



HEALTH AND SAFETY POLICY MODEL PART III (For Community & Controlled Schools)

[Governors in Aided & Foundation Schools are the employers. They are advised to adopt County Council Health & Safety Policies & Procedures including this Model Part III. A statement to this effect will be needed at the front of this policy.]

AIM

- To establish and maintain a safe and healthy working environment.

OBJECTIVES

- To raise awareness amongst employees, pupils and other site users of health and safety issues and to encourage good practice.
- To take all reasonable precautions to protect people by reducing risks both on and off site.
- To take prompt and appropriate action in the event a hazardous situation developing, and of an accident and / or emergency occurring on or off site.

RESPONSIBILITIES

1. GOVERNORS

(<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/q/govdel.pdf>)

- To monitor the allocation of funds based on suitable and sufficient risk assessments.
- Prioritise health and safety matters within the School Improvement Plan.
- Purchase and maintain equipment to British and European Standards (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/p/publis.pdf>)
- Have health and safety as a standing item on the agenda of all meetings.
- Carry out regular inspections as outlined in the Governors' Handbook.
- Cooperate with the employer, Oxfordshire County Council (OCC) on matters of health and safety.
- Nominate a Governor with responsibility for health and safety.

2. HEADTEACHER

- To take overall responsibility for the implementation and monitoring of the establishments health and safety policy by;
 - Line managing the Leadership Team;
 - Allocating sufficient resources to meet health and safety priorities;

- ❑ Ensuring attendance on appropriate health and safety training courses (<http://intranet.oxfordshire.gov.uk/links/intranet/cyphhealthandsafety> - training);
- ❑ Liaising with the employer (OCC) over health and safety issues;
- ❑ Regularly checking the Health and Safety website: (<http://intranet.oxfordshire.gov.uk/links/intranet/cyphhealthandsafety>)
- ❑ Ensuring good communications by including health and safety issues in Staff briefings, bulletins and meetings;
- ❑ Organising and implementing termly inspections in consultation with Trade Union Safety Representatives (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/s/safrep.pdf>) and Governors;
- ❑ Overseeing the completion of the arrangements and risk assessments for all on/off site activities;
- ❑ Ensuring that health & safety is a criteria for performance management / appraisal scheme and
- ❑ Formulate and implement a policy for the management of critical incidents (<http://intranet.oxfordshire.gov.uk/links/intranet/cyphhealthandsafety> - Emergency Plans - Critical Incident Management)

3. **DEPUTY HEAD / LEADERSHIP POST**

- Include health and safety in all new employees' induction.
- Undertake an annual health and safety training needs analysis of all employees (<http://intranet.oxfordshire.gov.uk/links/intranet/cyphhealthandsafety> - Training).
- Monitor departmental documentation, risk assessments, practices and procedures.
- Encourage and support employees in completing risk assessments for pupils giving cause for concern (http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/p/Pupil_Behaviour.pdf).
- Ensure that QCA / HSE health and safety curriculum requirements are being delivered in lessons (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/t/teachs.pdf>).
- Support employees with personal safety issues including stress (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/s/stpre.pdf>)
- Ensure off site visits are approved and appropriately staffed (<http://intranet.oxfordshire.gov.uk/links/intranet/cyphhealthandsafety> - procedures - Out and About with Oxfordshire 3)
- Review departmental coordinators risk assessments annually.

4. **OFFICE Team/Support staff**

- Are required to ensure that:
 - ✓ All office risk assessments are completed and reviewed (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/d/displa.pdf>);
 - ✓ Visitors are registered wear a badge and are briefed on the emergency procedures;

- ✓ Hazard reporting and maintenance documentation is actioned
- ✓ Accident and Physical and Verbal Abuse documentation is completed and submitted to the Health & Safety Team;
(<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/p/perpav.pdf>).
- ✓ All appropriate risk assessments guidance and hiring documentation is completed for community use of the site
http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/123/appendix_g.doc
- ✓ All community users are registered and made aware of emergency procedures;
- ✓ Adequate trained first aid cover is available for on /off site activities and
- ✓ Periodic checks are made of the first aid arrangements and containers
<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/f/First Aid at Work.pdf>

5. FINANCE MANAGER

- Organise the planned programmed maintenance of plant and equipment.
- Arrange for the annual electrical testing programme
(<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/e/elepor.pdf>)
- Maintaining accurate records of all equipment and resources.
- Purchase and maintain all equipment and resources to County Council prescribed standards
(<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/p/publis.pdf>).

6. LEADERSHIP and COORDINATOR TEAMS

- Produce health and safety risk assessment guidance and documentation as appropriate especially in Art, Design & Technology, ICT, Science, PE and off-site activities
(<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/t/teachs.pdf>).
- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person.
- Advising colleagues on the completion of risk assessments and ensuring they are carried out, reviewed periodically and recorded.
- Annually undertake training needs analysis for their teams.
- Ensure health and safety is a standing item on all agendas.
- Check that pupils are aware of health and safety issues and that these are being continually reinforced.

7. CARETAKER

- Ensure that the school follows the County Council procedures:
 - x when selecting a contractor
(<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/c/consel.pdf>);

- x when completing a Self Financed Improvement Project (SFN Form) <http://intranet.oxfordshire.gov.uk> – Children Young People & Families – Strategy & Performance Service – Planning & Development)
 - when liaising with contractors over health and safety matters;
 - when monitoring health and safety issues on-site regarding either county council or school appointed contactors.
- √ Carry out checks of the site and take appropriate remedial action.
- √ Prioritise and process the maintenance forms.
- √ Review progress with the head.
- √ Ensure all employees and contractors are fully briefed on health and safety site issues.
- √ Complete all relevant risk assessments.
- √ Ensure all maintenance employees are trained and competent to undertake their tasks safely
 - (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/t/tracom.pdf>);
- √ Carry out termly fire drills, weekly fire tests, check fire extinguishers and maintain the Fire Safety Folder
 - (<http://intranet.oxfordshire.gov.uk/links/intranet/cypfhealthandsafety> - procedures);
- √ Carry out monthly water temperatures tests and maintain the Water Hygiene Folder;
- √ Alert the Head of Establishment to issues of security and lone working (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/l/lonwor.pdf>).

8. ALL EMPLOYEES

- Cooperate with health and safety requirements.
- Report all defects on the maintenance forms and return them to the office.
- Complete and action risk assessments for all potentially hazardous on/off site activities.
- Use, but not misuse things provided for your health, safety and welfare.
- Do not undertake unsafe acts.
- Inform Head of Establishment of any “Near-Misses”.
- Be familiar with the emergency action plans for fire, first aid, bomb, security and off site issues.
- Raise health, and safety and environmental issues with pupils.

9. VISITORS and CONTRACTORS

- Sign in at the School Office on arrival.
- Read the resume of the health and safety procedures on arrival at the School.
- Contractors will be informed of hazards peculiar to this site, e.g. asbestos.
- Wear a visitor badge whilst on site at all times.
- Follow evacuation procedures in the event of an emergency.

10. PUPILS

- Behave in a way that does not put your health and safety at risk.
- Observe standards of dress consistent with good health, safety and hygiene practices.
- Follow all safety rules including the instructions of staff given in an emergency.
- Use, but not misuse, things provided for your health, safety and welfare.

Date adopted by the Governors ***11th October 2017***

Date of Review ***11th October 2018***

Signed: Head of Establishment

A. Carnell
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Mrs A Carnell

Chair of Governors

Susan Heine Vice Chair
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Mr C Jones

