

HEALTH AND SAFETY ARRANGEMENTS

Reviewed by:	Resources Committee
Date Reviewed:	September 2022
Next Review:	September 2023
Member of Staff Responsible	Head Teacher / Business Manager / Site Manager

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1. Overview

1.2 Chipping Norton School is part of the River Learning Trust and therefore subject to the River Learning Trust Health and Safety Policy and Statement of Intent. (page 9 of this document.)

1.3 This document sets out the general safety arrangements to facilitate the obligations delegated to Chipping Norton School via the River Learning Trust Health and Safety Policy and Statement of Intent.

1.4 Additional River Learning Trust policies relating to Health and Safety matters can be found on their website at the link below. A login is required please see a member of staff for more details.

<https://sites.google.com/riverlearningtrust.org/members/rlt-policies-and-guidance/operations-and-premises-policies-including-health-and-safety/rlt-hs-policy-safety-management-manual-and-school-safety-management>

2 Aims

2.1 Chipping Norton School recognises the importance of Health and Safety and their responsibilities under law. These arrangements aim to establish and maintain a safe and healthy working environment for all personnel that attend as employees, as students, or as visitors to the school; and aims to raise awareness amongst employees, students and visitors of the importance of good practice in relation to Health and Safety.

2.2 These arrangements aim to ensure that all reasonable precautions are taken to protect people by reducing risks both on and off site, and to ensure prompt and appropriate action in the event of a hazardous situation developing, and of an accident and/or emergency occurring on or off site.

2.3 In compliance with the River Learning Trust Health and Safety Policy and Statement of Intent, Chipping Norton School will ensure so far as is reasonably practicable that:

- risk is assessed and controlled as part of the management of the daily activity of the school;
- premises are maintained in a safe condition, with safe access/egress, and all plant and equipment is safe to use;
- appropriate safe systems of work exist and are maintained including off site visits;
- sufficient information, instruction, training and supervision is available and provided;
- arrangements exist for the safe use, handling and storage of articles and substances used at work;
- a healthy working environment is maintained including adequate welfare facilities.

2.4 Chipping Norton School also recognise their obligations to non-employees and will make the necessary information, instruction, training and supervision available to ensure appropriate Health and Safety.

2.5 Chipping Norton School allocates financial resources for the Health and Safety policy to be properly implemented.

2.6 A copy of these arrangements is available to all staff and copies are posted on the staff room notice board.

2.7 The Health and Safety Committee will consist of the School Business Manager, nominated Governor, Site Manager and department representatives as and when required.

3 Responsibilities

3.1 All Employees

Apart from any specific responsibilities which may have been delegated to them, **all employees must:**

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Observe all instructions on Health and Safety issued by the School.
- Act in accordance with any specific Health and Safety training received.
- Report all accidents and near-misses in accordance with procedure.
- Cooperate with other persons to enable them to carry out their Health and Safety responsibilities.
- Inform their Line Manager of all potential Health and Safety hazards, in particular those which are of a serious or imminent danger.
- Exercise good standards of housekeeping and cleanliness;
- Know and apply the procedures in respect of fire, first aid and other emergencies.
- Ensure that the Health and Safety implications are considered for authorised work undertaken or purchases made.
- Employees delegated responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence.

3.2 Governors

- Ensure health and safety has a high profile in the school.
- Ensure that Chipping Norton School maintains appropriate safety arrangements to comply with River Learning Trust Health and Safety Policy and Statement of Intent (Resources Committee).
- Nominated governors with responsibility for monitoring Health and Safety (currently Mrs L Jones).
- Cooperate with the HSE and other agencies as required on matters of Health and Safety.

3.3 Headteacher

To take overall responsibility for the implementation and monitoring of Chipping Norton School's Health and Safety Arrangements by:

- Allocating sufficient resources to meet Health and Safety priorities.
- Ensuring attendance by key staff on appropriate Health and Safety training courses;
- Liaising with the governing body over Health and Safety issues;
- Ensuring good communications by including Health and Safety issues in staff briefings, bulletins and meetings;
- Organising and implementing regular inspections in consultation with Health and Safety Committee representatives and governors;
- Overseeing the completion of the arrangements and risk assessments for all on/off site activities;
- Formulate and implement a policy for the management of critical incidents.

3.4 Responsibility Post Holders/Line managers/Heads of Department

- Monitor departmental documentation, risk assessments, practices and procedures; and be responsible for application of existing Health and Safety measures and procedures.
- Produce Health and Safety risk assessment guidance and documentation as appropriate especially in Art, Design and Technology, ICT, Science, Drama, PE and off site activities.
- Ensure all hazardous equipment and materials are appropriately marked, maintained and used by a competent person.
- Annually undertake a training needs analysis for their teams to ensure employees are trained and competent to undertake their tasks safely.
- Arrange for the annual and new equipment electrical testing programme (also see Site Manager).
- Encourage and support staff in completing risk assessments for students giving cause for concern.
- Ensure that any Health and Safety curriculum requirements are being delivered in lessons.
- Support employees with personal safety issues including stress.
- Review departmental risk assessments annually.
- Ensure Health and Safety is a standing item on agendas.

3.5 Business Manager (overview)

- Act as focus for Health and Safety
- Maintaining accurate records of all equipment and resources.
- Purchase and provide for maintenance of all equipment and resources to appropriate prescribed standards.
- Purchase and maintain equipment to British and European Standards.
- Hazard reporting and maintenance documentation is actioned;
- Undertake an annual Health and Safety training needs analysis (via staff appraisal and other mechanisms) of all employees and provide training as deemed necessary.
- Accident and Physical and Verbal Abuse online reporting is completed where appropriate
- All appropriate risk assessments guidance and hiring documentation is completed for community use of the site;
- All community users are registered and made aware of emergency procedures.
- Ensure hazardous equipment and materials around the general site are appropriately marked, maintained and used by competent personnel.
- Adequate trained first aid cover is available for on/off site activities.

3.6 Class teachers

- Exercise effective supervision of students and know the procedures in respect of fire, first aid and other emergencies.
- Follow particular Health and Safety measures in their own teaching areas.
- Make recommendations to their Line Manager on Health and Safety issues.
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- Report accidents, defects and dangerous occurrences to Line Manager

3.7 Site Manager

- Carry out daily checks of the site and take appropriate remedial action.
- Include Health and Safety in all new employees' induction

- Organise the planned programmed maintenance of plant and equipment.
- Ensure all employees are fully briefed on Health and Safety site issues.
- Review progress with the Business Manager fortnightly.
- Chair termly Health and Safety Committee meetings.
- Arrange for general site annual portable electrical appliance testing programme.
- Complete all relevant risk assessments.
- Ensure site staff are trained and competent to undertake their tasks safely.
- Carry out weekly fire tests, check fire extinguishers and maintain the Fire Safety folder.
- Carry out monthly water temperatures tests.
- Alert the Business Manager to issues of security and lone working.
- Ensure visitors are registered, wear a badge and are aware of the emergency procedures.

3.8 Students

- Behave in a way that does not put Health and Safety at risk.
- Observe standards of dress consistent with rules and good Health and Safety practices.
- Follow all safety rules including instructions of staff given in an emergency.

3.9 Visitors and Contractors

- Visitors and contractors should sign in on arrival, wear a visitor badge, be aware of emergency procedures, and co-operate with the Health and Safety arrangements put in place by the school to protect them when using the school premises.
- Where volunteers are employed to undertake work on behalf of the School they will for all intents and purposes be regarded as employees.
- Read the resume of the Health and Safety procedures on arrival at the School.
- Follow evacuation procedures in the event of an emergency.
- Contractors should read the Asbestos Management Folder and be aware of its implications regarding any works carried out.

4 **Health and Safety Arrangements:**

4.1 Chipping Norton School follows and adheres to all procedures / policies and instructions as directed by the River Learning Trust. All River Learning Trust policies and arrangements for Operations, Premises and Health and Safety can be found on their website at the link below.

<https://sites.google.com/riverlearningtrust.org/members/rlt-policies-and-guidance/operations-and-premises-policies-including-health-and-safety/rlt-hs-policy-safety-management-manual-and-school-safety-management>

4.2 The procedures / policies included within this link are, but not limited to, the following:

- Accident Reporting, Recording and Investigation
- Communication
- Contractors
- Curriculum Safety
- Drugs and Medications
- Electrical Equipment
- Fire Precautions and Procedures
- First Aid
- Glass and Glazing
- Hazardous Substances
- Handling and Lifting
- Lone Working
- Personal Protective Equipment
- Risk Assessments
- School Trips/Off-Site Activities
- School Transport
- Staff Consultation
- Staff Health and Safety Training and Development
- Smoking
- Staff Well-Being/Stress
- Training
- Use of Display Screens
- Vehicles on site
- Violence to Staff/School Security
- Working at Height

- Work Experience
- Workplace Inspections and Premises Risks

4.3 A Governor login has been allocated to two members of the Governing body (Chair of Governors and the Chair of the Resources Committee) and various relevant CNS staff.

Please see one of these members for more details, specifically:

- Head Teacher – Barry Doherty
- Site Manager – Dave Shadbolt
- Business Manager - Louise Trimmer

The following procedures and arrangements are unique to Chipping Norton School and have been established to minimise Health and Safety risks to an acceptable level.

4.4 Curriculum Safety

The school recognises that programmes of study require that students should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety. Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use.

All non-teaching assistants must be informed of the safety procedures and practices relating to any of the activities that they support. Schemes of work will be reviewed to assess the risk in all activities in order to determine supervision is required; group size; particular skills needed; personal protective equipment (PPE); levels of hygiene required.

4.5 Drugs and Medications

Parents have prime responsibility for their child's health and should provide school with information about their child's medical condition. The first aider/school nurse and specialist voluntary bodies will be approached to provide additional background information for staff. There is no legal duty requiring school staff to administer medicines. The school recognises that students with medical needs have the same rights of admission to a school as other children.

4.6 Housekeeping

The Site Manager will monitor the cleaning standards of the cleaners. Special consideration will be given to hygiene areas.

The Site Manager will monitor the efficiency of the waste collection service. Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass etc.) clinical waste and normal refuse.

Heads of Department are responsible for the safe storage and tidiness of their departments.

4.7 Induction and Annual Refresher Training

All staff will, when they first start at school, be provided with information on health and safety, including being told where to access this policy and that it contains specific information to them on health and safety. Staff will also be provided with a general induction checklist which they will need to complete during their first year and each area will supplement as appropriate.

All staff will receive health and Safety refresher training in September each year.

4.8 Infectious Diseases

The school follows the national guidance produced by the Public Health England, which is summarised within the leaflet. 'Guidance on Infection control in Schools and other Child Care Settings', which is held by the School Nurse.

4.10 Training

The Headteacher will ensure, where appropriate and after consultation with the appropriate employee, that adequate Health and Safety training will be given to enable the employee to carry out his/her duties. This applies to all employees, teaching and non-teaching. Health and Safety training is required on induction or exposed to new or increased risks because of increased responsibility within the school, new or changed work equipment, and new work systems. Such training needs to be repeated periodically.

4.12 Vehicles on Site

The governors endeavour to segregate vehicular and pedestrian traffic as far as reasonably possible. Parking and pedestrian access routes are clearly marked. Coach transport at the start and the end of the day is carefully supervised.

4.13 Violence to Staff / School Security

Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of the headteacher and governing body. Line managers and senior staff are responsible for assessing the risks of violence to staff. Where violence is identified as a significant risk, line managers will ensure that appropriate control measures are put in place. Staff must report incidents of violence and aggression in the same manner as accidents.

4.14 Visitors to the School Site

- All visitors to the School will sign in at reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the School.
- No contractor may undertake work on the School site without permission from the Assistant Site Manager other than in an emergency, e.g. fire, flooding, or to make safe following theft/vandalism.
- Contractors are responsible for the Health and Safety of their employees and for their safe working practices, which must not constitute a hazard to staff, pupils and visitors to the School.
- Hirers of the School premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to Health and Safety when making the booking.
- Whilst on site, all visitors and contractors must wear a School visitor's badge.
- Peripatetic or temporary teaching staff will be required to indicate their presence in the School by reporting to reception.
- If a member of staff meets someone on site who they do not recognise and is not wearing a visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the School reception or off the site, as appropriate.
- If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone.

4.15 Work Experience

Work experience coordinator will ensure that the working practices guidance is carefully followed in relation to all work experience placements.

4.16 Workplace Inspections and Premises Risks

Line managers responsible for premises/departments will undertake workplace inspections every term. The Site Manager will ensure that hazards associated with premises are monitored and controlled. Holding a copy of the asbestos register on site is an example of significant property risk that is being controlled.

5 **Monitoring**

5.1 The headteacher will develop an effective management Health and Safety monitoring system to oversee the operation of these arrangements.

5.2 This will be planned and reviewed through the Health and Safety Committee.

5.3 Monitoring will include:

- inspections, surveys and tours;
- direct observations of staff compliance;
- Managerial reports and minutes of Health and Safety meetings to Full Board Governors on a regular basis;
- investigations of good practices/incidents/documents;
- record keeping.

6.0 **Chipping Norton School Health and Safety Arrangements: Be Safe- Induction Notes**

6.1 Staff members responsible for Health and Safety – School Business Manager and Site Manager

6.2 All staff should be aware of Chipping Norton School's Health and Safety Arrangements. Chipping Norton School's Health and Safety Arrangements document can be found on the school website. Please find time to look at this document. Health and Safety is everyone's responsibility; we all wish to ensure that the risks of accidents in the workplace are kept to the absolute minimum. This document outlines particular staff responsibilities as well as support, guidance and advice in matters related to Health and Safety and Risk Assessment.

- 6.3 Health and Safety is a standing item on department agendas. Always raise matters of concern, be aware of the main hazards and how accidents can be avoided. Ensure you are familiar with your departments' specific Health and Safety procedures/documents.
- 6.4 Be aware of the fact that some parts of the school building contain asbestos products. The Asbestos Manual is located in the Site Manager's office. Please do not make holes in walls/ceilings etc. without consultation.
- 6.5 If you intend to take trips out, you must follow the necessary procedures. Please Mrs G Thomas and Mrs G Cradock for guidance.
- 6.6 Ensure you are aware who is the school first aider and the reporting accidents procedures (Riddor).
- 6.7 Fire Drill/Emergency Evacuation; Ensure you are aware of these procedures; Information regarding evacuation/action procedures is present in all classrooms. Ensure you are familiar with call points and extinguisher locations, where you go with your exam students in an emergency.
- 6.8 Electrical items are tested periodically (PAT). You must not bring electrical items into school without permission. If you bring in an electrical item to use in the workplace it will require testing before use. To do this, see Mr S Edwards (Site Manager) who will make necessary arrangements.
- 6.9 Training needs should be met via your departments and through the appraisal/performance management process ie. in such areas as COSHH awareness, Machinery Use/Certification, Food Handling and Hygiene, Manual Handling.
- 6.10 Minibus Driving. If you wish to become a school minibus driver to transport students you must take an Oxfordshire County Council minibus drivers permit test. These can be arranged via the Mrs G Cradock, Curriculum Support.



HEALTH AND SAFETY POLICY & STATEMENT OF INTENT December 2022

Person Responsible for Policy: Chief Executive Officer
Revised Date: December 2022
Next Review Date: December 2023

Signed

A handwritten signature in black ink, appearing to read 'Paul Jones', is written over a horizontal dotted line.

.....
Chief Executive

HEALTH AND SAFETY POLICY & STATEMENT OF INTENT December 2022

The Trust believes that the Health, Safety and Welfare of its employees, teacher trainees, students, contractors and the general public is fundamental in providing a safe and secure environment for all persons who enter any of its premises. The Trust recognises its moral and legal duty to protect the Health and Safety of its employees during the course of their employment, to protect teacher trainees and pupils whilst learning at Trust schools, employees of other employers, contractors and volunteers who may be affected by its activities.

The Trust acknowledges and accepts its responsibilities, to take all reasonably practicable steps to provide adequate controls of health and safety risks, arising out of or from its activities to ensure the health, safety and welfare of persons who enter Trust premises.

In recognising these duties, the Trust shall:

- Comply, as a minimum, with all applicable health and safety legislation and regulations at all the premises where it carries out its activities;
- Provide safe conditions and practices of work;
- Provide a safe and secure learning environment, safe equipment and appropriate supervision for students who study at Trust schools;
- Define the Trust's safety management organisation and the responsibilities, and duties of all employees, and others who enter Trust premises;
- Consult with employees in the development of arrangements for health, safety and welfare, and work with them to achieve their implementation;
- Provide employees, trainees, students, contractors and visitors with suitable and adequate information, instruction and training to safeguard their health and safety, whilst on Trust premises;
- Ensure that appropriate arrangements are implemented to protect the health, safety and welfare of employees and students whilst on both UK and overseas visits.
- Provide adequate resources for the ongoing implementation of its health, safety and welfare obligations including First Aid;
- Select suitable contractors who work safely, and can demonstrate effective safety management systems, as required at all times by the Trust, who have effective safety management arrangements for work at the Trust's premises;

Headteachers, School Managers, other leaders and supervisory staff are required to maintain safe working conditions. They are required to acquaint employees under their control with these requirements and to monitor compliance with them.

Employees must also understand their responsibilities, to act responsibly and to do all they can to prevent injury to themselves and other persons, and to co-operate in the implementation of this policy. In the event of an incident or accident staff are required to report/record this in the school's Accident Log.

It is also a requirement to report/record any near miss incident, which if not followed up may lead to an accident

The Trust is committed to actively promoting the health and wellbeing of those who work and enter its workplaces and the continuous improvement of its health and safety performance by setting objectives and targets supported by a monitored programme of actions and training and undertakes to publish details of its performance. Staff are required to participate in relevant courses as may be directed.

In the event of a Health & Safety incident staff should contact the School Manager or Headteacher for support and guidance.

The members area of the RLT website contains a section covering Health & Safety, and is a source of additional supporting H&S information and guidance as well as advice and support on Wellbeing.