



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

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

Updated	Review Date	Version
October 2024	September 2025	24.1

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 duty, 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 2025.

Signature

**Chair of
Governors**

Leanne Leigh

Date

September 2024

Part 2

Organisation for Health and Safety Management

Management Obligations 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.
- C Assess risks and commit assessments to writing
- D Ensure that work in all its aspects is safe and without risks to health
- E Ensure that information, training, instruction and supervision is provided and that systems of work are safe
- F Make proper provision for occupational and pupil health
- 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 risk assessments are comprehensive, that their requirements are satisfied and in particular to:
- Produce an emergency fire plan
 - Be responsible for fire safety training
 - Arrange practice fire drills
 - 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 inspections once each term and when there are changes to the fire safety risk assessment
 - Keep relevant records
 - Include fire safety in the regular health and safety reports to the governors

The responsibility for the implementation of a number of the headmistress' duties are delegated to others. The following paragraphs describe the delegations and other arrangements made. All those with health and safety responsibilities will be provided with sufficient time to undertake their duties.

Each line manager is delegated responsibility 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 **[in B, C, D, E, F, G and H]** are delegated to these

persons and written local management arrangements and standalone management plans and risk assessments can be found with these persons and in the safety folder.

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

- Roy Hill (Bursar) is responsible for premises including onsite traffic management and delegates duties to Mel Blase, Estates Manager
- Roy Hill (Bursar) is the fire manager and delegates duties to Caron Hesketh (Health and Safety Manager) **[L]**
- 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).
- Robin Jacobs (Teacher of Physics) is the Radiation Protection Supervisor.
- Roy Hill (Bursar) is responsible for events and delegates duties to Mel Blase
- Roy Hill (Bursar) in collaboration with the appropriate line manager and/or H&S manager is responsible for duties **[E]**, **[J]** and **[K]**.

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

- The School Nurse is responsible for first aid.
- The School Nurses are responsible for checking the first aid kits and eyewash stations, at least termly. (A list of first aiders is maintained in the school office and on notices throughout the school)
- The school nurses are responsible for accident recording and investigation during term time. The Bursar is responsible during the school holidays. All accidents, occupational ill health, dangerous occurrences and near misses, should be reported promptly online via the accident reporting system in Schoolbase. 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 delegates duties to Caron Hesketh, Health and Safety Manager 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 and consult with employees via departmental meetings and other communications
- 5 Together with others monitor the formal defect reporting procedure
- 6 Together with others monitor that accidents, illnesses and incidents are reported and investigated and proper notifications are made to HSE
- 7 Together with others create online systems and document folders containing shortcuts to relevant safety information for those who need to access, communicate, understand, monitor and audit in order to reduce unnecessary paperwork.

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.

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 or Health and Safety Manager.

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, risk assessments and associated documents
- 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 on the appropriate form 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 Health and Safety Manager.

Cross References

In addition to this policy, other documents also address health and safety issues. Examples are plans and policies concerning: dealing with emergencies; first aid – supporting pupil medical needs including administration of medicines; accessibility; pupil behaviour and sanctions; anti-bullying; whistle-blowing; safeguarding; 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.