



Cokethorpe

SCHOOL

Health and Safety Policy

September 2023

Reviewed: September 2023
Next review: September 2024

HEALTH AND SAFETY POLICY

Policy Statement

Governors of Cokethorpe School fully recognise their collective responsibility for providing, so far as is reasonably practicable, a safe and healthy School for all employees, pupils, contractors, visitors (including parents) and others who could be affected by the School's activities. The Governors attach high priority to ensuring that all the operations within the School environment, both educational and support, are delivered in an appropriate manner. The Governors are committed to promoting the welfare of all in the community so that effective learning can take place.

The Governors of Cokethorpe School fulfil their responsibility by appointing a Governor with responsibility for overseeing health and safety as part of their general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings.

Day-to-day responsibility for the operation of health and safety at the School is vested with the Headmaster. However, Governors have specified that the School should adopt the following framework for managing health and safety:

- The Governor overseeing health and safety attends the meetings of the School's Risk Management Committee half termly and receives copies of all relevant paperwork
- A report on health and safety is tabled at each term's Finance and Estates Committee meeting
- The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the committee chairman wishes to bring to the Board's attention
- The external fabric of the School, its plant, equipment and systems of work are surveyed and inspected regularly by industry-recognised professionals
- These reports are considered by the Finance and Estates Committee and its recommendations form the basis of the School's routine maintenance programmes
- The School's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Catering Manager arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas once a year, together with regular external deep cleaning and pest control services, and that the bursar reports on all these aspects to the Finance and Estates Committee
- The School has fire risk assessments, carried out by a competent person, which are reviewed every year for progress on completion of items in the action plan, and updated every three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Risk Management Committee should review this risk assessment every time it is amended
- An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the School, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the Finance and Estates Committee
- The School has a competent person undertake a risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place
- The School has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at height training'. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. All school trips and visits will have staff who are first aid trained and can drive the minibuses. This training is also extended to selected members of the non-teaching staff

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headmaster, the Bursar and other members of the Senior Management Team ('SMT') in order to enable the Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the bursar.

Violence towards staff will not be tolerated whether that is perpetrated by pupils, parents, visitors to the School or other members of staff.

All employees are briefed on where copies of this statement can be obtained. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.

HEALTH AND SAFETY POLICY

The following is the Health and Safety policy for Cokethorpe School and is to be observed by all teaching and support staff. Under the Health and Safety at work act 1974, the School also takes due regard and follows the principles of DFE Guidance from the 2011 Health and Safety DFE advice on legal duties and powers for Local Authorities, Head Teachers, Staff and Governing Bodies. A copy of this policy is available on the School website.

The School has a number of documents describing current procedures, particularly those relating to emergency evacuation and to particular departments' working practices. The latest versions or references to them can be found in the particular department or in the School Health and Safety folder held by the Bursar on behalf of the Risk Management Committee.

The School understands and accepts the obligations under the Health and Safety at Work Act 1974 and associated legislation, to provide a safe and healthy environment for all users of the premises. The Governors have a statutory duty to provide a safe and healthy place for all employees. In certain circumstances this duty extends to those persons for whom the School and its employees provide services or to others engaged to provide services for the School.

As far as is reasonably practicable, the School expects to provide:

- Safe systems of work and healthy working conditions
- First Aid facilities and trained first aid personnel
- Safe premises, plant and equipment
- Arrangements for the safe use, handling, storage and transport of articles and substances
- Safe means of access and egress
- Appropriate security arrangements
- Opportunities for the participation of employees' representatives in promoting health and safety at work

The School requires its employees to:

- Support and implement this policy, including Appendix A: Designated Responsibilities and Health and Safety Procedures
- Set a personal example through safe behaviour and comply with appropriate safety warnings
- Make use of the protective equipment available; ensure that pupils make use of protective equipment; accept that the safety equipment, protective clothing and procedures provided must be employed as appropriate to the hazard and in the manner described
- Familiarise themselves with procedures for emergency evacuation
- Satisfy themselves when using plant, machinery, tools or equipment that it is not defective and that it is suitable for the task; where there is doubt refer equipment to the health and safety officer. When required, undertake the testing of equipment provided, in accordance with published requirements; ensure that it has current valid test certificates where appropriate
- Ensure that any equipment to be purchased, hired or installed by the School is suitable for its intended use and location and complies with the appropriate safety regulations. Full operating and maintenance instructions written in English, must be provided and made available for use
- Report in writing to the designated person if inadequacies are detected in any safety procedures
- Be conscious of the health, safety and welfare of themselves, their colleagues, persons in their care and members of the public, and do nothing by act or omission which will adversely affect themselves or those others
- Report all accidents, reportable diseases, dangerous occurrences and potentially hazardous incidents in accordance with prescribed procedures
- Engage in continuous improvement with regard to risk assessments
- Teach safety as an integral part of courses, both by formal teaching, where appropriate, and by example, ensuring that no School user sees or is allowed to do anything which does not correspond to the best industrial or teaching practice

- Prohibit and report any pupil who refuses to adopt safe working procedures from taking part in the lesson, and refer the pupil to the Head of Department so that appropriate disciplinary action can be taken
- Inform contractors and other workers not employed by the School of appropriate health and safety regulations and appropriate points from this health and safety policy and check health and safety policies of contractors

Please note: All employees should be aware that failure to discharge the obligations placed on them by this policy and its appendices, or by any relevant statutory provision, may make them liable to prosecution by the Health and Safety Executive, or to disciplinary action under the School's disciplinary rules.

DESIGNATED RESPONSIBILITIES

The Headmaster

Responsibility for the implementation of the Health and Safety Policy within the School lies with the Headmaster.

Senior Management

The Senior Management Team is required to:

- Ensure that the School is so organised that potential risk is minimised to members of staff, pupils, or other users of the property
- Ensure that all staff are properly briefed and trained in their duties and responsibilities as part of the general programme of staff development
- Set a personal example and encourage a safe attitude towards work amongst all employees
- Ensure that there are safe systems of work and that members of staff and pupils use protective equipment provided, observe standards laid down by law and co-operate in agreed safety measures
- Co-operate with the safety representatives of recognised employee groups

The Safety Officer – Mrs H Stapleton

The responsibilities of the Safety Officer include:

- Monitoring and implementing the general safety programme
- Carrying out a regular programme of inspections on behalf of the Headmaster
- Analysing accident reports and preparing an annual report of reportable incidents (RIDDOR) for the Governing Body
- Establishing and monitoring first aid procedures
- Establishing and monitoring emergency fire procedures
- Setting a personal example and encouraging a safe attitude towards work amongst all staff and pupils
- Establishing protective clothing and equipment needs and establishing monitoring procedures for their use
- Hold relevant information on health and safety which will include Health and Safety Executive (HSE) guidance notes, codes of practice and copies of this policy and its appendices
- Report accidents and ill health at work to RIDDOR

The School Risk Management Committee

Committee members:

Chairman: Bursar
Deputy Headmaster
Director of Co-Curricular
Facilities Manager
General Services Manager
School Nurse
Prep School representative
Head of Science
Director of Sport
Head of Technology
Head of Outdoor Education

Governor with responsibility for Health and Safety: Mr Keith Walton

External Consultant: Mr M Kelham

It is intended that most health and safety matters will be dealt with promptly within each department. Matters that cannot be handled promptly within the department, which may be of a more general nature, should be referred to the Risk Management Committee. The committee meets twice termly to formulate safety rules and consider hazards and potential safety problems throughout the School. Minutes are

circulated and copies are displayed on the Common Room notice board. Further copies are passed to the Headmaster and Governing Body.

The functions of the Risk Management Committee are:

- The study of accidents and notifiable diseases, statistics and trends
- To commission an external audit of processes and procedures.
- The examination of safety audit reports
- To consider reports that safety representatives may wish to submit
- To consider reports and factual information provided by inspectors for the enforcing authority appointed under the Health and Safety at Work Act
- To assist in the development of School safety rules and safe systems
- To monitor the procedures and risk assessments within each department and to share best practice
- To monitor the adequacy of health and safety communication and publicity in the School
- To provide a link with the appropriate inspectorates of the enforcing authority
- To make recommendations to the Headmaster and to the Governing Body

HEALTH AND SAFETY GENERAL ARRANGEMENTS

Responsibilities

- It is the responsibility of the appropriate Line Manager/HoD to ensure that suitable training for staff is undertaken as required by Health and Safety legislation
- Overall and final responsibility for health and safety in the School is that of the Headmaster
- The Headmaster is responsible for this policy being carried out at the premises at Cokethorpe School, Witney, Oxon OX29 7PU
- The Bursar will be responsible as his deputy
- The following supervisors are responsible for safety in particular areas:

Special Responsibilities

Off-site visits, overseas trips,	Director of Co-Curricular
Electrical and other equipment,	Facilities Manager
Sewage Plant,	Facilities Manager
Medical, First Aid	School Nurse
Catering and Housekeeping, General Services	Domestic Services Manager
Design and Technology,	Head of DT
Health and Safety Officer, School transport,	Bursar
Science,	Head of Science
Sports,	Director of Sport
IT,	IT Manager
Staff representative, Prep School,	Prep School Deputy Head
Slips and Trips	Bursar

All employees have the responsibility to cooperate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee, supervisor or manager identifies a health or safety concern that they are not able to put right, they must inform the appropriate person named above immediately.

Consultation between management and employees is provided by the Risk Management Committee.

Accidents

Investigating Accidents – the School Nurse and Risk Management Committee.

Action:

First aid boxes are located around School and contain basic first aid equipment. Boxes are located at the following sites:

- Junior and Senior Art rooms
- Catering department (public toilets, kitchen and coffee shop)
- Costume department (plasters only)
- Cricket pavilion (first team, Summer Term)
- Deputy Head of Sixth form office
- DT workshop
- Early Years classrooms
- Front office
- Maintenance department (Sheds and kitchen)
- Medical Centre
- School boat house
- Science prep rooms and classroom
- Senior School office
- Sports Hall
- Common Room
- The Shed
- On board all School minibuses
- On board maintenance buggies/diggers/tractors
- Prep School kitchen

A list of Qualified First Aiders is kept in the Medical Centre.

Location of Medical Centre is under Bell Tower.

Appointed person responsible for First Aid boxes: First Aider.

Accident record is in the Medical Centre.

Maintenance of accident records and reporting notifiable accidents: School Nurse.

General Fire Safety

Escape routes	Facilities Manager: checked monthly
Fire extinguishers	Executive Fire Alarms: checked yearly
Fire alarms	Facilities Manager: checked weekly
	Executive Fire Alarms: checked every six months
Emergency lights	Deputy Facilities Manager: checked monthly
Fire drill	Staff and pupils: termly exercise

General Safety

Sports Hall equipment	Director of Sport
Design Technology equipment	Head of DT: checked termly
Equipment maintenance workshops	Facilities Manager: checked yearly
Science equipment	Head of Science: checked yearly and at other intervals

Vehicles

Please refer to the Transport Policy for our School Bus Code of Conduct

Car parking and vehicles on site	Facilities Manager
School bus arrangements	Facilities Manager
Ensuring that the School minibuses and other vehicles are properly maintained and road worthy	Facilities Manager

Advice and Consultancy

Doctor	Dr S Smith
	Windrush Medical Practice, Witney, Oxon
Tel	01993 702911

Night and Weekend Emergencies 01993 704513 / 07766 721729

Nurse: School Nurse
Tel: 01993 892335 or internal 2335

Audit

Consultancy advice and audit is carried out by Mr M Kelham.

Training

New Employees

On joining the School, all employees will be informed of the general health and safety aspects of their employment and of any specific information appropriate to them.

All Employees

All employees will be informed about, and trained in, health and safety matters including exposure to any identified risks. Such information and training will be given in the event of there being a change in circumstances affecting health and safety, and otherwise will be adapted and repeated periodically where appropriate. Training will be conducted during work hours.

Persons responsible for training: Bursar, Facilities Manager, General Services Manager and School Nurse

Special Training

Chemical Sprays
Electrical

Groundsmen
Maintenance staff member

Contractors

Before commencing work, sign in at the Front Office, read fire regulations and Health and Safety policy. There must be no smoking on the School site whilst working. Proper safety procedures must be followed according to work to be done.

Contractors will be issued with Visiting Contractor Safety Notes (VCSN). If hot works are planned, a Permit to Work will be issued.

Hazards

Hazard sheets
Manufacturer's guidance
Other guidance
Radiation Protection

Senior Science Laboratory Technician
Recorded and available on request
Laboratory regulations must be adhered to
Dr K Bowker – Oxford Safety and Risk Management Advisers

Housekeeping and Premise

Cleaning materials, waste disposal, safe stacking and storage of equipment/materials

General Services Manager

Electrical Equipment

Regular inspection of plugs and cables for loose connections and faults:

Responsibility: HOD's and managers

Termly prompt by the Bursar

All new portable electrical equipment must be safety tested before use or any personal item brought onto the School site by staff or pupils

Responsibility:
Facilities Manager

Checks will be made as equipment delivered.
Termly prompt by the Bursar.

Arrangements with electrical contractors for periodic checks of the installation and equipment: see contracts in the Bursary.

Asbestos

The asbestos survey and register is held in the Maintenance Department Responsibility: Facilities Manager

Legionella

The Legionella register and records of checks are held in the Maintenance Department Responsibility: Facilities Manager

Construction (Design and Management) Regulations 2007

Responsibility: Facilities Manager

Machinery

Rules for use: see Facilities Manager

Equipment (checked when used)

Gang mowers, tractor, Hayter, Flymo, Motor mowers Head Groundsman

Chain saw, Angle grinder, Circular saw, Electric planer, Electric Drills Facilities Manager

Any other electrical/mechanical equipment, stored/maintained/used by the maintenance department Facilities Manager

Dangerous Substances

Rules concerning dangerous substances:

LPG	Only to be maintained by official Contractors
Laboratory chemicals	Senior Science Laboratory Technician
Welding equipment (maintenance)	Facilities Manager
Welding equipment (DT)	Head of DT
Gas cylinders	Facilities Manager
Cleaning Chemicals	Facilities Manager / Domestic Services Manager
Paint	Facilities Manager
Weed killers	Head Groundsman
Creosote	Head Groundsman
Any other dangerous substances stored or used by Maintenance Department	Facilities Manager

All of the above to be retained in a secure area/store.

Fluids

LPG As per manufacturers' instructions
Aerosols As per manufacturers' instructions