



Health and Safety Policy

Part 1

Issue 02 / May 2022





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1.0 The Philosophy of the Board of Trustees

The Chelmsford Learning Partnership is responsible, within the terms of the appropriate legislation, for the safety of its employees, visitors and customers. It accepts that the avoidance of accidents involving injury and the consequential human suffering is a common interest to all. Great importance is attached to safety with the commitment to play an influential role in providing a safe working environment.

Safety should be an integrated function of management and each manager/employee should be accountable for the safety performance of his/her department/work area. The active co-operation and understanding of all employees and/or sub-contractors is a vital aspect of the organisation's safety element. The Board believes that all accidents are preventable and that their occurrence demands investigation and timely action. In particular the Board seeks to comply with the spirit as well as the letter of current safety legislation, approved codes of practice and authoritative guidance literature.

2.0 General Statement of Intent

2.1 Health, Safety and Welfare

Roding Valley High School recognises and accepts the responsibilities within its undertaking to provide a safe environment for all of its employees, pupils, contractors, visitors and members of the public. Every aspect of Roding Valley High School must have a responsible and thorough approach to safety, with safety being integrated into all aspects of its work.

Roding Valley High School, strives to provide a safe and pleasant environment for pupils, staff, visitors and contractors. Throughout all projects to improve and develop Roding Valley High School, continuous improvement in safety performance will remain a priority. Roding Valley High School will work and co-operate with all parties to develop and maintain a positive safety culture.

We encourage all to safeguard their own and others safety by evaluating the risks encountered and to adopt sensible precautions to remove or minimise risk. With regard to Roding Valley High School employees, The Chelmsford Learning Partnership must carry out assessments of the risks that you may face. I encourage you to engage fully with this process and so subsequently be pro-active in informing your manager of any safety concerns that you may have.

As an organisation we are committed to ensuring compliance with the requirements of The Health and Safety at Work Act etc 1974 and other such relevant Health and Safety legislation that may from time to time be introduced. We will therefore ensure, so far as is reasonably practicable that: -

- Roding Valley High School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our child protection policy which can be viewed on our website.
- All relevant statutory requirements are observed and are treated as the minimum standards to be applied to any working activities.
- Health, safety and welfare considerations are included in our business planning and decision making. Thus ensuring a safe and healthy working environment along with safe methods of work and conditions are provided, adopted and managed.
- Adequate information, instruction, training and supervision is to be provided so that through the use of formal risk assessment and the communication of the control measures to be adopted, to eliminate or reduce risk, individuals are made aware of the potential hazards they may face as a consequence of their work and work of others.
- Plant, equipment and materials provided for work that is to be undertaken will be fit for purpose and adequately maintained so as to be free from unnecessary risk.
- Employees and Sub-Contractors are actively encouraged to participate in health and safety, raise safety concerns and submit ideas and suggestions for improving standards, thereby facilitating co-operation between individuals, groups and the management team



- The immediate and underlying causes of work-related injuries and near misses will be identified and the necessary preventive action implemented to prevent a re-occurrence. This will include, as a last option, the provision and use of the correct personal protective equipment to ensure employees health and safety.

To assist in the promotion of a positive Health, Safety and Welfare culture the organisation will establish objectives; develop, implement and maintain management controls; instigate sound communication of information on safety and health; monitor; audit and review matters of Health and Safety & Welfare. In pursuance to that Health, Safety and Welfare will therefore be regularly reviewed at a senior level.

This Policy will be reviewed and developed periodically to ensure it remains effective and any necessary amendments will be communicated to all employees.

Head Teacher
May 2022

Chelmsford Learning Trust
May 2022

2.2 Environmental

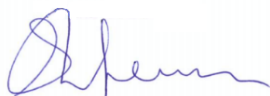
Roding Valley High School recognises the need to ensure that we operate our work and carry out our activities in a way that acknowledges our responsibilities to and for the environment.

We accept and are committed to ensuring compliance with the requirements of The Environmental Protection Act and associated regulations. The Roding Valley High School will therefore as a matter of policy work toward pursuing best environmental practices whenever and wherever practicable.

Roding Valley High School is therefore committed to working towards:

- Ensuring that adequate human and financial resources are made available within operating units to implement and maintain the Policy Statement
- Including environmental considerations in our planning and decision making.
- Complying with all applicable regulations and statutory requirements as appropriate.
- Training key employees in environmental matters appropriate for their role.
- Conserving resources by the efficient consumption of materials, energy and fuel by influencing design and specification wherever possible by utilising techniques that incorporate best practice not entailing excessive costs.
- Implementing a waste minimisation programme and encourage recycling where possible.
- Continuously monitor and improve the Roding Valley High School's environmental performance by the use of management procedures.

The Policy will be reviewed and developed periodically to ensure it remains effective and any necessary amendments will be communicated to all employees.



Head Teacher
May 2022



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May 2022



2.3 Equality

Please refer to the Chelmsford Learning Trust below documents.

- Equality Duty
- Equality and Diversity in Employment
- Equality Objectives

Head Teacher
May 2022

Chelmsford Learning Trust
May 2022



2.4 Sustainability

Roding Valley High School believe and formally acknowledge that we have a responsibility to conduct our operations in a sustainable way to ensure the long term viability of our operation and to protect our working and living environment.

Environmental

Our environmental responsibility is to minimise any negative impact our operation has on the environment by means of effective waste management, efficient design methodology and continuous development of our products and manufacturing processes.

It is the policy of the Roding Valley High School, by adopting the following actions, to do all that is reasonably practicable to reduce or prevent adverse reactions, on the environment, attributable to the running of our operation:

- By maximising the re-cycling of all wastepaper,
- By disposition of all waste / scrap, under the 'Duty of Care' Regulations, in compliance with Environmental Protection Act:1990 and the Hazardous Waste Regulations 2005,
- By maximising the efficient use of available power and fuel supplies, and by keeping abreast of Statutory Legislation / Regulations and initiating any changes deemed necessary.

Social

Our social responsibilities are to ensure sufficient resources are available to protect our employees in their place of work and provide support and assistance to our local community and minimise the impact of our operation on our neighbours.

It is the policy of Roding Valley High School to review its Policy Statement on a regular basis and strive for continual improvement in matters of environmental and sustainability performance.

Head Teacher
May 2022

Chelmsford Learning Trust
May 2022



2.5 Mental Health

We are committed to promoting and improving the mental health and wellbeing of our workforce. Roding Valley High School recognises that good mental health and wellbeing are associated with improved outcomes for individuals including longevity, physical health and productivity. It also recognised the importance of maintaining and improving the mental health and wellbeing of its employees and is committed to implementing measures which encourage a healthy workforce.

Roding Valley High School understand that certain working conditions and practices can impact employees' mental wellbeing, including aspects of work organisation, management, environment and social conditions that have the potential for psychological harm. The organisation recognises the importance of identifying and reducing potential stressors in the work environment as far as is reasonably possible and provide employees in the maintenance of their mental health and psychological wellbeing at work.

The trust provides access to the Employee Access Programme to provide support to the Trust's employees.

Head Teacher
May 2022

Chelmsford Learning Trust
May 2022

2.6 Fitness to Work

Roding Valley High School acknowledges its duty to create a safe and healthy work environment for our workers. Our objective is to minimise the risk to our employees, contractors and third parties.

It is the responsibility of each of our employees to ensure they are fit for work in accordance with their respective duty of care.

"Fit for Work" means that an individual is in a physical, mental and emotional state, that enables the individual to perform their assigned duties effectively and in a manner that does not increase the risk to themselves and others. It is essentially the responsibility of the worker to manage personal factors, which impact on their ability to perform the required work, unimpaired and to the full extent of their capability.

Upon return to work from an illness or injury, all employees are to attend a return to work assessment/meeting.

Head Teacher
May 2022

Chelmsford Learning Trust
May 2022



2.7 Incidents at Work

We are committed to the provision of a safe and healthy work environment for all employees, contractors and third parties. Roding Valley High School will maintain records of all hazards, near misses, incidents and injuries for the purpose of minimising the risk of injury and ill-health or the recurrent of an incident.

Accordingly, all employees are required to report hazards, near misses and incidents and managers must address these in consultation with employees.

Incidents will be reported, where required, in accordance with current legislation.

Head Teacher
May 2022

Chelmsford Learning Trust
May 2022



3.0 Organisation

Organisations need to define the responsibilities and relationships, which promote a positive safety culture, and secure implementation and continued development of the safety policy. Structures and processes are required to:

Establish and maintain management control within an organisation; Promote co-operation between individuals and groups so that safety becomes a collaborative effort. Ensure the communication of necessary information throughout the organisation. Secure the competence of employees.

The Board of Trustees understands that they have overall responsibility for the implementation of this Policy however day to day responsibilities for particular health and safety issues have been delegated to key personnel throughout Roding Valley High School organisation.

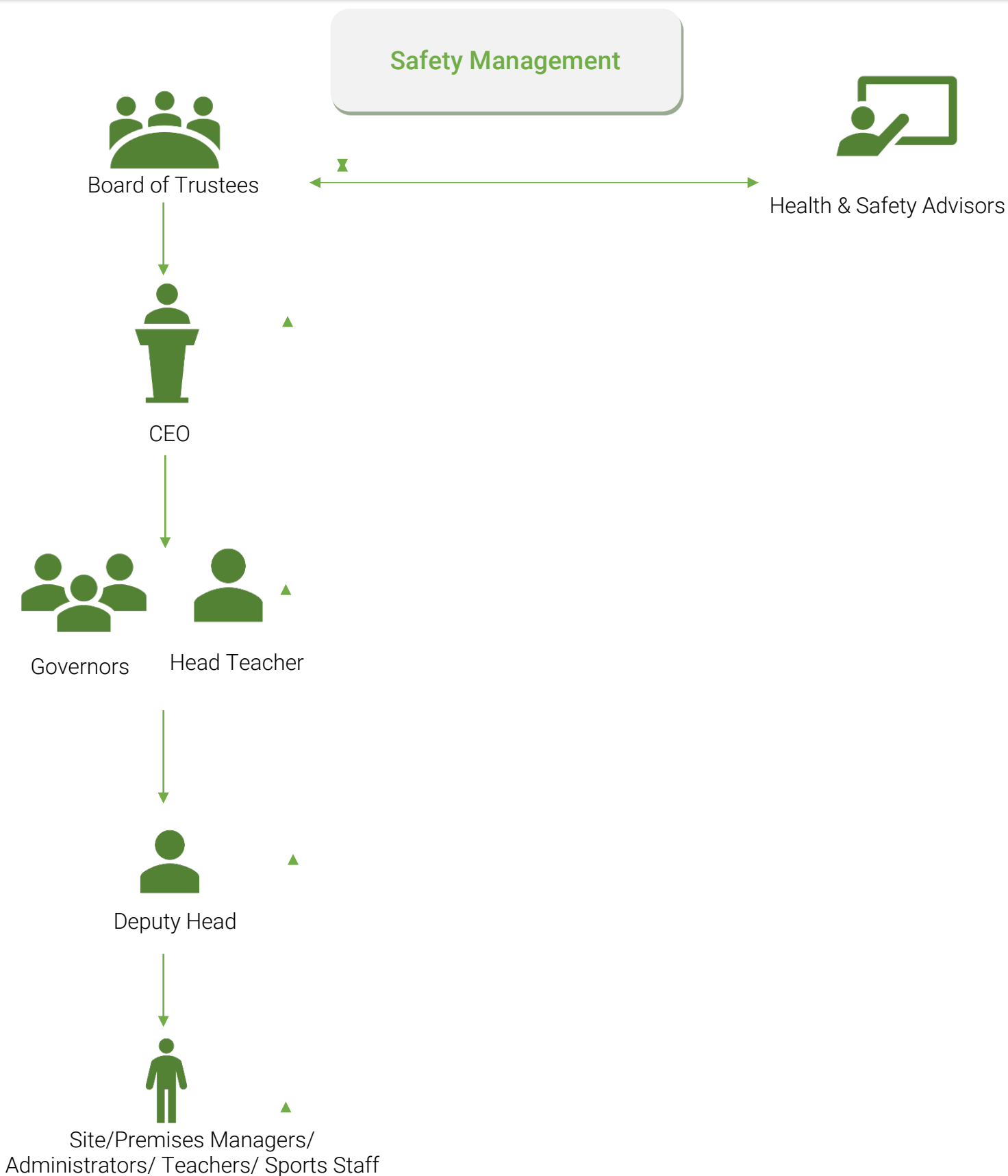
Trustees

Roding Valley High School maintains control of its business by;

- Obtaining the commitment of its employees
- Allocation of safety responsibilities to all employees
- Sufficiently resourcing the organisation to manage safety
- The setting of standards for performance
- Monitoring performance, by inspections and audit
- Investigating incidents and implementing improvements to prevent recurrence



Figure 1: Management Flow Chart





3.2 Co-operation and Communication

Roding Valley High School employees can and are encouraged to report any near misses, incidents or concerns they have on safety whilst on Roding Valley High School premises (or when out on work related activities outside of school) to their Line Manager and/or the Caretaker for appropriate action. Any resulting action from such reports will be fed back to the originator of the report.

Roding Valley High School employees will be notified when policies and procedures have been produced or updated, and where necessary they will be provided with any training that may be required.

Further internal communication takes place in relation to safety matters in the form of;

- Staff Meetings

Safety information comes into the organisation from a number of sources, including;

- Health and Safety Executive (HSE)
- Health and safety publications
- Competent health and safety advisor
- Attending relevant conferences and seminars.

3.3 Competence

There is an ongoing requirement for safety related training for Roding Valley High School employees to be undertaken. The Senior Leadership Team will ensure that an induction for all new Roding Valley High School employees is undertaken and subsequently recorded.

This induction will include relevant health and safety information and arrangements. The safety training plans for individuals will be developed via a training/skills matrix which is produced by Roding Valley High School in conjunction with the Health and Safety Advisor and the employee's line manager.



4.0 Planning and Implementation

Planning is essential for the implementation of safety policies and procedures. All members of the organisation can only achieve adequate control of risks through co-ordinated action. An effective planning system for safety requires organisations to establish and operate a safety management system which:

Controls risks by;

- Reacting to changing demands;
- Assisting in developing and sustaining a positive safety culture

Roding Valley High School will compile a safety plan and/or objective on an annual basis, with the implementation being delegated to relevant individuals. The progress of the plan and/or objectives is monitored and is discussed at the monthly senior management meetings.

5.0 Measuring Performance

Measurement is essential to maintain and improve safety performance. There are two ways to generate information on performance:

Active systems, which monitor the achievement of plans and the extent of compliance with policy and safety procedures. Reactive systems which monitor accidents, ill health and incidents;

Effective procedures are needed to capture both sorts of information.

Roding Valley High School monitors safety performance in a number of ways;

Proactive;

- Office and Premises safety inspections
- Work equipment inspections
- Means of escape inspections
- Audit of policy compliance

Reactive;

- Following up reports of dangerous occurrences
- Accident and incident statistics
- Incident/accident investigation
- Near miss reporting

Performance against safety responsibilities identified in the below appendices, these are reviewed on a regular basis (within performance review) between the employee and line manager and corrective action taken if necessary.

Performance objectives are updated annually and may include a safety related objective.



6.0 Audit and Review

Organisations can maintain and improve their ability to manage risks by learning from experience through the use of audits and performance reviews. The audit provides a systematic and independent check of compliance with the system and can also provide a comparison with “best practice”.

Roding Valley High School will undertake an independent audit (at least annually) of its performance against its policy on a regular basis and instigate appropriate actions against recommendations.

This policy will also be reviewed to take into consideration the findings of relevant audits, relevant changes in legislation, and relevant changes within the business organisation or any other circumstances that would suggest review is required.

7.0 Roles and Responsibilities

Individual safety responsibilities are detailed within Appendix 1.



8.0 Training

Roding Valley High School monitors the competency of its staff regularly to highlight any training needs.

Below is the process for the identification of a training need and the subsequent implementation of this training

01

Employee recognises a training need and reports this need to their Line Manager/ The Line Manager recognises the need.

02

The Line Manager recognises the training need during the induction process.

03

Administration is made aware of this need and highlights the need on the Safety Training Matrix. The need is then brought to the attention of the Head Teacher

04

Once the Head Teacher is happy for the training to be implemented, he/she then instructs Administration to arrange for the training to be carried out

05

The training is arranged by Administration.

06

The Employee then attends the training course with the Safety Training Matrix kept updated.



9.0 Arrangements

Details of the arrangements that allow for implementation and management of safe working practices are detailed within Part 2 of the Roding Valley High School Health & Safety Policy.



Appendices

10.1

Matrix

Employee Safety Responsibilities

Policy Reference	Job Title
Board of Trustees	CEO/Board of Trustees
Governors	Governors
Head Teacher	Head Teacher
Managers	Deputy Head Teacher (s) Assistant Head Teacher Teachers Caretakers/Premises Manager Inclusion Manager Business Manager
Employees	Learning Support Assistants (LSAs) Administrative Staff Cleaners Midday Assistants



10.2 Employee Safety Responsibilities

10.2.1 The Board of Trustees

Individual Responsibilities in Health & Safety (H&S) Matters

- a) Provide positive leadership for Roding Valley High School on H&S issues.
- b) Promote an enthusiastic H&S culture that delivers positive commitment to, and engages all employees in, continuous improvement in H&S performance.
- c) Ensure that personal contributions to Board decisions take proper account of H&S policy commitments.
- d) Champion H&S risk management issues at Board level and have overall line management responsibility for the H&S management system.
- e) Authorise Roding Valley High School H&S Policy Statements.
- f) To ensure that sufficient resources are made available for implementation and management of H&S with Roding Valley High School.

10.2.2 Governors

Individual Responsibilities in Health & Safety (H&S) Matters

- a) Provide individual and collective leadership for Roding Valley High School on H&S issues.
- b) Promote an enthusiastic H&S culture that delivers positive commitment to and engages all employees in continuous improvement in H&S performance.
- c) Ensure their personal contributions to Board decisions take proper account of H&S policy commitments.
- d) Ensure implementation of Roding Valley High School H&S policy with regards to the school premises.
- e) Review H&S performance by receiving and considering H&S reports to the Board
- f) Commit/contribute to the identification of risks and the raising of health and safety related concerns.



10.2.3 Head Teacher

Individual Responsibilities in Health & Safety (H&S) Matters

- a) Provide positive leadership on H&S issues within relevant areas of operation.
- b) Promote an enthusiastic H&S culture that delivers positive commitment to and engages all employees in continuous improvement in H&S performance.
- c) Implement the H&S Policy. In particular:
 - Identify H&S training needs and have the necessary training arranged. When arranged, release those who require training
 - Make arrangements for H&S induction training for all new starters at the workplace under their control
 - Implement operating procedures, including risk assessment procedures, for the planning and control of activities associated with identified risks
 - Appoint appropriate employees to undertake H&S duties
 - Ensure that suitable arrangements are in place for the effective control of changes to planned methods of work.
- d) Monitor and review the effectiveness of the H&S Policy and report deficiencies.
- e) Monitor that employees under their control comply with their individual responsibilities in H&S matters.
- f) Give employees under their control, including contractors, clear instructions as to their responsibilities to ensure correct working methods.
- g) Make adequate provision for dealing with H&S emergencies.
- h) Where appropriate, be involved in the investigation and ensure that the findings are reported and recorded.
- i) Act immediately on any breach of policy or procedures, unsafe situation or potential threat to the environment that comes to their attention and, where necessary, report such breaches.
- j) Ensure that the disciplinary process to address breaches of the H&S Policy or management system is applied where necessary.

10.2.4 Managers

Individual Responsibilities in Health & Safety (H&S) Matters

- a) Provide positive leadership on H&S issues for the members of the work team for which they are responsible, including sub-contractors.
- b) Promote an enthusiastic H&S culture that delivers positive commitment to and engages all employees in continuous improvement in H&S performance.
- c) Completion of suitable and sufficient risk assessments
- d) Organise work to be carried out in accordance with relevant H&S risk assessments/method statements
- e) Monitor that personnel under their control comply with their individual responsibilities in H&S matters.
- f) Give personnel under their control, including contractors, clear instructions about the required methods of work
- g) Where appropriate assess and implement any additional H&S controls required to address the needs of new employees, young persons, non-English speaking workers, disabled persons and pregnant women etc.
- h) Ensure appropriate arrangements are in place for two-way communication and where appropriate deliver safety briefings to those under your control
- i) Assist with identification of H&S training needs, and monitor delivery and recording.
- j) Ensure that personal protective clothing and equipment is used where identified as required and is properly maintained and stored.
- k) Ensure that only competent individuals use relevant plant, equipment or machinery
- l) Ensure that the plant and equipment supplied is appropriate for the work and has any necessary certification. Ensure that plant and equipment is immediately put out of use if unsafe or presents a potential threat to the environment and records are kept and maintained in relation to its condition.
- m) Ensure that the disciplinary process for breaches of H&S procedures and rules applied where necessary.
- n) Ensure that suitable and sufficient records are kept and maintained with regard to attendance and hours worked of employees
- o) Make adequate provision for dealing with Health and Safety emergencies
- p) Ensure that all hazardous substances present within their respective departments have accompanying COSHH assessments available for them.
- q) Ensure that all control measures noted within relevant risk and COSHH assessments are implemented throughout their department.



10.2.5 Health and Safety Advisor

Individual Responsibilities in Health & Safety (H&S) Matters

- a) Provide positive leadership for Roding Valley High School on H&S issues and promote the adoption of the H&S best practice.
- b) Monitor the effectiveness of the H&S management system and make recommendations for improvement as appropriate.
- c) Provide assistance and advice to all Roding Valley High School employees.
- d) Produce reports on H&S performance, where required.
- e) Ensure that there are appropriate processes in place for promptly alerting the business to significant accidents and incidents. Where appropriate, be involved in the investigation and ensure that the findings are reported and recorded.
- f) Review accident and incident reports and investigation reports, identify any trends and ensure that there is an appropriate response to prevent future recurrence.

10.2.6 Managers with Specific Responsibilities for Recruitment*

Individual Responsibilities in Health & Safety (H&S) Matters

- a) Ensure that arrangements exist to deliver the following:
 - All potential recruits receive pre-employment questionnaires which address all relevant H&S issues.
 - On appointment, an appropriate H&S induction is given to all employees.
 - Employees are issued with the H&S policy together with their individual responsibilities under the H&S policy.

Note: These responsibilities are specific to this role and are in addition to the other relevant responsibilities contained in this document



10.2.7 Managers with Specific Responsibilities for Procurement*

Individual Responsibilities in Health & Safety (H&S) Matters

- a) Ensure that arrangements exist to deliver the following:
- Orders to suppliers for materials, plant and equipment etc. include relevant H&S requirements notified by the specifier
 - Suppliers of materials, plant and equipment etc. are requested to provide all necessary information and operating instructions so that their products can be used safely without risk to persons or the environment.
 - Where such information is received by the procurer that it is passed on to the persons who will use the materials, plant and equipment etc.
 - Orders to suppliers for employees include sufficient detail to adequately describe the work for which they are required
 - Contractors and Labour Agencies are assessed as competent and adequately resourced for the work before contracts are placed.
 - Tendering contractors have been provided with the Standard Rules for Sub-Contractors on Safety, Health and the Environment and that compliance with them is a condition of contract.
 - No undertakings, either verbal or written, are given to any supplier relieving it of its H&S responsibility.
 - Monitor that the above arrangements are effectively implemented.

Notes:

Procurement includes those individuals managing the procurement of personnel

These responsibilities are specific to this role and are in addition to the other relevant responsibilities contained in this document

10.2.8 Employees

Individual Responsibilities in Health & Safety (H&S) Matters

- a) Set a good personal example on H&S issues within your area of operation.
- b) Take care of your own health and safety whilst at work; ensure your activities (or omissions) do not adversely affect the health and safety of others or damage the environment.
- c) Co-operate with the Chelmsford Learning Partnership in all matters of Health & Safety protection and make a contribution to reducing accidents.
- d) Ensure you have been fully briefed on, and have a good understanding of, the task at hand. Always work in accordance with the instructions given and any written H&S risk assessments/method statements. Report any conflict.
- e) Never deviate from an agreed method of working unless the or relevant manager has been notified and authorisation has been obtained.



- f) Ensure that you have been provided with, use and take reasonable care of the any access equipment, tools, work equipment and personal protective equipment for your work.
- g) Ensure that before any work is undertaken you check that the area of work is free from hazards and that you are aware of the surroundings and any changes that may occur (or have occurred) that would have an effect on the health and safety of you, or others around you.
- h) Never undertake hazardous operations nor operate any items of plant or equipment unless trained and authorised to do so.
- i) Maintain a tidy workplace with an appropriate level of cleanliness and organisation.
- j) Report to immediate manager any defects in plant or equipment or unsafe methods of work and ensure that plant, equipment and premises are left in a safe and secure state and place when unattended. Do not operate any item of plant or equipment that has become defective.
- k) Report to your immediate manager all potential hazards and incidents that have or could have resulted in personal injury or damage.
- l) Report any work-related personal injury or disease to your immediate manager and ensure that an entry is made in the accident book at your place of work.
- m) If you are asked to undertake a task that you feel is unsafe or for which you feel you do not have the appropriate knowledge or training, report this to your Line Manager in order to review responsibilities to ensure suitability.