



HEALTH & SAFETY

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/g/govdel.pdf>)

- To monitor the allocation of funds based on suitable and sufficient risk assessments
- Prioritise health and safety matters within the School Development 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 Senior 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/cypfhealthandsafety> - 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/cypfhealthandsafety>)
 - Ensuring good communications by including health and safety issues in staff meetings

- ❑ Organising and implementing termly inspections in consultation with Governors and Trade Union Safety Representatives
(<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/s/safrep.pdf>)
- ❑ Overseeing the completion of the arrangements and risk assessments for all on/off site activities
- ❑ Ensuring that health & safety is considered during performance management
- ❑ Formulate and implement a policy for the management of critical incidents (<http://intranet.oxfordshire.gov.uk/links/intranet/cypfhealthandsafety> - Emergency Plans - Critical Incident Management)

3. **DEPUTY HEADS / ASSISTANT HEADTEACHER**

- 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/cypfhealthandsafety> - 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/strpre.pdf>
- Ensure off site visits are approved and appropriately staffed
(<http://intranet.oxfordshire.gov.uk/links/intranet/cypfhealthandsafety> - procedures - Out and About with Oxfordshire 3)
- Adequate trained first aid cover is available for on /off site activities
- Review departmental coordinators risk assessments annually

4. **SCHOOL BUSINESS MANAGER**

- Is 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
 - ❑ 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
 - ❑ 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. **RESOURCES MANAGER**

- 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. **SUBJECT LEADERS**

- 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>)
- 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 areas of responsibility
- 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. **SITE MANAGER**

- Ensure that the school follows the County Council procedures:
 - ❑ when selecting a contractor (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/c/consel.pdf>)
 - ❑ 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 daily checks of the site and take appropriate remedial action
- Prioritise and process the maintenance forms
- Review progress with the head weekly
- Ensure all employees and contractors are fully briefed on health and safety site issues
- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person
- Ensure that all hazard reporting and maintenance documentation is actioned
- Complete all relevant risk assessments
- 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>)
- 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**

- Co-operate 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

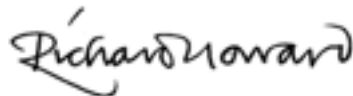
10. **PUPILS**

- 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

Reviewed by: Sean O’Sullivan

Date: October 2016

Approved by Governors:



Date: 3rd October 2016