

HEALTH, SAFETY AND WELFARE POLICY

This Policy is applicable to all pupils, including those in EYFS.

INTRODUCTION

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone.

HEALTH AND SAFETY AT WORK ACT 1974

Christ Church Cathedral School recognises its statutory obligation to ensure all reasonable and practicable measures are taken to promote the Health and Safety of its employees, pupils, authorised visitors and members of the general public.

The Bursar has been delegated by the Headmaster to perform the functional responsibility for implementing this Health and Safety policy in practical terms.

However, all employees are directly responsible for the Health and Safety of themselves and all persons under their management, control or supervision. They must ensure the standards, practices and procedures within the Health and Safety Policy are observed.

All employees have a duty to exercise care and do everything to prevent injury to themselves and others.

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1992

This emphasises the systematic and regular assessment of all hazards and risks in the work place. These should be recorded as they are identified and steps taken, so far as is reasonably practicable, either to eliminate them or effectively to control them.

It is therefore the duty of all members of Staff to immediately report to the Bursar and/or the Headmaster all hazards and risks as they occur or are observed so that appropriate action can be taken to control, eliminate or minimise the hazard or risk.

This Policy statement with its Organisation and Arrangements is communicated to all employees so that everyone is aware of their responsibilities. These are summarised as follows:

THE RESPONSIBILITIES OF THE GOVERNORS

The Governors of Christ Church Cathedral School are fully committed to implementing the Health and Safety Policy in accordance with the provisions of the act and will:

1. Provide a safe working environment including safe access to and egress from the School premises.
2. Provide adequate supervision and information to enable all employees to avoid hazards and contribute particularly to their own health and safety.
3. Ensure that compliance with the Health and Safety at Work Act is the minimum safety standard to be achieved by the school.
4. Ensure, as far as reasonably practicable, that all work undertaken by employees of the School is carried out so that their health and safety, that of the pupils, authorised visitors and members of the general public is not put at risk.
5. Ensure that the adequate funds, materials and equipment are available to meet the Health and Safety requirements of the School.
6. Provide training in Health and Safety, and the use of risk assessments.
7. Consult with staff, when appropriate, on matters relating to Health and Safety.
8. The school refers to the 'Health and Safety: advice on legal duties and powers for school leaders Feb 2014' and 'Health and safety: responsibilities and duties for schools November 2018' when dealing with Health and Safety.
9. SMT will co-opt appropriate staff and act as Health and Safety committee as part of their routine business.

THE RESPONSIBILITIES OF EACH SCHOOL EMPLOYEE

It should be noted that the Health and Safety Act states:

'It shall be the duty of every employee while at work;

- 1. To take reasonable care of the health and safety of himself/herself and of other person who may be affected by his/her acts or omissions at work; and*
- 2. As regards any duty or requirement imposed on his/her employment or any other person by or under any of the relevant statutory provisions to co-operate with him/her so far as is necessary to enable that duty or requirement to be performed or complied with.'*

HEALTH AND SAFETY RESPONSIBILITIES FOR ALL EMPLOYEES

General

- Read and understand the School's Health and Safety Policy.

Safety Equipment

- Use the correct equipment/tools for the task and wear protective clothing and footwear where appropriate.
- Keep equipment and tools in good condition at all times and report defects to a superior.

Communications

- Co-operate with and inform the Bursar, the school management and safety officer, of any discrepancies or infringements to health and safety at work so that statutory obligations and duties can be maintained.
- Report immediately any person seen abusing the facilities provided (this information will be treated in confidence).
- Do not play dangerous or practical jokes on the school premises.
- Report any injury to yourself resulting from an accident at work on the School premises even if the injury does not prevent you from continuing work.

System of Work

- Work in a safe manner at all times and do not take any unnecessary risks which could endanger yourself or others who may be affected by your acts or omissions.

Plant, Equipment and Facilities

- Do not use plant or equipment for work for which it was not intended or if you are not trained or experienced in the use of it. If in doubt ask.

HEALTH AND SAFETY RESPONSIBILITIES OF TEACHING STAFF, MATRONS AND OTHER SUPERVISORY STAFF

Pupils – General

1. Ensure that pupils are aware that they also have a responsibility for the safety of themselves and others.
2. Ensure that they observe staff instructions in the event of an emergency.

3. Ensure that they do not wilfully misuse, neglect or interfere with anything provided for their safety.

Pupils – Supervision

Ensure that the arrangements for the supervision of pupils are implemented under all circumstances. These are contained in the Staff Handbook and/or advised from time to time at staff meetings. All staff must be familiar with them.

GENERAL HEALTH AND SAFETY ARRANGEMENTS:

ACCESS TO RISKY AREAS OF SCHOOL BUILDINGS AND GROUNDS

See policy below.

ADMINISTRATION

Those members of staff working with display screen equipment are aware of the regulations and are satisfied that they are provided with the required facilities.

ASBESTOS

An asbestos survey of the whole school was undertaken in August 2016. All recommendations were carried out as per the Asbestos report held in the Bursar's office.

BOOSTER SEATS

If pupils are travelling in a car, staff must ensure that the Booster Seat Regulations are complied with. All pupils under 135cm or 4ft 5in, unless they have passed their 12th birthday, must use a child seat appropriate to their age. A measuring stick is affixed to the wall at the entrance to the William Walton building. A booster Seats is located in the Bursar's office.

4 years to 6 years:

Booster seat, 15kg up to 36kg. Group 2

6 years to 12 years:

Booster seat or cushion, 22-36kg. Group 3

COMMUNICATION/TRAINING

1. The Health and Safety Policy of the School will be kept under review at the termly Governors Meeting, and a Health and Safety log must be kept at the School and used at the review.

2. This safety policy together with any subsequent revisions and amendments will be issued to all employees.
3. All employees will receive Instruction and Training so that they may carry out their duties in a safe manner without placing themselves or others at risk.

CONTRACTORS

It is the responsibility of the Bursar, in conjunction with the Headmaster, to select and manage all outside contractors. Most planned work takes place during holiday periods but in case of emergency, during term time, they are supervised by the Bursar or maintenance staff whilst working on the premises.

C.O.S.H.H

Safety Data Sheets for substances regarded as hazardous to health, and their control measures are held by:

1. The Bursary for janitorial and cleaning supplies;
2. The Chef Manager for the Kitchen;
3. The Science teacher in the Laboratory for chemicals.

Substances hazardous to health are generally kept under lock and key by the persons referred to above and positioned for safety. They are ordered in direct relationship to their usage and no large amounts are stored.

CURRICULUM

1. Pupils are taught about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, science lessons will cover the danger of fire, and how to avoid accidents. Through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.
2. We teach children respect for their bodies, and how to look after themselves. These issues are discussed in PSHE lessons and reinforced in Science, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE and Games lessons.
3. Associated issues also arise when we teach care for the environment, awareness of the dangers of litter, drugs education and sex education. (See the appropriate policies).

ELECTRICITY

1. All portable equipment is tested annually by a competent electrician
2. Mains equipment is tested every five years
3. Records are kept in the Bursar's office
4. All equipment is subject to a visual test before use and defects reported to the Bursar immediately

EMERGENCY PROCEDURES (See Emergency and Recovery Action Plan Section B)

All staff are trained in the Emergency Procedures for the school. All emergencies are recorded by the Bursar and reviewed yearly.

FIRE

See Fire Policy.

FIRST AID

See First Aid Policy.

KITCHEN

School catering is provided by the contractors, Thomas Franks. The kitchen comes under the school's Health and Safety, and all staff are trained in this and other food regulations including Food Safety Standards Act.

LEGIONELLA

The School will:

1. Comply with the requirement to provide a wholesome supply of domestic and drinking water, cold water for washing and for flushing toilets, and hot and water for showers (at a temperature not to exceed 43°C);
2. Have the supply chlorinated and tested yearly by a specialist company; and
3. Act on the recommendations of the specialist water testing company.

MAINTENANCE

Maintenance is the remit of the Bursar. Any defects must be reported to the Bursar immediately. The following are tested on a regular basis:

Gas appliances	Yearly
Electrical appliances	PAT tested yearly in the October half term. No appliance may be brought into School without the permission of the Bursar.
Mains electrics	5 yearly

MANUAL HANDLING

Staff must ensure that when lifting any item that this is done in a safe way. If the item is heavy or awkward they must consult with the Bursary

MINIBUS

The school recognises its legal requirement in running a minibus. It uses for guidance the ROSPA booklet on a 'Code of Practice for Minibus Safety'. **Drivers must be 21 years of age or over and have passed the Oxford Education Department minibus training or similar qualification.**

The drivers have read and understood the schools rules and instructions relating to driving a minibus and have signed a declaration to that effect.

NEW EQUIPMENT

On purchasing new equipment (sports, leisure) for the school that is to be used by the pupils, a risk assessment must be done to ensure safety of usage.

NOTIFIABLE DISEASES

The school's policy is that if it has reason to believe that a child is suffering from a notifiable disease, identified as such in the Public Health (Infectious Diseases) Regulations 1988, it will inform OFSTED of that fact and of any action taken as a result of advice given by the Health Protection Agency.

OCCUPATIONAL HEALTH SERVICES AND MANAGING WORK-RELATED STRESS

It is important for all staff to consult the Headmaster in medical cases affecting work so that where appropriate the School can make suitable adjustments and offer targeted support.

RISK ASSESSMENT

See Risk assessment policy.

SAFETY OF CHILDREN

1. It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, he/she should draw them to the attention of the School's Safety Officer (the Bursar) or the Headmaster before the activity takes place.
2. If an accident occurs resulting in an injury to a child, the teacher will first do all he or she can to aid the child concerned and then refer the child to the Matron. See First Aid Policy for further details.
3. All incidents involving significant injury are recorded in the school Accident Book, and we inform parents in such cases. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on the school files. Matrons should report significant injuries (i.e. those involving a hospital visit) to the Bursar who will notify HSE.

SCHOOL MEALS

1. The School provides all pupils with a meal at lunch time; boarders are also provided with breakfast and dinner.
2. The policy is that each boy should eat at least a little of what is on offer.
3. Boys opting for the Salad Bar in preference to the cooked Main Course should be encouraged by staff at tables to make a balanced selection rather than go for a pile of one thing they happen to like.
4. The school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not generally allow sweets to be eaten in school.

SCHOOL SECURITY

See School Security Policy.

SCHOOL TRIPS

All staff are required to know and implement the School's Trips Policy prior to arranging a trip:

1. Complete a Trips Request Form and get approval from the Headmaster.

2. Complete a Risk assessment form
3. Complete a Trip Pupil list for retention by the School Office
4. Complete a Medical Information list for all participating pupils
5. Return all the paperwork to the Headmaster for final authorisation

SCHOOL UNIFORM

1. We ask parents to equip their children with the necessary uniform and school equipment in good condition so that they are able to participate fully in all school activities.
2. On grounds of health and safety we do not allow boys to wear jewellery.

SEAT BELTS

We only use coaches and mini-buses in which seat belts are provided. Pupils are instructed to use seat belts at all times when the bus is moving.

SPORT

1. The School Sports Ground is situated in the Christ Church Meadows and is known as Merton Field, where organised games such as Cricket, Rugby, Football and Athletics take place in the appropriate season. These games are supervised by a qualified member of staff as is access to and egress from the ground.
2. The Swimming pool and Sports' Hall at University Pools, Iffley Road, Oxford are used by the School. Pupils are taken to and from the College and are supervised by qualified members of staff during these activities. The School is satisfied that the College has a Health and Safety Policy that maintains these facilities to the appropriate standard.
3. Indoor sporting activities take place on the Christ Church Astro-turf and at Iffley Road Athletics track.
4. During the Summer Term we also make use of the athletics track at Radley College
5. Physical Education (i.e. Gymnastics and Musical Movement) takes place in the Hall in the Walton Centre supervised by their teachers and/or other members of staff as appropriate.

SUPERVISION OF ANCILLARY, CONTRACT AND "UNCHECKED" STAFF

See Supervision of ancillary, contract and unchecked staff policy.

SUPERVISION OF PUPILS

See Supervision of pupils policy.

THEFT OR OTHER CRIMINAL ACTS

- Any incidents of theft involving children will be investigated.
- If there are serious incidents of theft from the school site, the Deputy Head will inform the police and record the incident formally.
- Should any incident involve physical violence against a teacher, this will be reported to the Health and Safety Executive and the school will vigorously support the teacher in question if he or she wishes the matter to be reported to the Police.

TRAFFIC MANAGEMENT

- No pupil may cross the road to Christ Church unsupervised and all pupil supervision staff are to be trained in compliance of the street crossing regulations.
- All staff are to be encouraged not bring their car to the school as space is at a premium.
- A member of staff is on duty at the beginning and end of each school day and during break times to supervise traffic movement in and out of the playground.

VDUs/DISPLAY SCREEN EQUIPMENT

Pupils

Although pupils do not spend most of the school day working with VDUs, they spend increasing amounts of their private study and leisure time with screens. They are provided with guidance on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen as part of PSHE.

Blinds or curtains are fitted to all classrooms, and the school provides pupils with chairs that provide proper support for the lower back.

Members of staff

Members of staff who work regularly for most of the working day with VDUs are entitled to have their work station assessed. The school will arrange for them, as appropriate, to be provided with:

- Suitable chairs
- Foot rests
- Anti-glare screens
- Wrist rests
- Window blinds

Guidance is provided on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen.

In cases where a member of staff feels that long-term use of a computer is having, or has had a detrimental effect on his/her vision, the school will meet the cost of an eye test at an NHS registered Optometrist.

Trailing cables

Trailing cables are an obvious trip hazard. The IT Technicians are trained to install work stations, interactive screens and projectors safely, and to ensure that rubber cable covers are used where there is no alternative.

WASTE DISPOSAL

- The School is to comply with the Environmental Protection Act (Duty of Care) Regulations 1991.
- Disposal of unwanted substances hazardous to health are made in consultation with the Environmental Health Department or other qualified agent.

MONITORING AND REVIEW

- The school has a named individual with responsibility for Health and Safety matters (the Bursar). It is his responsibility to keep the Board of Governors informed of new regulations regarding Health and Safety, and to ensure that the school regularly reviews its processes and procedures. Such issues will normally be raised at Governors' Meetings.
- The Board of Governors, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.
- The Headmaster implements the school Health, Safety and Welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them and with the Bursar reports to Governors on health and safety issues.

Reviewed by SMT 19th April 2021