.

Employees must be mindful of their own duties to take care of their own personal health and safety and that of fellow employees, pupils and other persons who might be affected by

their work activities. All employees have a duty to co-operate with the employer to ensure good safety management and to comply with the health and safety policy.

Details of the organisation for health and safety management follows.

This policy will be reviewed annually and a copy will be available to all staff. The next review date is September 2024.

**Signature**

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**Chair of**

**Governors**

Leanne Leigh

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**Date**

September 2023

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## Part 2

### Organisation for Health and Safety Management

#### Management Duties for Safety

The duty of the Headmistress is to ensure compliance with this health and safety policy. It is the duty of the Headmistress directly or through delegation as detailed below and in accordance with the law and any instructions from governors to:

A Ensure compliance with this health and safety policy in each and every respect, to keep the senior leadership team and all employees informed of this policy and any changes to it, to ensure that the necessary resources for implementation are available and to report to governors at least annually.

B Plan, organise, control, monitor and review arrangements for health and safety for employees, for pupils, for visitors including contractors and others affected by our work activities. This will include working with the Bursar to ensure that all necessary and appropriate action is taken to ensure that the requirements of relevant legislation, codes of practice and guidelines are met at all times including;

- To consult with members of staff on health and safety issues;
- To monitor periodic reviews and safety audits and the findings of risk assessment;
- To identify the training needs of staff and pupils to seek to ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training in health and safety matters;
- To make an up to date copy of the policy available on the School system;
- To ensure that all those with management and leadership responsibilities consider Health and Safety at the meetings they have with their staff;
- To encourage staff, pupils and others to promote health and safety;
- To ensure that a Health and Safety Committee is established to consider these matters across the school
- To ensure Health and Safety Review Meetings are carried out twice a year by The Health and Safety Governor, the Bursar and the Health and Safety Manager and records of meetings kept on file

- To monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and correct those who consistently fail to consider their own well-being or the health and safety of others;
- To monitor the management structure for Health and Safety along with the Governors.
- The Headmistress will also arrange for regular reports to the Governing Body on health and safety to assist the Governors in implementing changes in the Policy which the Board have approved and in making other relevant decisions;
- To ensure that there is sufficient resource deployed to meet health and safety requirements and where there are concerns to ensure that these matters are raised with Governors
- To ensure that appropriate external advisors are engaged by the school including an annual audit is carried out by an external Health and Safety consultant the recommendations of which are to be reported to the Governors and included in the school's Health and Safety Action Plan

C To monitor and make Arrangements for risk assessments and the practical control measures to allow prompt identification of potential hazards and to reduce risk. These measures are identified in the School's Risk Assessment Policy and include but are not limited to the following risks:

- pupil supervision (including safeguarding and welfare requirements). This will include implementation of the School designated safeguarding lead ("DSL") but will also cover a range of responsibilities outside safeguarding
- school trips
- management of visitors on school premises
- fire and emergencies
- traffic and pedestrian interaction on site and the roads around the school.
- management of hazardous substances
- use of hazardous equipment e.g. in DT, Art etc
- Legionella
- Asbestos

Risks are assessed by staff nominated in the School's Risk Assessment Policy using the school's template risk assessment forms. Risks will be assessed by identifying

- hazards - something with the potential to cause harm
- risks - an evaluation of the likelihood of the hazard causing harm

- risk ratings - assessment of the severity of the outcome of an event
- control measures - physical measures and procedures put in place to mitigate the risk

The assessment of risk within academic departments is delegated to Heads of Departments. Higher Risk departments are visited annually by an external Health and Safety consultant and risk assessments and safety checklists are scrutinised. Recommendations are reported in the school's Health and Safety Action Plan.

Risk Assessment for school trips and visits are delegated to the organiser to complete and these are checked and approved by the Educational Visits Coordinator.

All rooms and spaces within the school are risk assessed during the first term of the academic year. The Health and Safety Manager sends an online risk assessment form to delegated staff to complete. Any findings are dealt with as soon as is practicable.

D To seek to ensure the safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled so far as is reasonably practicable;

Matters of concern raised regarding working practices and procedures must be shared directly with the most appropriate person, usually The Health and Safety Manager, The Estates Manager or The Bursar.

E Ensure that information, training, instruction and supervision is provided and that systems of work are safe by ensuring that:

- Health and Safety training is carried out annually at the beginning of the academic year by the Bursar and Health and Safety Manager.

This will include training on:

- Fire Prevention and Action to be taken in the event of a Fire
- Action to be taken in the event of other emergencies including the use of the School Lockdown procedures.
- Reminding all staff of their legal responsibilities under Health and Safety Law
- Health and safety training is available to all staff where the need is identified

- Further Specific health and safety training requirements are outlined in individual policies, but staff may receive generic health and safety training in the following areas:
- First Aid - Emergency First Aid for Children, First Aid at Work, CPR, Managing Anaphylaxis
- Use of Fire Fighting Equipment

The school also uses external training companies to deliver practical fire training in School. Some training is also carried out on line.

- Risk assessment training is carried out as part of the Health and Safety annual training by the Bursar and Health and Safety Manager as well as during induction. Additional training can be provided on request by staff.
- Training of risk management for educational trips is carried out by the Educational Visitors Coordinator
- Line managers and Heads of Department are also responsible for ensuring that staff are briefed on risks specific to their department and the control measures to be used to protect the health and safety and welfare of staff and pupils. Where appropriate, Risk Assessments should be used to identify further staff training needs to enable them to work safely.
- Manual handling, ladder safety training is carried out by appropriate staff at regular intervals
- Food Safety training is undertaken by all Food Handlers. Key members of the catering Staff are also trained on HACCP.

F Make proper provision for occupational and pupil health

The School will engage with Occupational Health Services including Psychological Welfare Services where appropriate to:

- Help identify the nature of an employee's illness including stress related conditions;
- Check for any underlying causes of frequent short-term absences;
- Give advice to managers where an employee has been declared fit for work subject to workplace modifications, altered hours or amended duties being implemented;

- Advise the employee and their line manager on the best way to improve the employee's health and well-being and manage their return to work following prolonged sickness absence;
- Assess the probability of an employee's return to work and fitness to continue in his/her current occupation having regard for deployment and retraining opportunities, suitable equipment/aids and safeguards;
- Liaise with GP(s) and or Consultant(s) regarding an employee's condition and prognosis and in accordance with the Access to Medical Records Act.

G Investigate and keep a record of accidents, occupational ill health, hazardous incidents and fires

H Post warning signs and notices

I Appoint first aid personnel and have first aid provision checked regularly

J Ensure that the conditions of licences are observed

K Ensure the safe disposal of hazardous wastes

L Ensure that fire safety is risk assessed and managed by:

- Conducting an annual Fire Risk Assessment by an accredited assessor and sharing the report with the Governing Body's Estates Committee and making the report available to all staff if required. The report will consider
  - the risks to which relevant persons are exposed,
  - the general fire precautions required to be taken to comply with the requirements and prohibitions imposed by the Order.

Where there are significant risks from fire in these premises to:

- Business Continuity,
- Property Protection,
- Environmental Effects,
- Public Amenity,



- Heritage Value,

these issues will also be identified

- The school's Fire Action Plan which is linked to the Fire Risk Assessment is kept under review by the Health and Safety Manager and the Bursar and is monitored and reviewed at termly Estates Committee meetings
- Arranging for fire safety training to be carried out annually in September
- Arranging practice fire drills to be held at least termly
- Check that any close down procedures are followed.
- Check the adequacy of fire-fighting equipment and ensure its regular maintenance
- Check that fire escape routes and fire exit doors are kept unobstructed and that fire doors operate correctly
- Ensure that fire detection, alarm and emergency lighting systems are properly installed, maintained and tested
- Arrange fire safety checks
- Keep relevant records
- Include fire safety in the regular health and safety reports to the governors.

M. To ensure arrangements are made for Periodic Site Inspections. This duty is delegated to the Bursar and Estates Manager. The caretakers as part of their daily routines check the site for potential slips and trips before and at the end of the school day. The Bursar and Estates Manager conduct a thorough site walk around on a weekly basis. Teachers check their classrooms and Teaching Areas including the Sports Hall and outside games areas before each lesson. The cleaners are also briefed to check areas for potential hazards as part of their routine.

Any Health and Safety concerns are reported on the school's Facilities Helpdesk and dealt with as soon as is practicable. Urgent matters must be reported in person or by phone to the Caretakers, the Estates Manager, the Health and Safety Manager or the Bursar.

A schedule of site maintenance inspections and risk assessments is maintained and an annual checklist completed.

A number of my duties are delegated to others. The paragraphs above and below describe the delegations and other arrangements which I have made. All those with health and safety duties will be provided with sufficient time to undertake their duties.

### **Delegated Duties**

Each line manager is delegated the duty to comply with the policy and ensure in accordance with the law the health and safety of employees, pupils and other persons within their area of responsibility and also anyone else who may be affected by their work activities. In particular, the duties listed above **[B, C, D, E, F, G and H]** are delegated to these persons and written local management arrangements and stand alone management plans can be found with these persons and in the safety file.

Similarly, in the areas listed below, the employees named have the overall duty to comply and ensure safety and health:

- Roy Hill (Bursar) is responsible for premises including onsite traffic management.
- Roy Hill (Bursar) is the fire manager and delegates duties to Caron Hesketh (Health and Safety Manager).

The following employees have the duty to comply and to ensure safety and health as it applies to their special function:

- Gurvinder Bhamra-Burgess (Assistant Head - Co-Curricular) is the educational visits coordinator for the Senior School. Dulcie Wright is the educational visits coordinator for the Junior School.
- Head of Careers is the work experience coordinator.
- Roy Hill (Bursar) is responsible for asbestos management and delegates duties to Mel Blase (Estates Manager).
- Roy Hill (Bursar) is responsible for legionella management and delegates duties to Mel Blase (Estates Manager).
- Roy Hill (Bursar) is responsible for minibus/transport management and delegates day to day management to Caron Hesketh (Health and Safety/Transport Manager).
- Robin Jacobs (Teacher of Physics) is the Radiation Protection Supervisor.
- Roy Hill (Bursar) in collaboration with the appropriate line manager and/or safety coordinator is responsible for duties **[E], [J]** and **[K]**.
- Roy Hill (Bursar) is responsible for making arrangements for visitors (who may be contractors) and this will involve carrying out suitable risk assessments.

All those with line management responsibility should notify me and the safety coordinator and any other persons affected of any planned, new or recently identified significant risks in their areas and also of the control measures needed and should report to me any significant breach of safety arrangements.

When line managers are absent for significant periods, adequate delegation of duties must be made.

- Tasnim Franklin/Abi Levinson (School Nurses) are responsible for first aid. For members of staff holding a First Aid at Work qualification please refer to the First Aid Policy.
- The School Nurses are responsible for checking the first aid facilities, usually first aid kits and eyewash stations, at least termly.
- The School Nurses are responsible for accident recording and investigation. All accidents, occupational ill health, dangerous occurrences and near misses, should be reported promptly on the forms available on the Shared Area or from the Nurses' Office or the Bursar. Notification to the enforcing authority at the HSE Incident Contact Centre is the responsibility of the Bursar.

### **Advisory Arrangements**

The Bursar is the health and safety coordinator and his duties are to:

- 1 Be familiar with the contents of the policy and ensure that the policy and a safety compliance file is readily available to all employees
- 2 Ensure that the 'Organisation for Health and Safety Management' is reviewed annually, that a copy is provided for the Governor with responsibility for health and safety early in each academic year and that a copy plus is emailed to all employees early in each academic year.
- 3 Together with others, identify health and safety training needs and coordinate as necessary. A safety training needs survey must be carried out annually.

- 4 Together with others, monitor that line managers prepare and review local management arrangements, stand alone management plans, prepare and review risk assessments and carry out thorough examinations, tests and inspections. (The Health and Safety Manager maintains an 'Annual Checklists' and the "Requirements" identified in the policy are designed as internal audit tools to assist.)
- 5 Monitor the formal defect reporting procedure
- 6 Monitor that accidents, illnesses and incidents are reported and investigated and proper notifications are made to HSE
- 7 Liaise with HSE/EHO/Fire Service as appropriate

He must advise those with delegated duties on the measures needed to comply with the policy, coordinate any advice given by specialist safety advisors and those with enforcement powers and monitor health and safety matters.

Oxford Safety and Risk Management (OSRM) provides professional health and safety advice to the school and visits the school on an annual basis or more regularly if required.

### **Health and Safety Committee**

The Bursar or Health and Safety Manager will chair the meetings of the safety committee that will meet termly. The members are the Bursar, the Health and Safety Manager, the fire officer, the Deputy Head, the Head of PE, the Head of Art, the Head Science Technician, the Head of Drama, the Estates Manager, the Head Caretaker, representative from Junior School, the School Nurse and others as required or as relevant.

The purposes of the Committee are to consult with employees on matters concerning health and safety; to discuss any significant accidents, incidents, cases of ill health, or defects including 'RIDDOR' reports; to monitor progress on recommendations from an authoritative source; to monitor the effective implementation of the health and safety policy and annually update the contents of the safety policy. Recommendations for the agenda are:

- Minutes of last meeting
- Matters arising
- Fire Safety
- Accidents/incidents/ill health reports from the School Nurse including RIDDOR Reporting and the Reporting of Near Miss incidents
- Departmental Matters - reported by key Heads of Departments or their representatives
- Report on Facilities Matters if appropriate
- Matters raised by employees/others
- Policy compliance, recommendations of consultants/others – progress report
- Any other business
- Date of next meeting.

Detailed minutes must be kept and a set of minutes must be forwarded to the Headmistress within seven days of each meeting.

### **Consultation with Employees**

Employees who wish to consult their representatives should contact the Bursar.

### **Individual Responsibility**

All employees, all pupils and all other persons entering onto school premises or who are involved in school activities are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors (including contractors) must ensure that the visitors adhere to the appropriate requirements of this health and safety policy.

Each individual must:

- Make sure that work is carried out in accordance with this policy, procedures and risk assessments
- Protect his or herself and others by using any guards or safety devices provided and by wearing the personal protective equipment provided and never interfering with or disconnecting safety devices
- Adhere to training and instructions
- Inform their immediate line manager, head of department or supervisor of any new hazards identified

- Give their visitors (including contractors) a named contact with whom to liaise
- Offer any advice and suggestions that they think may improve health and safety
- Report all accidents, ill health, fires, incidents and defects as soon as practicable
- Be familiar with the location of fire alarm points, fire escape routes, fire procedures and fire fighting equipment

If any individual is in doubt about any safety matter they must consult their line manager, the Bursar, or if necessary, me.

### **Cross References**

Other school documents address health and safety issues. Examples are plans and policies concerning: dealing with health and safety emergencies; first aid policy – supporting pupil medical needs including administration of medicines; accessibility; pupil behaviour and sanctions; anti-bullying; whistle-blowing; physical restraint; supervision of pupils; and drugs and substance abuse. These may be found in the Staff Handbook on the Shared Area. This policy **must** be read in conjunction with the School Safeguarding Policy.