



Chipping Campden School

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Health and Safety Policy

Document Owner	Trustees
Author	Assistant Principal: Systems & Operations
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Relevant Policies:

- Acceptable Use of ICT
- Lockdown and Evacuation
- Anti-Bullying and Anti-Hate
- Attendance
- Behaviour
- Safeguarding and Child Protection and Response to Covid-19, and Annex 7 – Early Help Offer
- Complaints
- Confidentiality
- E-Safety
- RHSE
- SEND



General

Chipping Campden School, an Academy converter, recognises and accepts that every one of its employees, students and visitors to the school is entitled to a safe and healthy environment in which to work.

It is the wish of both Trustees and the Leadership Team of Chipping Campden School that all appropriate steps are taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment.

A strong ethos of housekeeping will be evidenced by a high-quality environment. This ethos will permeate the school community, so that students and employees show an awareness and appreciation of the fabric and appearance of the school buildings daily.

All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled.

Chipping Campden School's Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.

The policy will be reviewed periodically to ensure so far as is reasonably practical that all legislative changes which may affect activities have been incorporated and are being observed throughout the establishment.

Organisation

Duties of the Trustees

In discharge of its duties the Trustees, in consultation with the Principal will:

- Make itself familiar with requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure for Health and Safety.
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school, and, that it is implemented.
- Periodically assess the effectiveness of the policy and ensure that any necessary changes are made.
- Identify and evaluate risks relating to possible accidents and incidents connected with school-sponsored activities (including work experience).

In particular, the Trustees undertakes to provide as far as is reasonably practicable:

- A safe place for all users of the site to work, including safe means of entry and exit.
- Plant, equipment and systems of work that are safe.
- Safe arrangements for the handling, storage and transportation of articles and substances.
- Safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance.
- Supervision, training, and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner.
- If necessary, issue/provide safety and protective equipment and clothing, with any necessary guidance, instruction and supervision.



Duties of the Principal

As well as the general duties that all members of staff have, the Principal has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors.

The Principal will take all reasonably practicable steps to ensure the Health and Safety policy is implemented through Team Leaders and other as appropriate.

The Principal will arrange for a member of the School Leadership Team (currently the Assistant Principal: Systems & Operations) to be responsible for the day-to-day implementation of the Health and Safety Policy and for this person to be the designated contact with the Local Authority SHE unit and when necessary the HSE.

Duties of the Supervisory Staff

All supervisory staff will make themselves familiar with the requirements of Health and Safety legislation and codes of practice that are relevant to the work of their area of responsibility.

In addition to the general duties that all members of staff have, they will be directly responsible to the Principal or member of staff nominated by the Principal to have overall day-to-day responsibility for the implementation and operation of the school's Health and Safety Policy within their relevant departments and areas of responsibility.

Responsibility for aspects of Health and Safety are written into the Job Descriptions for "Team Leaders" and the Assistant Principal: Systems and Operations.

Supervisory staff will take a direct interest in the school's Health and Safety Policy and in ensuring that other members of staff, students and others to comply with its requirements.

Duties of all members of staff

All staff are expected to familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put themselves or anyone else at risk.

Members of staff will:

- Be familiar with the Health and Safety Policy and all safety requirements laid down by the Trustees.
- Ensure that staff, students, visitors, and contractors are applying Health and Safety regulations, rules, routines, and procedures effectively.
- See that all plant, machinery, and equipment are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery, and equipment.
- Use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored, and labelled.
- Report any defects in the premises, plant, equipment, and facilities that they observe to the Faculty Lead and or Estates Team.
- Take an active interest in promoting Health and Safety and suggest ways of reducing risks.



Health and Safety Committee

The Trustees' Finance, Audit, and Risk Committee will monitor Health and Safety issues within the school. In addition, all serious incidents or breaches of Health & Safety will be included in the Principal's report to the Full Board of Trustees.

Arrangements

Fire Safety

Appropriate procedures for ensuring safety precautions are properly managed will be formulated and disseminated to all staff in the form of the Evacuation and Lockdown Policy. These procedures will include Fire Drills and the use of Fire Extinguishers.

The evacuation procedures are prominently displayed in all teaching rooms, offices, and curriculum areas.

All staff and students must be fully conversant with the procedures for evacuation of the premises in case of fire/bomb threats.

Evacuation procedures will be tested each school year in accordance with the Evacuation and Lockdown Policy.

The evacuation and safety of visitors and contractors will be the responsibility of the person they are visiting or working for.

All firefighting equipment will be checked annually by an approved contractor and records maintained.

The fire alarm system will be tested weekly from different call points and records maintained.

All emergency lighting will be tested six-monthly, and records maintained.

Lockdown

All staff and students must be fully conversant with lockdown procedures.

Lockdown procedures will be tested each school year in accordance with the Evacuation and Lockdown Policy.

Accidents

All accidents to staff, students and visitors must be reported to the Medical Room and the appropriate form completed. The completed form is to be handed to the Medical Officer who will be responsible for liaising with the Local Authority Health as appropriate.

All staff must be familiar with the procedures for dealing with an accident as detailed in the Staff Handbook and in the First Aid Policy.

First Aid

The arrangements for First Aid provision will be sufficient to cope with all feasible incidents.

The number of certified First Aiders will not, at any time, be less than the number required by law.

Supplies of First Aid materials will be held at various locations throughout the school.

Supplies of first aid materials will be checked on a regular basis by a qualified First Aider.



Equipment

Protective Personal Equipment (PPE) must be provided and used by technicians and estate staff when required. Staff and students must be provided with and use protective glasses/eye shields in all workshops and laboratories when performing hazardous activities. Visitors must be provided with protective clothing as appropriate.

The following equipment must be checked annually by approved contractors or a trained technician (where appropriate):

- Fume cupboards
- All electrical appliances
- Workshop equipment e.g. lathes, kilns
- Fixed and mobile gymnasium equipment

When new equipment is purchased, it is the responsibility of the Director of Learning or Head of Department, with the assistance of a technician, to ensure that it meets appropriate operational standards and that its installation and use conforms to Health and Safety requirements.

Equipment, materials and chemicals must be stored in the appropriate storage containers and area. All containers must be labelled with the correct hazard sign and contents label. "Team Leaders" should consider storage life when ordering new supplies. Reference must be made to COSHH and the Ionising Radiations Regulations; copies of all relevant COSHH and regulations must be kept in the relevant department.

Housekeeping

The Assistant Principal (Systems & Operations) will monitor the cleaning standards of the cleaning team. Special consideration is given to hygiene, food production areas.

The Estates Manager will monitor the efficiency of the hygiene, waste and recycling collection services.

Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass etc.) clinical waste and normal refuse.

Educational Visits

Trips must be organised in accordance with School Policy.

Where school trips and visits are made to locations away from easy telephone communication, the trip leader will take a school mobile telephone on the trip. Where simultaneous trips occur, then staff mobile telephones will be taken on the trip and their numbers recorded in School.

Minibuses

Users of minibuses must be aware of and observe the following requirements:

The driver must have a current license and not been involved in any accident for the past five years, and hold a full licence, and depending of the type of minibus to be driven, have D1 entitlement. They must also undergo periodic training (MIDAS).

Drivers of a minibus, whether a school or hire vehicle, are required to complete a record form and supply a photocopy of their driving licence on a periodic basis. Where transportation of students is involved, they are required to have undertaken the MIDAS drivers' assessment.



No charge is made to passengers. However, a section 19 permit must be displayed in the vehicle.

Normal wear and tear to the minibus is not covered by insurance.

Only one person per seat is to be carried (i.e. a maximum of 16 passengers excluding driver). Seat belts to be worn by passengers and the driver at all times.

The responsibility for payment of fines incurred is that of the driver at the time the relevant offence was committed.

A log sheet must be taken on each journey, complete by recording starting and closing mileage readings, detailing any defects and signing before returning, along with vehicle keys and permit, to the transport co-ordinator.

Visitors to Chipping Campden School's Site

All visitors to the school will sign in at the school reception. Visitors will be collected from reception by the member of staff concerned or escorted to the area of the school.

All visitors to the school will be provided with a copy of the School's "Safeguarding & Health and Safety Guide for all School Visitors".

No contractor may undertake work on the school site without permission from the Assistant Principal: Systems & Operations or the Estates Manager other than in an emergency, e.g. fire, flood 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, students, and visitors to the school.

Hirers of the school premises must use plant, equipment and substances correctly and use appropriate safety equipment. They will be made aware of their obligations in relation to Health and Safety during the booking process.

Whilst on site all visitors and contractors, including supply staff, must wear a school visitor's badge (a green badge denotes DBS clearance whilst the holder of a red badge is not DBS compliant).

If a member of staff meets someone on site whom they do not recognise and/or is not wearing a visitors badge they should, if they do not feel threatened, enquire if they need assistance and escort them either to the main school reception or off the site as appropriate.

If an intruder is uncooperative in going to the school reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, the school 'Lock Down' procedures will be invoked and immediate help from the Police should be sought by telephone (see Evacuation and Lock Down Policy for further details).

Security

All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.



Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.

Critical Incidents

As part of its commitment for the well-being of staff, students and visitors, the school has set out procedures which are to be adopted in the event of a critical incident occurring either on school premises or on an activity away from the school site.

Healthy Eating

It is the policy of Chipping Campden School to encourage students to adopt eating habits that are conducive to a healthy lifestyle. To this end the school provides menu options that support this aim.

Monitoring

The Trustees shall appoint a Trustee from the Trustees' Finance, Audit & Risk Committee to be responsible for Health and Safety.

The Assistant Principal: Systems & Operations will investigate all serious H&S incidents and report findings directly to the Principal.

The Assistant Principal: Systems & Operations will organise a periodic Health and Safety audit of the premises and curriculum areas.

The Trustees' Finance, Audit & Risk Committee will review this policy statement at least every three years, and ideally annually, making any recommendations for amendments to the Trustees.

Guidance

Responsibility for Health and Safety in Schools

Health and Safety at Work Law

Health and Safety responsibilities derive from the Health and Safety at Work etc. Act 1974 and associated regulations. Health and Safety legislation is enforced by the Health and Safety Executive (HSE).

Employer

The Health and Safety at Work etc. Act 1974 places overall responsibility for Health and Safety with the employer.

As an Academy Chipping Campden School is the employer.

Education employers have duties to ensure, so far as is reasonably practicable:

- the health, safety and welfare of teachers and other education staff.
- the health and safety of students in-school and when attending off-site visits.
- the health and safety of visitors to schools, and volunteers involved in any school activity.

Employees

Employees have responsibilities too. The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to them as well.



Employees must:

- take reasonable care of their own and others health and safety.
- co-operate with their employers.
- carry out activities in accordance with training and instructions.
- inform the employer of any serious risks.

Enforcement

The HSE enforces Health and Safety law relating to the activities of schools.

Because the employer is responsible for health and safety in the workplace and on work activities, the HSE will normally act against the employer. However, in some circumstances, for example where an employee failed to take notice of the employers' policy or directions in respect of health and safety, the HSE may act against the employee as well or instead of.

Responsibility of All Schools

The employer must have a Health and Safety Policy and arrangements to implement it. The Health and Safety at Work etc. Act 1974 applies. Key elements of a health and safety policy are listed below; this is not a comprehensive list.

Employers must assess the risks of all activities, introduce measures to manage those risks, and tell their employees about the measures. The Management of Health and Safety at Work Regulations 1999 apply.

In practice, employers may delegate specific health and safety tasks to individuals, but the employer retains the ultimate responsibility no matter who carries out the tasks. The employer should therefore maintain an audit trail, making clear who is responsible for doing what and confirming that these tasks are being carried out.



Key Elements of a Health and Safety Policy

- A general statement of policy
- Delegation of duties as allocated tasks
- Arrangements made to put in place, monitor and review measures
 - necessary to reach satisfactory health and safety standards
- Training of staff in health and safety including competence in risk assessment
- Off-site visits including school-led adventure activities
- Selecting and controlling contractors
- First-Aid and supporting pupils' medical needs
- School Security
- Occupational health services and work-related stress
- Consultation arrangements with employees
- Workplace safety for teachers, pupils and visitors
- Violence to staff
- Manual handling
- Slips and trips
- On site vehicle movements
- Management of asbestos
- Control of hazardous substances
- Maintenance and when necessary examination and test of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety.
- Recording and reporting accidents to staff, pupils and visitors - including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- Fire safety, including testing of alarms and evacuation procedures
- Dealing with Health and Safety emergencies - procedures and contacts