



# 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 of a hazardous situation developing, and of an accident and / or emergency occurring on or off site.

## RESPONSIBILITIES

### I. GOVERNORS

<http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/govdel.pdf>

[http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/Governor\\_Responsibilities.pdf](http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/Governor_Responsibilities.pdf)

- 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://www.hse.gov.uk/work-equipment-machinery/standard.htm>)
- 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. HEADTEACHERS

- 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://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/proceduresaz/Training\\_and\\_Compentence.pdf](http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/proceduresaz/Training_and_Compentence.pdf))
  - Liaising with the employer (OCC) over health and safety issues
  - Regularly checking the Health and Safety website: (<http://schools.oxfordshire.gov.uk/cms/node/499>)
  - 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
  - Overseeing the completion of the arrangements and risk assessments for all on/off site activities
  - Ensuring that health & safety is considered during performance management

- Formulating and implementing a policy for the management of critical incidents (Emergency Plans - Critical Incident Management based on OCC pro forma document)

### **3. DEPUTY HEAD / ASSISTANT HEADTEACHER**

- Include health and safety in all new employees' induction
- Undertake an annual health and safety training needs analysis of all employees ([http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/proceduresaz/Training\\_and\\_Competence.pdf](http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/proceduresaz/Training_and_Competence.pdf) - Training)
- Monitor departmental documentation, risk assessments, practices and procedures
- Encourage and support employees in completing risk assessments for pupils giving cause for concern ([http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/proceduresaz/Pupil\\_Student\\_Behaviour.pdf](http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/proceduresaz/Pupil_Student_Behaviour.pdf)).
- Ensure that QCA / HSE health and safety curriculum requirements are being delivered in lessons <http://www.hse.gov.uk/education/qca.htm>
- Support employees with personal safety issues including stress (<http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/StressatWorkOct2010.pdf>)
- Ensure off site visits are approved and appropriately staffed (<http://schools.oxfordshire.gov.uk/cms/content/visits-advice-and-guidance> - procedures - Out and About with Oxfordshire 3)
- Ensure 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://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/DSE-PolicyGuidanceSelf-Assessment.pdf>);
  - Visitors are registered, wear a badge and are briefed on the emergency procedures, safeguarding and anything specific to their role/activity
  - Accident and Physical and Verbal Abuse documentation is completed and submitted to the Health & Safety Team (<http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/usersguide.pdf>).
  - All appropriate risk assessments guidance and hiring documentation is completed for community use of the site ([http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/proceduresaz/Extended\\_Use\\_of\\_Schools.pdf](http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/proceduresaz/Extended_Use_of_Schools.pdf))
  - All community users are registered and made aware of emergency procedures
  - Periodic checks are made of the first aid arrangements and containers ([http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/proceduresaz/First\\_Aid\\_at\\_Work.pdf](http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/proceduresaz/First_Aid_at_Work.pdf))

### **5. RESOURCES MANAGER**

- Maintain accurate records of all equipment and resources
- Purchase and maintain all equipment and resources to County Council prescribed standards ([http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/proceduresaz/Purchasing\\_to\\_an\\_acceptable\\_standard.pdf](http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/proceduresaz/Purchasing_to_an_acceptable_standard.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://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/proceduresaz/Teaching\\_Safety.pdf](http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/proceduresaz/Teaching_Safety.pdf))

- Advise colleagues on the completion of risk assessments and ensure 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://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/proceduresaz/Contracting\\_Safely.pdf](http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/proceduresaz/Contracting_Safely.pdf))
  - when completing a Self-Financed Improvement Project (SFN Form)  
<https://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/property/SFAFormAndGuidance.pdf>
  - when liaising with contractors over health and safety matters
  - when monitoring health and safety issues on-site regarding either county council or school appointed contractors
- 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://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/PAT\\_Policy\\_Procedure.pdf](http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/PAT_Policy_Procedure.pdf))
- Ensure all maintenance employees are trained and competent to undertake their tasks safely  
([http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/proceduresaz/Contracting\\_Safely.pdf](http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/proceduresaz/Contracting_Safely.pdf));
- Carry out termly fire drills, weekly fire tests, check fire extinguishers and maintain the Fire Safety Folder  
([http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/proceduresaz/Fire\\_Safety\\_Log\\_Book\\_Procedures\\_2019.docx](http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/proceduresaz/Fire_Safety_Log_Book_Procedures_2019.docx))
- 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://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/SAB16\\_Risk\\_Assessments\\_for\\_Support\\_Workers.pdf](http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/SAB16_Risk_Assessments_for_Support_Workers.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 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 summary of the health and safety and safeguarding procedures on arrival at the School
- Note hazards peculiar to this site, e.g. asbestos about which they will be informed
- Wear a visitor badge whilst on site at all times

- Follow evacuation procedures in the event of an emergency

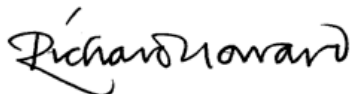
## **10. PUPILS (Supported by family where required)**

- 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: Simon Knight

Date: January 2020

Approved by Governors:



Date: February 2020