



## HEALTH AND SAFETY POLICY

<b>Document owner:</b>	<b>GG</b>
<b>Responsible Trust Committee:</b>	<b>Resources</b>
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## Health and Safety Policy

### VISION AND ETHOS

Chichester Free School will:

- **Nurture** children in a safe, happy and caring environment where every child will be known, positive behaviour is rewarded and there will be a strong sense of community between child, home, school and community.
- **Challenge** children to recognise and respect one another so we all may learn and grow together. Our curriculum, including the extended day provision, will stimulate and challenge every individual, inspiring a passion for learning. Such challenge requires courage on the part of all members of our community.
- **Inspire** children towards the highest standards of behaviour as the foundation for individual success and a culture of well-being, warmth and exciting futures. We will inspire confident, happy, creative and articulate young people who will emerge with a clear vision for their future.

Chichester Free School's pastoral care is based on the four Cardinal Virtues of Wisdom, Temperance, Justice and Courage:

- **Wisdom** – The wisdom to recognise the importance of context, history, circumstance and intention in every act. We wish to create a culture where the contexts and circumstances of everyday life enable all members of our community to intend excellence in behaviour and achievement. The wisdom to praise effort as much as achievement and to choose well now, even when this is the harder path.
- **Temperance** – To seek self-control so all members of the community act thoughtfully, internalising self-regulation, rather than giving in to impulse or always relying on others to set boundaries. We will be modest in asserting our own rights, prudent in exercising our energies, resilient when faced with difficulty, demonstrating humility and forgiveness in our dealings with others.
- **Justice** – To act fairly, finding evidence first, not fault. To recognise that behaviour is an act carried out by a person. Whether rewarding or punishing, we seek to build the character of the individual and the school through the just actions we take in response. We will listen proactively to all members of the community to form the just culture of the school. To demonstrate justice every day in the respect we show for all members of the community and beyond, and for the material fabric of the school.
- **Courage** – The courage to do what is right when doing what is right is hard, to challenge poor behaviour, speak up for minority groups, or those who are being mistreated and the courage to seize opportunities despite what others might think.

## STATEMENT

1. The Governors of Chichester Free School (the School) recognise their responsibility under the Health & Safety at Work, etc. Act 1974 to provide for the health, safety and welfare of their employees, pupils, members of the public and any others who may be affected by the School's activities.
2. To this end the Governors will, so far as is reasonably practicable, fully comply with the requirements of the said Act, and such of its attendant Regulations as may apply, by making suitable and sufficient arrangements to:
  - a. develop and maintain safe systems of work;
  - b. give sufficient information, instruction, training and supervision to ensure the health, safety and welfare of all its staff, pupils and others working within School premises, and during sporting activities and visits away from the School;
  - c. protect the health, safety and welfare of visitors to the School;
  - d. provide competent technical information and professional guidance as required;
  - e. provide plant and equipment that is fit for purpose and maintained in accordance with the necessary requirements;
  - f. ensure the safe use, handling, storage, transportation and disposal of articles and substances;
  - g. maintain a safe and healthy place of work, with safe access to/egress from that place of work;
  - h. positively consider the environmental impact of all School activities; and,
  - i. formally consult with employees on all matters having effect on their health, safety and welfare at work.
3. Without detracting from the responsibility of the Governors, day-to-day management of Health and Safety within the School rests with the Principal, the Business Manager, the Site Manager and others as detailed in the 'Organisation' pages of this Policy. Arrangements for the implementation of the Policy are outlined in the 'Arrangements' pages, with further details in the relevant sections of the School's Health and Safety Manual.
4. The three parts of this Policy (Statement, Organisation and Arrangements) form Section 1 of the School Health and Safety Manual, which also contains School-wide procedural documentation and Departmental Health and Safety Policies and procedures. The Health and Safety Manual is available for reference via the School intranet; a printed 'master copy' is held in the School office.
5. The Governors will monitor the Health and Safety performance of the School via regular reports from the Health and Safety Committee.
6. The Governors recognise that risk is inherent in most human activities and that it is impossible to avoid them completely. However, by the use of formal Risk Assessment processes the School will identify any significant risks associated with the work/workplace and put in place any necessary control measures to reduce those risks to an acceptable level.
7. Staff are reminded of their Statutory Duty to take reasonable care for the health and safety of themselves and others, and to co-operate with their employer in the implementation of this Health and Safety Policy.

8. This Health and Safety Policy, and the various sections of the Health and Safety Manual, will be reviewed at least annually by the Health and Safety Committee; any amendments will be brought to the notice of all staff that may be affected by them.

## **ORGANISATION**

### **1. The Board of Governors**

The ultimate responsibility for health and safety rests with the Board of Governors. The Governors will, so far as is reasonably practicable, provide sufficient resources to enable this Health & Safety Policy (the Policy) to be implemented effectively.

### **2. The Principal**

The Principal is responsible to the Governors for the implementation of the Policy within the school.

The Principal will ensure that:

- He/she is familiar with the Policy;
- the H&S Policy Statement is included in the Staff Handbook for the attention of all staff;
- all staff are aware of the objectives of the Policy and of the responsibilities the Policy places upon them;
- all requirements of the Policy are implemented effectively; and,
- the health and safety performance of the school is effectively monitored.

### **3. The Health and Safety Co-ordinator**

The Health and Safety Co-ordinator is the Business Manager who is responsible for the day-to-day operation of the Policy. He/She will:

- ensure that the arrangements for implementing the Policy are effective in operation;
- liaise with the H&S Adviser to review and update the Policy in the light of new legislation, changes in organisation, etc.;
- ensure that the Health and Safety Manual (the Manual) is accessible to all staff;
- where appropriate, direct matters concerning health and safety to the H&S Adviser;
- monitor the health and safety performance of the school via observation, safety audits, hazard spotting and risk assessment;
- ensure that all staff receive suitable and sufficient training to enable them carry out their work without risk to their health, safety or welfare; and,
- ensure that registers and records of all safety checks are maintained.
- have responsibility for the organisation of the School's evacuation procedure in the event of fire.
- ensure adequate insurance cover is in place to mitigate any unforeseen consequences of the activities of contractors; and,
- be Chairman of the School's Health and Safety Committee.

#### **4. Head of Secondary and Head of Primary**

The Head of Secondary and Head of Primary are responsible to the Business Manager for all matters relating to health and safety in the Junior School/Senior School Departments.

The Head of Secondary and Head of Primary will:

- where applicable, issue detailed safety policy, instructions and guidelines to school staff relating to their activities, and ensure staff are conversant with them;
- ensure that equipment necessary for the work of the school is maintained in compliance with current regulations and/or policy and that appropriate notices are displayed adjacent to specific hazards;
- direct any matters concerning health & safety to the Business Manager;
- monitor the health and safety performance of the school via observations, safety audits, safety sampling, etc.;
- ensure that suitable and sufficient Risk Assessments have been carried out for the activities within the school; and,
- ensure that assessments for all hazardous substances used within the school are undertaken as specified by the current Control of Substances Hazardous to Health (COSHH) Regulations.

#### **5. Teachers**

Teachers are responsible to the Head of Secondary or Head of Primary for all matters relating to health and safety in their classes.

Teachers will:

- instruct pupils in safety procedures in operations or processes involving known hazards;
- ensure proper use of personal protective equipment (PPE) where provided;
- ensure that tools and equipment are in good condition and have been tested, as appropriate, for safe operation;
- initiate first aid in the event of an accident, and ensure that the accident is recorded and, where appropriate, reported to the Head of Secondary or Head of Primary; and,
- ensure that any hazards identified, or concerns about the implementation of the Policy are reported to the Head of Secondary or Head of Primary

#### **6. Support Staff**

Support staff are responsible to the Business Manager and are required to assist the Business Manager in the discharge of their duties with regard to health, safety and welfare.

#### **7. The Site Manager**

The Site Manager is responsible to the Business Manager for all matters regarding the maintenance of the structure and fabric of the School Buildings. The Site Manager will act as the School's Contractor Liaison Manager and ensure that all contractors working on School premises are aware

of any particular hazards associated with the areas in which they are working, and that they are aware of relevant sections of the Manual.

The Site Manager is also responsible for all matters relating to health and safety concerning the maintenance and support staff, and for contractors on site working to his instructions.

The Site Manager will:

- ensure that equipment necessary for the work of the department is maintained in compliance with current regulations and/or policy and that appropriate notices are displayed adjacent to specific hazards. Particular attention will be given to the guarding of dangerous machines;
- issue, as necessary, detailed instructions and guidelines, safe systems of work, method statements and/or risk assessments to staff relating to any safety aspect of their activities and ensure staff are conversant with them;
- ensure that staff are provided with any necessary safety and/or personal protective equipment.
- direct any matters concerning health & safety to the Principal;
- monitor the health and safety of the maintenance department via observations, safety audits, safety sampling etc.; and,
- ensure that assessments for all hazardous substances within the department are undertaken as specified by the current Control of Substances Hazardous to Health (COSHH) Regulations.

With regard to fire precautions, the Site Manager will also:

- arrange for the regular, routine test of the fire alarm system, ensuring that a once weekly call point check is undertaken;
- ensure the thorough inspection and testing of the fire alarm system (bi-annually) and fire extinguishers (annually) by specialist contractors;
- arrange fire evacuation practices;
- ensure fire escape routes are kept clear; and,
- maintain the Fire Precautions Log Book.

## **8. Maintenance Staff**

Maintenance staff are responsible to the Site Manager and are required to assist him and the Business Manager in the discharge of their duties with regard to health, safety and welfare.

## **9. Designated First Aider**

The Designated First Aider is responsible to the Business Manager for the organisation and supervision of the School's health care arrangements.

The Designated First Aider will ensure that:

- adequate first aid cover is available in their absence;

- first aid boxes, stocked as per the requirements of the Health and Safety (First Aid) Regulations, are in place, clearly identified and regularly inspected;
- the treatment book is completed for all first aid administered; and,
- where necessary, incidents are recorded in the School's accident book and 'reportable' incidents are duly reported to the Enforcing Authority within the required time scales.

## 10. The Catering Manager

The Catering Manager is responsible to the Business Manager for all matters relating to health and safety concerning the catering staff.

The Catering Manager will:

- ensure that equipment necessary for the work of the Catering Department is maintained in compliance with current regulations and/or policy and that appropriate notices are displayed adjacent to specific hazards. Particular attention will be given to the guarding of dangerous machines;
- Issue detailed departmental safety policy, instructions and guidelines to staff relating to any safety aspect of their activities, and ensure staff are conversant with them;
- direct any matters concerning health & safety to the Principal;
- monitor the health and safety performance of the catering department via observations, safety audits, safety sampling etc.; and,
- ensure that assessments for all hazardous substances within the department are undertaken as specified by the current Control of Substances Hazardous to Health (COSHH) Regulations.

## 11 Health and Safety Adviser

The H&S Adviser, reporting to the Business Manager, is responsible to the Board of Governors for advising on all matters relating to health, safety and welfare with regard to the School.

The Health and Safety Adviser will:

- undertake Health and Safety Audits and assist in the undertaking of Risk Assessments in conjunction with, and as required by, the Principal;
- produce written reports and records to assist in providing an effective safety monitoring system;
- assist the Business Manager in maintaining the Policy;
- update staff on latest developments in health and safety;
- assist in the investigation of accidents (particularly 'reportable' accidents) as required; and,
- attend meetings of the School Health and Safety Committee.

## 12. In Addition

It is the duty of all members of staff, contractors, pupils and visitors to 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 Business Manager as soon as possible.

## ARRANGEMENTS

### 1. Training

Suitable and sufficient training will be provided to all staff to enable them to meet their obligations under the Health and Safety Policy (the Policy):

- On appointment, new staff will be given induction training which will include but not be limited to the Policy, First Aid arrangements and Fire Precautions /Procedures. 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.
- Additional training will be provided where an employee takes on a key Health and Safety supporting role within the school such as Fire warden or First aid

The person responsible for the co-ordination of safety training is the Business Manager.

The School will maintain records of all health and safety training given to staff.

### 2. Enforcing Authorities

Officers of the Enforcing Authorities (HSE, EHO, Fire Service, etc.) have the right to visit the School and have sight of all relevant School documentation, etc.

### 3. Employee Consultation

We will consult with staff on matters concerning their health, safety and welfare including:

- Any change which may substantially affect their health and safety, for example in procedures, equipment or ways of working.
- The information that staff must be given on the likely risks and dangers arising from their work, measures to reduce or get rid of these risks and what they should do if they have to deal with a risk or danger.
- The planning of H&S training.

The School Health & Safety Committee fulfils an essential role in the effective implementation of the Policy and School health and safety procedures. The Committee will normally meet once per term, but members may call for an emergency meeting where circumstances dictate.

The Committee will consider the School's Health and Safety Policy and Procedures, accident/near miss trends, reports from Sub-Committees and/or the Health and Safety Adviser, and the School's future health and safety strategy. Day-to-day management of health and safety is the responsibility of the Business Manager, Director of Teaching and Learning, et al, and thus the Committee will not normally consider general health and safety issues that have not been raised through the usual channels.

Committee personnel will comprise:

Nominated Governor

Principal  
Business Manager  
Site Manager  
HR/Compliance Officer  
The Health & Safety Adviser  
Other parties, as may be agreed by the Committee

Particular people may be co-opted onto the Committee when their presence will assist in the discussion of specific agenda items.

#### **4. Departmental Safety Policies and Procedures**

Because of the potential hazards associated with their activities, the following departments will develop and maintain their own safety policies and procedures: Art, Catering, Design & Technology, Drama, Maintenance, Physical Education and Science.

To assist in the monitoring of Departmental health and safety performance, Department documentation will include, as necessary:

- Daily and weekly assessments by staff using an aide mémoire.
- Termly and annual assessments by staff using departmental check lists. Results to be recorded and held on file.
- Annual health and safety audits by the Health and Safety Adviser. Results to be recorded and held on file.
- Specific risk assessments of hazards identified during any of the above activities will be undertaken, as appropriate.

#### **5. The Health and Safety Manual**

The School's Health and Safety Manual (the Manual) will contain full details of the School and Departmental Health and Safety Policies and procedural documentation.

The Manual will be available via the Staff Handbook electronically

The Business Manager will be responsible for issuing amendments to the Manual; Heads of Department or Lead Teachers will be responsible for amendments to their own policies and procedures and for advising the Business Manager and Director of Teaching and Learning of any such amendments.

#### **6. Fire Precautions**

All staff, pupils and visitors will be made aware of the School's fire procedures. All fire exits/doors will be clearly marked and kept free from obstructions at all times.

Competent specialist contractors will be contracted to test, inspect and maintain the fire alarm system and the fire extinguishers.

Fire drills, including a full evacuation of the premises, will be carried out at least once per term.

#### **7. First Aid**

A list of certified First Aiders is posted on various notice boards within the School, as detailed in Section 3 of the Manual. The person responsible for ensuring that First Aiders are trained and re-trained as required and for keeping the posted list of First Aiders up to date is the Business Manager.

First Aid boxes are located at various points within the School.

The person responsible for the maintenance of the First Aid boxes is the Lead First Aider; he/she will ensure, by inspection, that:

- first aid boxes are in place and clearly identified; and,
- the contents of the first aid boxes meet the requirements of the Health and Safety (First Aid) Regulations.

#### **8. Reporting of Accidents, Injuries, Etc. (Section 2 - School H&S Manual.)**

The accident books for school use are located in the School Office. Details of all accidents to staff and members of the public must be recorded as soon as possible. Minor accidents to pupils are to be recorded in the treatment book located in the School Office.

Details of all accidents that are, or may be, 'reportable' will be reported immediately to the Business Manager. 'Reportable' accidents, as defined under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), must be reported to the Enforcing Authority within 10 days. Similarly, all cases of 'disease' and any 'dangerous occurrences' will be reported to the Business Manager, who will take the appropriate action.

#### **9. Contractors (Section 3 - School H&S Manual.)**

The Contractor Liaison Manager is the Site Manager, who will ensure that Contractors are made aware of any particular hazards associated with the areas in which they are to work, and that they are aware of the relevant sections of the Manual.

The Site Manager will also arrange any necessary contact between the School and the Contractors through the appropriate department. Contractors must contact the Site Manager before any work is commenced. Contractors must also book in and out of site daily, by arrangement with the Site Manager.

It is the School's policy that, when required under the Construction (Design and Management) Regulations, a CDM Co-ordinator with the required expertise will be recruited from an outside organisation.

#### **10. Risk Assessments (Section 7 - School H&S Manual.)**

Significant risks associated with School activities and workplaces will be identified by suitable methods of Risk Assessment.

Those with suitable experience of the activity and/or workplace being assessed will conduct Risk Assessments. The Health and Safety Adviser will provide guidance and assistance in the Risk Assessment process as necessary.

### **11. Control of Substances Hazardous to Health (Section 7 - School H&S Manual.)**

Assessments will be made for all hazardous substances as specified by the Control of Substances Hazardous to Health Regulations. The results of these assessments and precautions necessary will be recorded and brought to the attention of the staff involved. Substances classified as 'Hazardous to Health' will be eliminated or, where elimination is not possible, substituted with less hazardous substances wherever possible.

All necessary precautions will be taken for the use, handling, storage and disposal of any material or substance.

### **12. Personal Protective Equipment (PPE)**

The School recognises that Personal Protective Equipment (PPE) is a last resort and that, wherever reasonably practicable, risks will be controlled by other means.

Where the risks cannot be sufficiently reduced by other control measures, or where there is a residual risk after the implementation of control measures, the need for PPE will be assessed and suitable PPE will be provided as necessary. PPE Assessments will be recorded where the assessment is complex.

Staff will be informed of when and where there is a need to use PPE, and the reasons for such need. Suitable instruction/training on the use, maintenance and care of the PPE will be provided. Arrangements for the appropriate storage of PPE will be made. Where required, PPE will be formally inspected as necessary.

The School will maintain records of PPE provided to staff.

It is the responsibility of teachers to ensure that their pupils fully understand the need for the PPE, how and when to use it, and to ensure that the PPE is used appropriately.

### **13. Use of School Premises/Facilities by External Organisations**

The School will ensure, so far as is reasonably practicable, that external organisations contracting to hire School premises/facilities will be given sufficient information in order to allow them to conduct their activities without significant risks to their health and safety being presented by the School. This information will include relevant details of the School's fire evacuation procedures, and clearly defined guidance as to which parts of the premises external organisations will be granted access.

It will be the duty of external organisations using School premises/facilities to ensure that they provide adequate supervision, and take full responsibility for the health and safety of their customers/guests.

### **14. Further Guidance**

More detailed guidance on the above matters is given in the relevant sections of the Manual, as indicated.

