

Health and Safety Policy Statement

Date Reviewed	02.01.2024
Reviewed By	DR
Date Of Next Review	01.08.2024
Version	8.2



WYCHWOOD
SCHOOL • OXFORD

1. Statement of Intent

The Board of Directors of Wychwood School, Oxford fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities.

In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The Directors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as the Board of Wychwood School by appointing a Director with responsibility for overseeing health and safety and the maintenance of the fabric of the estate and buildings (James Weedon).

Day-to-day responsibility for the operation of health and safety at the school is vested with the Head and Director of Operations (DoO). However, as Directors, we have specified that that the school should adopt the following framework for managing health and safety:

The Director Responsible for Estates and Health and Safety attends the meetings of the school's health and safety committee termly or more frequently if required and receives copies of all relevant paperwork including minutes of the weekly committee meetings.

A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled by the DoO at each month's Estates/Finance and General Purposes 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, as required, by competent professionals.

These reports (as per point above) are considered by the Estates/Finance and General Purposes Committee and its recommendations (together with other defects) 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). The School employs an external catering company that is responsible for all aspects of health and safety and compliance within the catering operation of the school. As part of the caterer's health and safety arrangements, regular hygiene and safety audit of food storage, meal preparation and food serving areas are carried out and shared with the school, together with regular external deep cleaning and pest control services which are arranged in conjunction with the DoO. He reports on all these aspects to the Estates/Finance and General Purposes 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 Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Estates/Finance and General Purposes 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 includes basic 'manual handling' and 'working at height training' for those that may require it as part of their role. 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. First aid training and minibus driver training are provided to certain members of staff to ensure adequate provision for trips and visits.

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 Head, DoO and other members of the Senior Leadership Team ("SLT") in order to enable the Directors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the DoO.

All employees are briefed on where copies of this statement can be obtained on the school's intranet. 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.

Signed



Simon Tyrrell - Chair of Board of Directors, for and on behalf of the Board

Date 2nd January 2024

2. Responsibilities and Organisation

The Board of Directors recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling health and safety matters. A summary of the individual duties including reporting arrangements and hence the organisation and accountability are as follows:

The Board of Directors

will ensure that adequate funds are made available for health and safety matters

The Director responsible for Estates/Health and Safety

will attend Health and Safety Committee meetings and review reports/minutes and recommendations from the Committee and bringing relevant matters to the Full Board Meetings

The Head

In addition to the responsibilities specified in the Statement of Intent the Head:

1. is responsible and accountable to the Board of Directors for implementing the school Health & Safety Policy and for all matters relating to health, safety and welfare within the school.
2. will delegate day to day management of health and safety matters to the DoO who is the Health and Safety Co-ordinator.
3. must be aware of all contracts and/or third parties entering the school to undertake maintenance, service or works contracts. This duty will be delegated to the DoO.

The Director of Operations

In addition to the responsibilities specified in the Statement of Intent the DoO is responsible to the Head for the following:

1. taking day to day responsibility for all health and safety matters in the school
2. reporting to the Head on all health and safety matters
3. overseeing the implementation of the School's Health and Safety Policy
4. monitoring standards of health and safety throughout the School
5. obtaining specialist advice on health and safety matters where required
6. convening and chairing the Health and Safety Committee
7. liaising with outside contractors to ensure adoption of safe working practices while on site
8. establishing and maintaining a system of checks for all health and safety matters ensuring that all plant and equipment is inspected and tested and records maintained
9. assisting staff, pupils and others in the development of appropriate risk assessments

10. investigating all major accidents/incidents or near-misses and liaising with HSE and other appropriate bodies
11. establishing and maintaining systems for the reporting and resolution of any health and safety issues
12. implementing fire evacuation drills at least termly
13. RIDDOR reporting
14. Providing the risk assessments for area of common space both internal and external
15. Overseeing first aid provision
16. The provision of health and safety training for staff as required

Department Heads

In addition to the responsibilities specified in the Statement of Intent Department Heads are responsible for the following:

1. ensuring staff and pupils in their area of work understand and implement the School's Health and Safety Policy and Procedures
2. producing the departmental Health and Safety Policy
3. establishing and maintaining safe working practices
4. carrying out and then reviewing risk assessments with their staff
5. carrying out and then recording regular safety inspections of their area of activities
6. satisfying themselves that adequate risk assessments have been made and suitable controls put in place for any off-site activities
7. identify any training needs and ensuring that staff and pupils are appropriately trained in the use of any equipment or materials
8. ensuring that appropriate protective equipment is available and used
9. Report any maintenance or health and safety issue to the DoO and Estates Team via the reporting system

Teaching Staff

In addition to the responsibilities specified in the Statement of Intent Teaching Staff are required to:

1. exercise effective supervision of their pupils
2. ensure pupils understand and follow evacuation procedures when required
3. know the specific safety measures and risk assessments to be adopted in their specialist areas
4. ensure all equipment is safe to use or disable it and arrange repair or replacement
5. give clear instructions and warnings to pupils as often as is necessary
6. ensure pupils use personal protective equipment (PPE) and safe system of working practices as appropriate

7. ensure teaching areas are tidy and loose cables are covered or clearly marked as hazardous
8. integrate all relevant aspects of safety into the teaching/learning process
9. implement appropriate first-aid procedures as appropriate
10. Report any maintenance or health and safety issue to the DoO and Estates Team via the reporting system

(These requirements also apply to students and GAP staff who are carrying out teaching practice or assistance under the auspices of the School and the relevant line manager must make them aware of their responsibilities.)

Technicians

In addition to the responsibilities specified in the Statement of Intent Technician Staff are required to:

1. assist teaching staff and pupils in the safe operation and use of equipment
2. maintain equipment in safe working condition in compliance with current legislation
3. maintain records required by health and safety legislation
4. know the specific safety measures and risk assessments to be adopted in their specialist areas, familiarising themselves with any user instructions
5. ensure there is an adequate stock of clean personal protective equipment (PPE) for staff and pupils
6. ensure the storage of chemicals and other hazardous materials is to a high and appropriate standard
7. Report any maintenance or health and safety issue to the DoO and Estates Team via the reporting system

Caretaker/Estate Staff

In addition to the responsibilities specified in the Statement of Intent the Caretaker/Estates staff are required to:

1. oversee for the overall safety, security lighting and heating of the site on a day to day basis
2. be responsible for the overall external cleanliness and safety of the site with particular attention during adverse weather conditions
3. eradicate the build-up of all materials that could lead to blocked ground & roof drains, slips, trips and falls or a fire hazard
4. ensure all fire routes and exits are kept clear of obstructions and flammable materials
5. use personal protective equipment (PPE) and specific safe working procedures as defined by appropriate risk assessments
6. undertake portering duties around the site paying special attention to manual handling procedures
7. maintain the Ladder Register and work in accordance with the Working at Height Regulations
8. be responsible for the maintenance of all boiler rooms ensuring they are clean and tidy

9. report any health and safety defects immediately to the DoO and cordon off areas if appropriate
10. follow the procedures in the Asbestos Policy and Register whenever dealing with suspected or actual asbestos containing materials
11. ensure the safety of passers-by when working in and around the buildings and site
12. Log any maintenance or health and safety issue to the DoO and Estates Team via the reporting system

Office Support Staff

In addition to the responsibilities specified in the Statement of Intent Business Support Staff are required to:

1. carry out a risk assessment of their work area to satisfy the requirements and guidance relating to Display Screen Equipment (DSE)
2. ensure office areas are tidy and loose cables are covered or clearly marked
3. ensure all electrical equipment is in current PAT certification
4. book in visitors and contractors at reception and make them aware of emergency procedures.
5. ensure all contractors report to the DoO or his nominated representative before being allowed to work on site
6. Report any maintenance or health and safety issue to the DoO and Estates Team via the reporting system

Boarding Staff

In addition to the responsibilities specified in the Statement of Intent Boarding Staff are required to:

1. act in loco parentis for boarders in relation to their health, safety and welfare
2. have overall responsibility for boarders' behaviour out of normal academic hours
3. implement a night-time fire evacuation drill at least once per term
4. follow all boarding procedures to ensure the safety and security of boarders
5. be responsible for the safe storage, administration and supervision of any medication and medical referral required by pupils in line with procedures in the Boarding Handbook
6. identify and notify the DoO of any defects in buildings or equipment likely to affect the health and safety of boarders
7. Report any maintenance or health and safety issue to the DoO and Estates Team via the reporting system

Housekeeper

In addition to the responsibilities specified in the Statement of Intent the Housekeeper is required to:

1. be familiar with the school's Health & Safety Policy and aware of any implications of the policy as it affects her work e.g. storage of materials and safe use of equipment and substances.

2. in the case of direct labour under her control, ensure that they are adequately informed, instructed or trained in the safe use of equipment, materials and substances
3. maintain records of all hazardous substances and risk assessments for their use
4. Maintain and inspect any housekeeping equipment (such as washing and drying machines) and report any defects or concerns to the DoO.
4. identify and notify the DoO of any defects in buildings or equipment likely to affect the health and safety of staff and pupils
5. be responsible for the replacement of consumables in cloakrooms in the promotion of health and hygiene
6. Report any maintenance or health and safety issue to the DoO and Estates Team via the reporting system

Cleaning Staff

In addition to the responsibilities specified in the Statement of Intent the Cleaning Staff are required to:

1. store all hazardous materials safely immediately after use and keep COSHH Data sheets and risk assessments
2. use personal protective equipment (PPE) and specific safe working procedures as defined by appropriate risk assessments
3. ensure the safety of passers-by when working in and around the buildings
4. work in accordance with the Working at Height Regulations
5. report any safety defects immediately to the Housekeeper
6. store all chemicals in their original appropriately marked containers

Catering Manager

In addition to the responsibilities specified in the Statement of Intent the Catering Manager and staff are required to:

1. fulfil their obligations under The Food Safety Act and all food related legislation
2. operate a safe system of work as described in 'Safer Food Better Business'
3. maintain appropriate records of e.g. food temperatures, best before dates and produce these when required by Senior Management or EHO
4. notify the DoO immediately of any signs of pest infestation or damage to structure and equipment
5. ensure the highest standards of kitchen cleanliness and person hygiene
6. ensure they are fully aware of staff and pupils with food allergies and intolerances
7. report any illness to their line manager immediately and use first aid equipment appropriate to a catering environment
8. ensure that any temporary staff are fully aware of the requirements of this policy

9. Report any maintenance or health and safety issue to the DoO and Estates Team via the reporting system

Pupils

In addition to the responsibilities specified in the Statement of Intent Pupils are required to:

1. take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions
2. co-operate with the School and others to ensure compliance with statutory duties
3. ensure they do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare including first aid and fire prevention/fighting equipment
4. comply with any training instruction provide by teachers or other competent person for the use of equipment or activity
5. inform their Form Teacher of any serious dangers to health and safety provision
6. adhere to all safety control measures as required by the School and others

The Health and Safety Committee

The Board of Governors recognise that the way forward in achieving effective management of the School Health & Safety Policy and the Arrangements necessary to fulfil their obligations is through the School Health & Safety Committee.

Composition of the Committee

- Director of Operations (Clerk)
- Head
- Head of Science
- Head of Art
- Director of Sport
- Head of Drama/Exams Officer
- Boarding Housemistress
- Head of Housekeeping
- Estates Supervisor/Caretaker
- (Director responsible for Estates and Health and Safety)

Terms of Reference

- 1 To oversee health & safety matters throughout the school.
- 2 To report on Health and Safety matters or issues within their department
- 3 To consider the legal obligations imposed by health and safety legislation and to initiate appropriate action.
- 4 To receive reports following health & safety audits
- 5 To initiate appropriate action on health and safety matters drawn to the Committee's attention.
- 6 To monitor the implementation in the school of duties imposed in relation to health and safety legislation.
- 7 To formulate a health and safety culture throughout the school

- 8 To review all accidents and incidents and to make changes to improve the standard of health and safety within the school
- 9 To have an overview of policy compliance
- 10 To review the Educational Visits folder to ensure compliance with the Educational Visits Policy requirements.

Meetings are held half termly. Minutes are circulated after each meeting including to the Head and The Director responsible for Estates and Health and Safety.

3. The Arrangements

1. All employees should familiarise themselves with the Arrangements for Health and Safety within the school, policies, procedures and guidance for implementation and monitoring, defined in documentation in the Employee Handbook
2. All employees taking an educational visit are required to comply with the Educational Visits policy as stated in the Educational Visits folder of Current Policies folder in the Policies folder in the Staff Share area of the school intranet.
3. All employees are required to comply with current legislation on matters of particular importance within the school i.e. asbestos, legionella prevention, driving the minibus, radiation.