



## HEALTH AND SAFETY POLICY

### Legal Status:

Prepared with regard to:

- Health and Safety at Work etc. Act 1974 and associated amendments and regulations including any relevant supporting documents.
- The Management of Health and Safety at Work Regulations 1999.
- The Regulatory Reform (Fire Safety) Order 2005
- Prepared with regard to the Equality Act 2010, Race Relations Act 1976, Race Relations Amendment Act 2000, Sex Discrimination Act 1986, Children's Act 1989 and Special Educational Needs and Disability, Act 2001.
- Health and Safety: Department of Education (DfE) *Advice on legal duties and powers for local authorities, head teachers, staff and governing bodies* (DfE July 2011).
- Health and Safety Executive (HSE) *School trips and outdoor learning activities - tackling the health and safety myths* (HSE July 2011).
- Regulatory Requirements, Part 3 Welfare, Health and Safety of Pupils and Part 5 Premises and Accommodation of the Education (Independent School Standards) (England) Regulations 2010.
- Accidents and ill health at work are reported in accordance with the *Reporting of Injuries, Diseases and Dangerous Occurrences* (RIDDOR) legislation [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) Tel: 0845 300 9923.

### Applies to:

- The whole School, including all staff (teaching and non-teaching), the Local Governing Body and volunteers working in the school.

### Related Documents:

- General Statement of Health and Safety Policy Summary, Health and Safety Poster (displayed)
- Health, Safety and Welfare Procedures, Risk Assessment Policy
- Equality and Diversity Policy (2010) and Public Sector Equality Duty (2011)
- Safeguarding Children - Child Protection, Safer Recruitment, Anti Bullying Policies, E Safety
- Behaviour Discipline and Sanctions Policy
- First Aid and Medication Policies
- Learning Outside the Classroom - Educational Visits and Off Site Activities

### Availability:

- The Health and Safety Policy, along with relevant procedural documents, are provided either in hard copy or electronically to all new employees and volunteers before commencing work at Christleton International Studio. Recipients are required to state that they have read and understood such documents and confirm this by signing the *Policies Register*.
- This Policy is also made available on the School website: [www.christletoninternationalstudio](http://www.christletoninternationalstudio) and a copy can be requested from the school or by e-mail: [enquiries@christletoninternationalstudio.co.uk](mailto:enquiries@christletoninternationalstudio.co.uk)

### Monitoring and Review:

- The Local Governing Body undertake a formal annual review of the Health and Safety Policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.



Signed:

Date: 18<sup>th</sup> May 2017

Kate Ryan  
Principal

Dr. Neil Jones  
Chair of the Local Governing Body

## Introduction

Christleton International Studio (also known as 'CIS' within this document) is required to set out the Health and Safety arrangements in a written Health and Safety policy.

DfE Guidance 2011 *Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies* requires the employer to have:

- (a) a general statement of policy;
- (b) who is responsible for what (delegation of tasks);
- (c) arrangements to establish, monitor and review measures needed to meet satisfactory Health and Safety standards.

In accordance with the Health and Safety at Work etc. Act 1974:

- (i) the employer (Christleton Learning Trust) is responsible for Health and Safety, although tasks may be delegated to staff;
- (ii) employees also have the duty to look after their own and others Health and Safety. Employers, school staff and others also have a duty under common law to take care of students in the same way that a prudent parent would.

The overall and final responsibility for Health and Safety is that of Christleton Learning Trust.

To effectively discharge its duties Christleton Learning Trust has appointed a local governing body who in turn has:

- established a Health and Safety Committee, whose Chairman is a member of the Local Governing Body;
- delegated the day to day responsibility for ensuring this and other Health and Safety policies are put into practice to the Principal;
- appointed a Health and Safety Manager (HSM) Phil Hill to support the Principal in matters of Health and Safety.

The CIS policy is achieved by the establishment of an effective Health and Safety management system within the school.

This involves the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures.

The reporting lines for Health and Safety may on occasions differ in some ways from those reporting lines that are applicable for any other issues and concerns, an example of which are the Safeguarding Child Protection policy and procedures.

On matters of Health and Safety the Principal reports to the **Chairman of the Health and Safety Committee.**



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The Principal, when delegating responsibility for carrying out a particular Health and Safety function to employees, must ensure that the persons are aware of the duty, know how they are expected to perform it, and are provided with any necessary information, instruction, training and supervision and resources (including time).

In addition, suitable measures for monitoring performance standards must be in place.



### **General Statement of Health and Safety Policy**

CIS notes the provisions of the Health and Safety at Work etc. Act 1974, which places responsibilities on all our staff and in so doing conducts its employment in such a way as to ensure, so far as is reasonably practicable, that persons who are and also persons who are not in its employment, but who may be affected by it, are not exposed to unacceptable risks to their Health and Safety.

The aim of CIS is to provide a safe and healthy working and learning environment for staff, students and visitors, believing that the prevention of accidents, injury or loss is essential to the effective operation of the school and is part of the education of its students.

The arrangements outlined in this policy statement and the various other safety provisions made by CIS cannot in themselves prevent accidents or ensure safe and healthy working conditions.

This can only be achieved through the adoption of safe methods of work and good practice by every individual.

CIS will take all reasonable steps to identify and reduce hazards to a minimum but all staff and students must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities.

All areas are maintained under the control of the Principal in a condition that is safe.

This includes providing means of access to and egress from the place of work.

The Health and Safety Executive (HSE) enforces Health and Safety law relating to the activities of schools and would normally take action against the proprietor if circumstances necessitated.

However, in some circumstances, for example where an employee failed to take notice of the Principal's policy or directions in respect of Health and Safety, the HSE may take action against the employee as well or instead.

Arrangements are made for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.

Procedures are formulated for use in case of fire and evacuation of the school premises.

Procedures are Identified and followed in case of accident.

Safety is considered within the curriculum and is taught as part of students' duties as appropriate.

Provision is ensured so that there is sufficient information, instruction and supervision to enable all employees and students to avoid hazards and contribute positively to their own Health and Safety whilst ensuring that they have access to Health and Safety training as appropriate, or as and when provided.

We have policies and audit procedures relevant to our responsibilities, duties and arrangements for Health and Safety along with a system for assessing risks on all the tasks and activities we perform, and the areas and locations in which we perform them.

Where appropriate, controls and procedures are put into place to ensure these risks are as low as reasonably practicable.

We have a risk assessment file documenting this.



### **Responsibility of the Local Governing Body:**

The CIS Local Governing Body is ultimately responsible for ensuring the implementation of this policy, and will:

- monitor the effectiveness of the policy and the safe working practices described within it;
- review, and revise or amend the policy on a regular basis as necessary;
- prepare an emergency evacuation procedure, which includes:
  - a) periodic practice evacuation drills, scheduled to take place at least once a term;
  - b) recording of the outcome of each drill, to facilitate improvement of the evacuation procedure;
- ensure that all staff and parents are made aware of any risks identified, and of the systems and procedures we put in place to deal with these risks;
- make arrangements to draw the attention of all staff employed at CIS to school and departmental safety policies and procedures together with any other safety guidelines and information issued by the relevant authorities;
- ensure that the registration book, which records the arrival and departure of all visitors, is completed;
- make arrangements for the implementation of accident reporting procedures and draw these to the attention of all staff at the school as necessary;
- ensure that regular safety inspections are undertaken;
- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment deemed unsafe;
- ensure that any defect in the fabric of the building is either:
  - a) attended to immediately, or
  - b) is referred to the Local Governing Body in committee whilst ensuring interim arrangements are made to limit the risk identified;
- monitor through the Principal and Health and Safety Manager, the activities of contractors, hirers and other organisations present on site as far as is reasonably practical;
- identify any member of staff having direct responsibility for particular safety matters, or who is specifically delegated to assist in the management of Health and Safety at CIS.
  - a. Such delegated responsibility must be defined as appropriate;
- identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, students and others, while providing a healthy and safe environment for students to enjoy learning;
- make themselves familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other Health and Safety legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety and Work Regulations 1999;
- ensure that all our staff have been carefully selected to meet our requirements for the health, safety and security of the students in our care, including compliance with the CWAC Education Department's locally agreed inter-agency procedures and Safer Recruitment in Education guidance and HM Government Guidance "Working Together to Safeguard Children" 2010;
- provide employees with information, instruction, safe working practices, supervision and training to ensure they are competent to carry out their tasks;
- minimise cases of injury and work related ill health;
- investigate accidents and incidents that might have resulted in harm to employees;
- seek support from, and consult with employees on matters concerning their Health and Safety;
- provide safe equipment, safe play areas, safe access and egress and maintain them in good order;
- have a clear understanding on actions to take in the event of any emergencies;
- train all staff in the particular Health and Safety issues that affect students;



- ensure that activities undertaken by the school, both on and away from school site, are risk assessed and safely managed;
- adopt and maintain an effective policy, organisation and arrangements for the provision of Health and Safety throughout the school;
- comply with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)*;
- hold regular meetings that include Health and Safety as a fixed agenda item;
- ensure duty rotas take into consideration both regulatory and best practice staffing ratios for the age range of the school community (Year 10 - Year 13) and
- ensure specific controls and procedures are in place for the safety of the students in our care from the point of arrival to the point at which they depart.

### **Duties of the Chairman of the Health and Safety Committee**

The Local Governing Body has established a Health and Safety Committee, whose Chairman is a member of the Local Governing Body.

The Chairman has a particular responsibility for Health and Safety matters at CIS, including ensuring adequate representation of staff on the Health and Safety Committee.

The Chairman of the Health and Safety Committee acts as line manager to the Principal in matters of Health and Safety.



### **Duties of the Principal**

The Local Governing Body delegates day to day responsibility for Health and Safety matters to the Principal.

The Principal acts as the focal point for day to day references on safety and gives advice; usually by indicating sources of advice, or where necessary, by obtaining external advice.

This advice includes, but is not limited to, the following:

- assisting the chairman of the Health and Safety Committee in the implementation, monitoring and development of this policy within CIS;
- monitoring advice given by appropriate authorities on safety matters and advising on its implementation at CIS;
- co-ordinating arrangements for the design and implementation of safe working practices within CIS;
- investigating any specific Health and Safety problem identified within CIS, and taking or recommending remedial action, which might include recommending that a specific method of working be temporarily suspended on Health and Safety grounds, subject to further consideration by the Local Governing Body;
- ensuring that regular safety inspections of CIS and its activities are carried out, with recommendations on methods of solving any problems identified;
- ensuring that staff control of resources, both financial and other, give due regard to safety co-ordination arrangements for the dissemination of information and instruction of employees, students and visitors on safety matters, and to make recommendations on the extent to which staff are trained;
- monitoring the Health and Safety policy, ensuring that the Board employees and other persons involved with the school have knowledge of it and are carrying out their duties in accordance with it;
- keeping up to date with current legislation and informing other staff and volunteers as appropriate;
- making the arrangements and ensuring implementation of the annual regulatory and best practice Health and Safety inspections;
- assist the Chairman of the Health and Safety Committee in producing, implementing and monitoring Health and Safety procedures, including a risk assessment strategy, emergency plans and the collating of accident and incident information;
- liaising with the Chairman of the Health and Safety Committee in organising regular fire drills, including:
  - a) formal recording of the drills in the Fire Drill File which is kept in the School;
  - b) ensuring that fire drill instructions are present in all rooms;
- ensuring that all Fire Safety policies and procedures are implemented, including the external and internal fire safety audits and inspections;
- involving, via the academic staff, students in the Health and Safety of the school;
- ensuring that regular visitors observe the school's safety rules;
- familiarising visitors with school's Health and Safety rules as part of their induction;
- have a clear understanding on actions to take in the event of any emergencies and;
- ensuring that the procedures and practices identified on the Appendix to this policy are in place.



### **Duties of the Health and Safety Manager (HSM)**

The Health and Safety Manager (HSM) assists the Principal in implementing the above, carrying out specific delegated tasks as appropriate.

In particular, the HSM is responsible for:

- ensuring that the *Safety Law Poster* that summarises our responsibilities, is kept up to date and posted in the reception area, and elsewhere as might be appropriate;
- ensuring the *Health and Safety Organisational Chart* is kept up to date and is placed in appropriate locations around the premises, along with updating the Health and Safety notice board in the staff room;
- liaising with external contractors on matters of Health and Safety.

### **Responsibilities and Duties of all Staff towards students and others in their care**

The Health and Safety at Work etc. Act 1974 states:

‘It shall be the duty of every employee while at work to:

- (a) to take reasonable care for the Health and Safety of himself and of any persons who may be affected by his acts or omissions at work, and
- (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.’

The Act also states:

‘No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.’

In addition, teachers and other staff in schools have a common-law duty to act as any prudent parent would do when in charge of students.

All staff will make themselves familiar, and ensure compliance with, the requirements of the Health and Safety at Work etc. Act 1974 and any other Health and Safety legislation and codes of practice relevant to their work.

All members of staff are responsible for the Health and Safety arrangements in relation to staff, students, volunteer helpers and visitors under their supervision.

In particular, they must monitor their own work activities and take all reasonable steps to:

- exercise effective supervision over all those for whom they are responsible;
- be aware of, and implement safe working practices, and personally to set a good example;
- identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- ensure that any equipment or tools used are appropriate to that use, and meet accepted safety standards;
- provide written job instructions, warning notices and signs as appropriate;
- provide appropriate protective clothing and safety equipment as necessary, and ensure that it is used as required;
- minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;

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- evaluate promptly and, where appropriate, take action on criticism of Health and Safety arrangements;
- provide the opportunity for discussion of Health and Safety arrangements;
- investigate any accident or incident where personal injury could have arisen, and take appropriate corrective action;
- provide for adequate instruction, information and training in safe working methods and recommend suitable 'off the job' training;
- where private vehicles are used to transport students to and from school functions, staff must:
  - a) ensure that child restraints and seats appropriate to the age of the students concerned are used.
  - b) ensure that their private motor insurance is endorsed to permit carriage of students and;
- where any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the matter to the Principal or the HSM.

All employees will, so far as is reasonably practicable:

- take reasonable care for Health and Safety of themselves and of any person who might be affected by their acts or omissions at work;
- co-operate with the Board, Principal and other relevant authorities in meeting statutory requirements;
- not interfere with or misuse anything provided in the interests of health, safety and welfare;
- make themselves aware of all safety rules, procedures and safe working practices applicable to their posts. When in doubt they must seek immediate clarification from the Principal or HSM;
- ensure that tools and equipment are in good condition and report any defects to the Principal or HSM;
- use the correct equipment and tools for the job, along with any protective equipment, protective clothing or safety devices that may be supplied;
- ensure that offices, general accommodation and vehicles are kept tidy and clean;
- ensure that any accidents (regardless of whether an injury occurs) and any potential hazards, are reported immediately to the Principal or HSM;
- be familiar with this Health and Safety policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the Board;
- ensure that Health and Safety regulations, rules, routines and procedures are being applied effectively;
- carry out / be aware of hazard identification and risk assessments as appropriate for their area of work;
- take part in Health and Safety training as required;
- inform their line manager if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.);
- only undertake any task for which they have been trained and are competent or confident of undertaking safely. If they are in any doubt they must seek further advice;
- to observe standards of dress consistent with safety and / or hygiene;
- to exercise good standards of housekeeping and cleanliness;
- to know and apply the emergency procedures in respect of fire and first aid;
- co-operate fully, as a legal duty, with their employer on Health and Safety matters, including following safe systems of work and not interfering with or misusing anything provided for their health, safety or welfare;
- ensure that all tools, plant, machinery and equipment are adequately guarded, are in good and safe working order and are not used by unauthorised persons or in an improper manner;
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with their written risk assessment;

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- report any defects observed in the premises, plant, equipment and facilities, and take action to ensure no one is put at risk;
- report all accidents and near misses immediately, whether injury is sustained or not, using the appropriate procedure, and recording these events on an Accident Report form;
- promote and achieve high standards of Health and Safety and suggest improvements and ways and means of reducing risks;
- co-operate with other employees in promoting improved safety measures in their school to co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority;
- act as a prudent parent when in charge of students, as they have a duty to under common law;
- ensure students attending peripatetic lessons and other activities are clearly checked in and out.'

Employees should follow any Health and Safety procedures put in place by their employer.

However, if they feel that the procedure is inappropriate (e.g. it is too bureaucratic) they should discuss this with their employer and request that it is reviewed.

The Principal will work with the employer to ensure that the procedures at the school are proportionate, effective and appropriate.

Whenever an employee is aware of any possible deficiencies in Health and Safety arrangements, he / she must draw these to the attention of the Principal.

**All members of Staff will be asked to sign a form annually to indicate they have read and will comply with the Health and Safety procedures of Christleton International Studio.**

### **Staff Holding Posts / Positions of Special Responsibility**

These staff:

- have a general responsibility for the application of the Board's safety policy to their own area of work, and are directly responsible to the Principal for the application of existing safety measures and procedures within that area of work;
- shall follow the advice or instructions given by the Principal and HSM including complying to the relevant parts of this statement;
- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, (e.g., chemicals, boiling water, duplicating fluid, guillotines);
- shall resolve any Health and Safety problem any member of staff may refer to them and refer to the Principal any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Principal and HSM;
- shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own safety and health at work;
- shall, where appropriate, seek the advice and guidance of the Principal or any relevant adviser appointed by the Board;
- shall propose to the Principal requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

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### **Standard Working Practices**

Our standard working practices also include:

- ensuring that the registration book to record the arrival and departure all visitors is completed;
- ensuring all staff are trained in the particular Health and Safety issues that affect students;
- ensuring all employees and volunteers are in receipt of the Health and Safety Policy prior to commencing their employment or voluntary support for the school;
- arranging and encourage audits, fire risk and safety inspections from external authorities in order to check that what we are doing and the way we are doing it is right;
- ensuring registers (in and out) are kept of students attending, for example Late Registration;
- overseeing our own system of regular checks and monitoring procedures to ensure that our Health and Safety arrangements are maintained in an effective manner;
- ensuring the school has direct access to sources of competent people and up to date guidance in all matters of Health and Safety;
- making arrangements, where appropriate, for the training of various persons to assist in carrying out the requirements of the School's Health and Safety Policy and Procedures;
- ensuring specific controls and procedures are in place for any external visits or outings anywhere, including an emergency contact / medical form for each child;
- ensuring specific controls and procedures are in place for ensuring that students do not have access to any medicines, foods or drinks to which they are allergic. Details of these and any formal registration forms are provided in a separate document and are given to all staff and;
- ensuring all visitors wear badges when on school premises.

As well as having the general responsibilities / duties of all members of staff also has responsibility for:

- ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times;
- the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, students, visitors and any other person using the premises or engaged in activities sponsored by the school.

The Chairman of the Health and Safety Committee will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate.



### **Risk Assessment**

- Health and Safety law often refers to risk assessment and risk management.
  - a) Risk assessment describes the process of thinking about the risks of any activity
  - b) Risk management describes the process of taking steps to counter the identified risks.
- The Principal will ensure that regular written risk assessments are undertaken of premises, methods of work and all school sponsored activities.
- These risk assessments must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables.
- A Regular programme of planned assessments will be completed.
- In high-risk areas, risk assessments will be reviewed termly.
- In other activity areas, risk assessments will be reviewed on a bi- annual basis.
- Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures.
- The results of all risk assessments will be reported by the Principal to the Local Governing Body who will prioritise issues and assign resources to undertake remedial / control measures where required.

### **Staff Training in Health and Safety, including Risk Assessment**

Staff training is a set agenda item for the Health and Safety Committee.

Staff training is provided when appropriate in both generic and specific areas with reference to:

- risk assessment,
- first aid (including paediatric first aid),
- fire safety,
- educational visits,
- curriculum specific activities and COSHH.

Newly appointed employees could be vulnerable to any risk.

Their line manager will therefore hold responsibility for ensuring that all relevant Health and Safety matters are drawn to their attention at an early stage.

Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments.

In such cases, the employee concerned should be particularly alert for hazards and wherever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.

All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of all employees.



### **Arrangements for the Comfort and Well-Being of Students and Staff**

The following arrangements are specifically put in place to try to ensure that students are as happy and comfortable as possible whilst on our premises.

We also like to make sure that our staff have the right environment in which to teach and supervise.

- Our premises are kept warm during cold weather through the use of easily adjustable, safe heating systems.
- Our windows are designed to be safe, and allow sufficient light to provide a bright and cheerful environment.
- Our doors have safe vision panels fitted.
- Our floors are designed to minimise the likelihood of slips and trips and are regularly checked to make sure they are free from obstacles along walkways and are not damaged.
- Our hot water supply is maintained at a temperature to prevent accidental scalding.
- We have a separate lockable room for storage of considered to be potentially harmful if accessed by students.
- We have a separate lockable cabinet for smaller items.
- We have safe and sufficient ventilation to maintain a fresh atmosphere in the building.
- All students are encouraged to drink water, which is available at all times from taps identified as drinking water.
- We have a disabled toilet, designed for disabled people.

### **Arrangements for the Safety and Security of Students**

The following arrangements are specifically put in place to look after all the students in our care at all times.

- All teachers and support staff including volunteers ensure that all curriculum activities are safe.
- A child is never taken off-site without the prior permission of the parent.
- Only those who hold a current 'enhanced disclosure' from the Criminal Records Bureau are allowed unsupervised access to the students in our care.
- If there is a discrepancy between appointment of staff and receipt of the enhanced disclosure, a risk assessment is put in place, a previous CRB and List 99 is sought, with supervision arrangements and a mentor put in place.
- A minimum of two staff are always present whenever any students are on our premises.
- All arrivals and departures of visitors are recorded.
- All students in our care are regularly reminded of what is safe and what is not safe to do when on our premises. They are encouraged to report anything that they notice that might be unsafe.
- We have installed smoke detectors in all fire risk areas for early warning of any problems that may arise. These are checked on a weekly basis to make sure they work effectively.
- We have installed a fire alarm to enable any member of staff to raise an alarm that everyone else can hear.
- Fire marshals have been appointed and are named in the Fire Safety Policy.
- We practice, on a regular basis, what to do in the event of a fire and make sure all the students in our care know what to do if they hear our fire alarm.
- Most staff have been trained in emergency first aid and at least one member of staff who has a current full first aid training certificate is present at all times whilst students are on our premises.
- We record accidents, incidents and near misses.
- We only use safety-approved substances for use by students, such as non-toxic glues and paints. We only use water-based products and not solvent-based ones that can give off fumes and vapours.
- We only use coaches and minibuses where seat belts are provided. We instruct the students to use seat belts at all times when the bus is moving.
- We log all incidents involving injury in the school and we inform parents in all cases.

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- Head injuries will always be reported to parents and carefully monitored.
- Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, the school secretary will telephone for emergency assistance.

**All students are expected, within their expertise and ability to:**

- Exercise personal responsibility for the safety of themselves and their fellow students
- Observe standards of dress consistent with safety and / or hygiene, and this would preclude unsuitable footwear, clothing and articles considered dangerous
- Observe all the safety rules of Christleton International Studio and in particular, the instructions of teaching staff in the event of an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes. E.g. safety rings alongside the Thames near the pontoon

**Arrangements for Hygiene**

The following arrangements are specifically put in place to minimise the likelihood of any staff or students picking up diseases, ailments or other health problems.

We teach our students about the importance of hygiene and keeping their hands clean.

We have a daily cleaning schedule to cover all areas accessible by students.

Only safety-approved cleaning materials are used.

- Our toilet facilities have a particularly high standard of hygiene arrangements in the way they are cleaned on a daily basis and in the facilities provided for washing and drying
- Sanitary disposal units are placed in toilets.
- We provide all protective clothing and equipment as necessary when dealing with any issues of hygiene or cross-contamination, including suitable disposal facilities where appropriate.
- All food and drink kept on the premises is stored safely and appropriately. Our refrigerators are kept clean and at a temperature recommended for safe storage. It is checked on a daily basis.
- Pets and animals (except for guide dogs) are strictly forbidden inside the premises during term time. Dogs, for example, must remain with their owner outside the school gates at all times and under full control by means of a suitable lead or restraint.

**The Curriculum**

We teach the students 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 students in this regard in the normal school curriculum.

We teach students respect for their bodies and how to look after themselves.

We discuss these issues with the students in Personal, Social, Health and Economic Education and Citizenship (PSHEE) along with Citizenship lessons; reinforcing these points in science, where students also learn about healthy eating and hygiene.

We also show them how to move and play safely in PE lessons.

Health and Safety issues also arise when we teach care for the environment and awareness of the dangers of litter.

Our school promotes Spiritual, Moral, Social and Citizenship education.

Each class has the opportunity to discuss problems or issues of concern with their teacher.

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Teachers use circle time (or equivalent) to help students discuss and overcome any fears and worries that they may have.

Teachers handle these concerns with sensitivity.

### **Child protection**

If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the Principal and / or the school's Designated Safeguarding Person (DSP) about their concerns.

It is the Board's policy for the school to comply with CWAC's Child Protection Procedures.

We require all adults and volunteers working in the school to comply with the Safer Recruitment Procedures.

### **Supervision of students**

In addition to this being built in to the day to day working practices at CIS we also have a separate policy that clearly states the schools approach.

We make a professional judgement taking into the consideration the age of the students and activities in which they are engaged.

### **Behaviour of any person on the school premises**

Our School has a written policy setting out the behaviour expected of all people on the premises and the procedures that will happen when the school wishes to restrict a person's access to school premises because such a person is causing a nuisance or disturbance.

A person who has been banned from entering school premises is trespassing if he or she does so without permission.

### **Theft or other criminal acts**

The Principal will investigate any incidents of theft involving students.

If there are serious incidents of theft from the school site, the Principal will inform the police and record the incident in the incident book.

Should any incident involving physical violence against a teacher occur, this must be reported to the Principal immediately.

### **Further Information**

With reference to the following statements, CIS has the required details, policies, procedures and working practices in place.

An Appendix of all supporting policies and procedures is attached at the end of this policy.

Further advice and guidance on many of the matters raised in this policy are available in the Health and Safety Manual.

Specifically, there are details on:

### **Consultation arrangements with employees**

There is a Health and Safety sub-committee with terms of reference.

Membership includes staff representatives.

Consultation arrangements with employees are also in place to ensure the maintenance of Health and Safety standards.

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### **Recording and Reporting accidents to staff, students and visitors**

The Principal Ensures that Christleton International Studio Complies with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)* under which Christleton International Studio is required to report to the Health and Safety Executive (telephone: 0845 300 99 23):

- Deaths;
- Major injuries;
- Over-three-day injuries;
- An accident causing injury to students, members of the public or other people not at work;
- A specified dangerous occurrence, where something happened which did not result in an injury, but could have done - a 'near miss'.

### **Off-site Visits, Including Residential Visits and School-Led Adventure Activities**

The School has an Educational Visits Co-ordinator (EVC) along with policies and procedures for Educational Visits and Off-Site Activities.

These include a manual for Learning Outside the Classroom, Behaviour Management on Outdoor and Off-Site Activities, and Action to be taken by the Group Leader in the event of a serious accident.

The school also has access to professional advice and detailed documentation in this area of the curriculum.

With reference to our off-site activities:

- We always ensure adequate staffing ratios at all times.
- Adults accompanying residential trips have a CRB enhanced certificate.
- We ensure parents are always informed of all forthcoming plans for events on our premises.
- We always insist that parents sign consent forms whenever we plan to take the students away from the premises for an outing somewhere, no matter where.
- We ensure that our staff have access to all the equipment needed when we go on outings and that they use a checklist each time to ensure nothing is forgotten.
- All staff undertaking school trips make the appropriate risk assessment prior to the visit.
- We always ensure we have a means of communication with us during outings and a list of appropriate telephone numbers for contacting the right people whenever required.
- Whenever we require vehicles to transport students anywhere, we only use approved and licensed contractors that operate vehicles that conform to all the safety standards.
- We ensure that any drivers of coaches etc. that are required to transport the students on any outings are competent and trustworthy drivers and that the vehicles are properly equipped with safety seatbelts. We instruct the students to use seat belts at all times when the bus is moving.

### **Dealing with Health and Safety Emergencies: Procedures and Contacts**

The procedures for Fire and Emergency evacuation are displayed in every classroom and in prominent positions around CIS buildings.

These procedures are updated on a regular basis and dated to indicate the latest update.

The log book for recording and evaluation of practice and evacuation drills will be held securely at Reception.

The Principal has overall responsibility for implementing the evacuation procedure if an emergency were to occur.

Arrangements are in place in the absence of the Principal which are specified in the daily routines.





### **First Aid, Medication and supporting Medical Needs**

Please refer to the school's separate First Aid Policy.

CIS has in place:

- practical arrangements at the point of need;
- the names of those qualified in first aid and the requirement for updated training every three years;
- at least one qualified person on site when students are present;
- processes and procedures which detail how accidents are to be recorded and parents informed;
- access to first aid kits;
- arrangements for students with particular medical conditions (for example, asthma, epilepsy, diabetes);
- hygiene procedures for dealing with spillage of body fluids and
- guidance on when to call an ambulance;

At CIS:

- A First Aid box is held in the staff workroom and other key areas.
- Portable boxes are available from the staff workroom for off site visits and where needed;
- The names of all qualified First Aiders will be circulated to all staff and a copy held at Reception.
- The accident book and report forms for injuries and the procedures to be followed are clearly outlined in the First Aid policy;
- A written record will be kept of all first-aid administered either on the school premises or as a part of a school related activity and
- The arrangement for First Aid for sports, outdoor pursuits and field trips are the responsibility of the Party Leader and supervising staff.

The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents.

The number of designated first-aiders will not, at any time, be less than the number required by law.

This is determined by risk assessment (Local Authority guidance).

Designated staff will be given such training in first-aid techniques as is required to give them an appropriate level of competence.

One of the receptionists is responsible for maintaining first aid supplies.

A prominent notice in reception lists the first aider and their location.

All first aid-signs and containers will be identified by a white cross on a green background.

If a pupil requires medication whilst in the care of the school, the parent should notify the school and ask permission for the medication to be brought in.

The safekeeping and administration of medication is in accordance with the school policy.

### **Occupational Health Services and Managing Work-Related Stress**

As a good employer, we take our duties and responsibilities with regard the welfare of both staff and students very seriously.

The school has access to occupational health services including specialist medical and counselling facilities if so required and has the appropriate policies and procedures and working practices in place.

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### **Workplace Safety for Teachers, Students and Visitors**

The duties and responsibilities of the key people are identified in this policy, and detailed documentation is in place in support of this statement.

Regular visitors and other users of CIS (such as contractors and delivery people), are expected, as far as is reasonably possible, to observe the safety procedures of the school

### **School Security**

At all times, we aim to ensure the school is a safe environment for all who work or learn here.

We require all adult visitors (except parents who have registered to have electronic fob entrance) to the school who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.

Staff must report to the school office immediately, any visitor who is not identified with a school badge.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Principal immediately.

The Principal will direct any intruder that they must leave the school site straight away.

If this does not occur the Principal will contact the police immediately.

### **Violence towards Staff**

If there are any concerns about the behaviours of visitors they are required to leave the premises.

With reference to students, there is a well-established behaviour management policy and procedures including the use of reasonable force and physical restraint.

All adults, including staff, parents and visitors, are expected to behave in a manner which is in line with and supportive of our school ethos.

### **Manual Handling**

The School has in place comprehensive procedures for manual handling.

An action plan has been established to make sure that loads are managed safely and appropriately.

### **Slips and Trips**

CIS has procedures in place to reduce the risk of slips and trips at the school.

### **On-site Vehicle Movements**

Whilst there are no onsite vehicle movements at CIS, because the entrance faces a main road, the school takes both the travel plan agreed by local authority and traffic awareness training into consideration.

### **Management of Asbestos**

An Asbestos survey has been undertaken with recommendations implemented; the school has in place both policy and a specialist checklist for the management of asbestos.

The school complies with the regulatory requirements for the management of asbestos.



### **Control of Hazardous Substances**

The implications to COSHH applied at CIS where both records and working practices reflect the seriousness in which CIS implements its policy and procedures in the care and maintenance of premises, the delivery of the curriculum (including science laboratories) and administrative functions.

Integral to our COSHH Policy are both the inventory and risk assessments.

### **Selecting and Managing Contractors**

When the premises are used for purposes not under the direction of the Principal then, subject to the explicit agreement of the Board, the person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in the Responsibilities / Duties of the Principal.

The Board note their residual responsibility for the control of premises and will take all reasonable steps to ensure that such persons detailed above comply with the terms of this Policy.

The Board or their designated representative will seek to ensure that contractors conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.

All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc. Act 1974 and must pay due regard to the safety of all persons using the premises in the accordance with this Act.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Board or their representative will take such actions as are necessary to prevent persons in their care from a risk or injury.

The Board will draw the attention of all users of the premises (including hirers and contractors) to Section 8 of the Health and Safety at Work etc. Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

When the premises or facilities are being used out of normal school hours for an activity then, for the purposes of this policy, the organiser of that activity, even if an employee will be treated as a hirer and comply with the requirements of this section.

When the premises are hired to persons outside the 'employ' of the Board, it will be a condition for all hirers and others using the premises or facilities, that they are familiar with this policy, that they comply with all safety directives of the Board and that they do not, without the prior consent of the Board:

- Introduce equipment for use on the school premises
- Alter fixed installations
- Remove fire and safety notices or equipment
- Take any action that may create hazards for any persons using the premises

The procedures for the selection, appointment and monitoring of contractors working within the school premises are defined in the Building Procedures. These have taken into account:

- the Construction (Design and Management) Regulations 1994 – Assessment of Competence and Provision for Health and Safety along with building Contracts undertaken on Educational Premises (from the Education Service Advisory Committee)



For Health and Safety purposes the school must be notified by the person arranging the Works, at least two weeks in advance, of the following:

- the delineated area of the Works – including the associated adjacent area which, for Health and Safety reasons, forms the operating area of the contractor – hereafter and for the purposes of the contract termed ‘the site’;
- the scope of the Works
- the name of the Contractor undertaking the Works;
- the dates and times of operations at the school.

For the duration of the Works the cleanliness of the site and the Health and Safety of all persons affected by the operations on the site are the responsibility of the Contractor undertaking the Works who must ensure that the school is indemnified against the Works. Access to and from the site is the responsibility of the Contractor undertaking the Works.

### **Maintenance and testing**

The following arrangements are specifically put in place to look after all the equipment we have on our premises and any equipment that we may wish to hire or purchase.

- Maintenance (and, where necessary examination and testing) of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety)
- All our electrical equipment and installations are checked by competent persons or organisations to ensure their intrinsic safety.
- Our gas heating boiler and gas supply lines are regularly checked by competent persons or organisations to ensure their intrinsic safety. Access to these is strictly controlled to prevent any accidental access by students.
- Regular visible checks are made on the integrity of all sports / games equipment used externally to ensure connections and fixings are not loosened and the externally exposed parts are not damaged. Suspect equipment is taken out of service until repaired by a competent person or organisation.



## **Fire Safety**

In Accordance with the 'Fire Safety Order' (2005) CIS undertakes a fire risk assessment (formally recorded and regularly reviewed so as to keep it up to date) and our proprietor complies with the additional duties to:

- produce a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances;
- develop fire procedures and provide staff training (repeated periodically where appropriate);
- ensure the safety of staff or anyone else legally on the premises;
- carry out fire drills and contact emergency services when necessary;
- appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including fire fighting and evacuation);
- have a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (with the maintenance being a 'competent person' (such as, ISO 9001 certified or BAFE approved); and
- provide staff and any others working on the school site with fire safety information also requiring staff to take reasonable care.

The 'responsible person' at CIS keeps records of the following:

- (i) the fire risk assessment and its review;
- (ii) the fire risk (prevention) policy;
- (iii) fire procedures and arrangements;
- (iv) training records
- (v) fire practice drills;
- (vi) certificates for the installation and maintenance of fire-fighting systems and equipment

## **Non-Smoking**

Our school, in compliance with the law, is a non-smoking establishment.

We do not allow smoking on the school premises.

Any member of staff wishing to smoke must leave the school site, out of view from the students, in their own time and not in the employer's time.

Should we find any member of staff smoking at school, we would consider this a serious breach of the terms of employment.

We aim to help students know and understand the dangers of smoking and the harmful effects that smoking can have on their bodies.

We provide students with the knowledge and information necessary for them to make responsible choices in relation to smoking.

We equip students with the social skills that help them to resist the pressure to smoke, either from their peer group, or from society in general.



### **Lettings and Hirers:**

The Board must ensure that:

- the means of access and egress are safe for the use of hirers and that all plant and equipment made available to and used by the hirer is safe;
  - fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
  - hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment.
  - Notices regarding emergency procedures are prominently and clearly displayed;
  - hirers using any equipment or facility provided by Christleton International Studio are familiar with its safe use and if necessary, briefed accordingly;
  - arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or their staff;
  - hirers comply with all school policies as described in the letting agreement (e.g. in relation to smoking, substance abuse, alcohol, and so on.) and;
  - hirers adhere to the capacity figures detailed on any lettings documentation.
- 

### **APPENDIX - Index of Documents and Working Practices in support of Health and Safety**

- Absence of children and lost children
- Accident or incident report form
- Accidents and dangerous occurrences record sheet
- Administering medication
- Alcohol policy
- Animals in school
- Arson Prevention policy
- Asbestos management and control (see policy)
- Bad Weather travel policy
- Bereavement and sudden death of a child
- Capacity policy and schedule
- Catering, drinking water and healthy eating
- Children and young persons' employment
- Complaints relating to health and safety
- Construction, design and management regulations
- Contractors and visitors
- CoSHH (Control of substances hazardous to health) legal requirements)
- Critical incident plan
- Defect reporting form
- Departmental advice on health and safety for schools
- DfE guidance for Schools
- Display screen equipment
- Drugs education
- Drugs policy
- Electrical equipment - visual inspection form

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- Electricity at work policy
- Electricity at work regulations
- Glass
- Hygiene good practice policy
- ICT and Acceptable use policy
- Internal accident or incident reporting form
- Inventory of fire safety equipment
- Ladder policy
- Legionnaires policy
- Location key fire safety equipment
- Lone worker policy
- Operations Manual - Maintenance of plant and equipment (and, where necessary, examination and testing) of plants and equipment such as electrical equipment, local exhaust ventilations, pressure systems, gas appliances, lifting equipment and glazing safety (*see separate word document in ring-binder*)
- Manual handling
- New or expectant mothers
- Noise
- Non-smoking policy
- Occupational health
- Out-of-Hours and lone working
- Pandemic outbreak
- Personal protective equipment (PPE)
- Physical restraint policy
- Complaints
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- Risk assessment form
- Security and access policy
- Slips, trips and falls (*see H&S policy*)
- Sun safety policy
- Stress
- Supervision of students policy
- Vehicles - inclusive of on-site vehicle movements and legislation specific to proprietorial schools.
- Violence to staff and personal safety - cross referenced to the behaviour policy
- Visitors and Parents Enquiry Policy
- Waste disposal
- Water testing and legionnaires disease
- Working at height
- Work equipment including work place safety for teachers, pupils and visitors
- Work experience
- Workplace safety for teachers, pupils and visitors