



HEALTH AND SAFETY POLICY

This is the Health and Safety Policy Statement of the Worcester Christian Education Trust

The Trustees of Worcester Christian Education Trust (WCET), proprietors of The River School declare that our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety, and that of pupils in our care;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees and pupils;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions;
- To review and revise this policy as necessary at regular intervals.

Signed:

Tim Lonergan (Chair of Trustees)

Date: 18th November 2022

Review Date: December 2023

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

- Overall and final responsibility for health and safety is that of the Trustees.
- Day-to-day responsibility for ensuring this policy is put into practice is designated to the Health and Safety Officer.
- To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas as the members of the H&S Committee:

Mrs Purvi Wood	H&S Officer
Mr Adrian Parsonage	Fire Officer
Mrs Joanne Mistry	First Aid Coordinator
Mr Marc Cawte	PAT Testing
Mrs Joanne Barron	EYFS H&S
Mr Marc Cawte	Site Management
Mr Tim Lonergan	Designated Trustee Responsible for H&S

All employees must:

- Co-operate with management on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety, and that of those in their care;
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by the member of staff responsible for that area, assisted by the Health and Safety Officer if necessary.

- The Health and Safety Officer will keep documented findings of risk assessments as appropriate.
- Action required to remove/control risks will be approved by the Health and Safety Officer, Headteacher or Trustees, as appropriate.
- The author of the risk assessment will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

CONSULTATION WITH EMPLOYEES

- Consultation with employees is provided by the Health and Safety Committee, which is a sub-committee of the Senior Leadership Team (SLT) of the school.
- The Health and Safety Committee meets at least once per term. Reports are passed to the SLT and the Trustees after each meeting and more often if appropriate.
- The employee representatives are those employees named on page 2.

SAFE PLANT AND EQUIPMENT

- The staff member responsible for using the equipment will be responsible for reporting all equipment/plant needing maintenance, either to the Site Manager or the Health and Safety Officer.

- The Site Manager and the Health and Safety Officer will be responsible for ensuring effective maintenance procedures are drawn up and that identified maintenance is implemented.
- The member of staff requesting new purchases will check that new plant and equipment meets health and safety standards before it is purchased.
- Anyone bringing in plant and equipment from outside must ensure that it meets health and safety standards before it is used on the premises.

SAFE HANDLING AND USE OF SUBSTANCES

- There is a separate Health and Safety Policy for the Science Department. The original is kept by the Health and Safety Officer, with a copy in the Science Department.
- The Head of the Science Department will be responsible for identifying all substances in the School which need a COSHH assessment, while the Site Manager will be responsible for identifying all cleaning and maintenance substances which need assessment.
- The Head of the Science Department and the Site Manager will be responsible for undertaking COSHH assessments, as detailed in the previous paragraph. They will be responsible for ensuring that all actions identified in the assessments are implemented.
- Completed COSHH assessments will be passed to the Health and Safety Officer, who will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- Any member of staff wishing to order new substances will inform the Head of the Science Department, or the Site Manager, as appropriate, who will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

INFORMATION, INSTRUCTION, SUPERVISION

- The Health and Safety Law poster is displayed in the staffroom in Oakfield House, and in the School Office Hallway.
- Health and safety advice is available from the Health and Safety Officer.
- Supervision of young people on work experience will be arranged and monitored by the Headteacher (Mr Adrian Parsonage (River); Mrs Joanne Barron (Early Years)).
- The Headteacher is responsible for ensuring that our students sent out on Work Experience or Serving the Community projects, to work at other locations under the control of other employers, are given relevant health and safety information. This person is also responsible for vetting prospective work placements in terms of the health, safety and welfare of students.

COMPETENCY FOR TASKS AND TRAINING

- Induction training will be provided for all employees by the Health and Safety Officer.
- Job specific training will be provided by the leader of the appropriate department.
- Specific jobs requiring special training are those in the Science and Site Management Departments.
- Training records are kept in the personnel files by the Health and Safety Officer in the main office.
- Training will be identified, arranged and monitored by the Headteacher, the Health and Safety Officer and head of appropriate department.

ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

Health surveillance is not currently required for any employee of WCET.

- First aid boxes are always available, and are located in:

- Early Years kitchen
- First aid room
- Main Reception
- Staff Kitchen
- Sports Hall
- Science Lab
- Muller Room
- Maintenance workshop
- Class 1/2
- Class 3/4
- Art Room

A portable first aid kit is available from the Office for taking off site for trips. The First Aid Co-ordinator is responsible for restocking the first aid boxes.

- The First Aid Coordinator is:
 - **Joanne Mistry**
- The appointed first aiders (holding Emergency First Aid at Work Certificates) are:

Paediatric First Aid

Joanne Barron
Martha Free
Jean Heath
Claire Smith
Carol Parry
Sophie Proctor
Charlotte Showell

First Aid

Stephanie Boyd
Rachel Edwards
Trina Fernando
Joseph King
Joanna Mistry
Chiara Pelazza
Lydia Parsonage
Chris Stacey

- All accidents and cases of work-related ill health are to be recorded in the accident log on ET-aims, which must be filled in if any child, member of staff, or visitor sustains an injury whilst on the premises.
- The Health and Safety Officer is responsible for the reporting of accidents, diseases and dangerous occurrences to the enforcing authority (e.g. RIDDOR).

EMERGENCY PROCEDURE – FIRE AND EVACUATION

The Health and Safety Officer is responsible for ensuring:

- A fire risk assessment is undertaken and implemented by the Fire Officer;
- Fire extinguishers are maintained and checked, as organised by the Fire Officer;
- Escape routes are checked every week by the Site Manager;
- Alarms are tested every week by the Site Manager;
- Emergency evacuation will be tested once a term;
- Records of all the above are kept by the Fire Officer.

MONITORING

To check our working conditions, and ensure our safe working practices are being followed we will:

- Review policy and practices annually, or when a change in working pattern occurs, whichever is soonest;
- Carry out weekly and other regular checks to include all Fire testing as detailed above and annual Legionella testing and gas boiler inspection, annual and whenever necessary Portable Appliance Testing (PAT) and First Aid box checks half-termly and as detailed in the First Aid and Accident Policy.
- Carry out spot checks;
- Liaise with employees via the Health and Safety Committee.

The Health and Safety Officer is responsible for investigating accidents, work-related causes of sickness absences, and for acting on investigation findings to prevent an occurrence.