

Health and 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

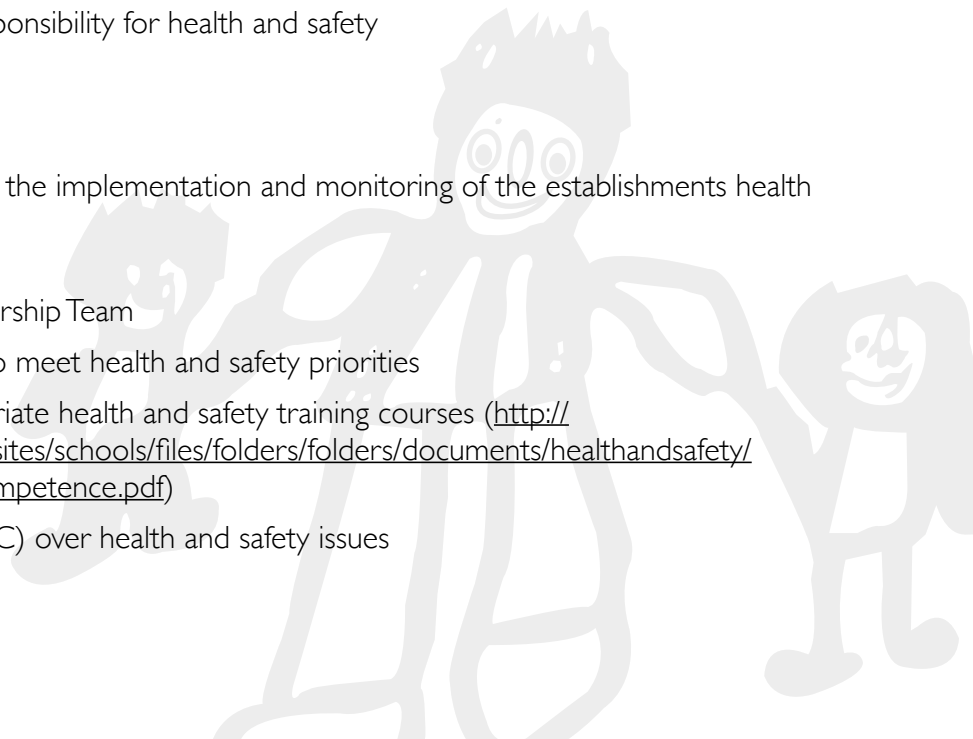
<https://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm>

1. GOVERNORS

- 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://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/proceduresaz/Purchasing_to_an_acceptable_standard.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. 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)
- 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

Are required to ensure that they:

- 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)
- 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).
- 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/proceduresaz/Stress_at_Work_Policy.pdf
- Ensure off site visits are approved and appropriately staffed (<https://schools.oxfordshire.gov.uk/cms/content/visits-advice-and-guidance> - Out and About with Oxfordshire 3)
- Ensure adequately 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)
- 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)

5. OFFICE STAFF

Are required to ensure that they:

- 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)

6. SUBJECT LEADERS

Are required to ensure that they:

- Review school 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)
- Support colleagues in the completion of risk assessments and, where appropriate, ensure they are carried out, reviewed periodically and recorded
- Annually undertake training needs analysis for their areas of responsibility
- In reviewing planning, where appropriate check that staff are aware of health and safety issues and that these are being reinforced to pupils

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)
- 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)
- 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)
- 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)
- 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)

8. ALL EMPLOYEES

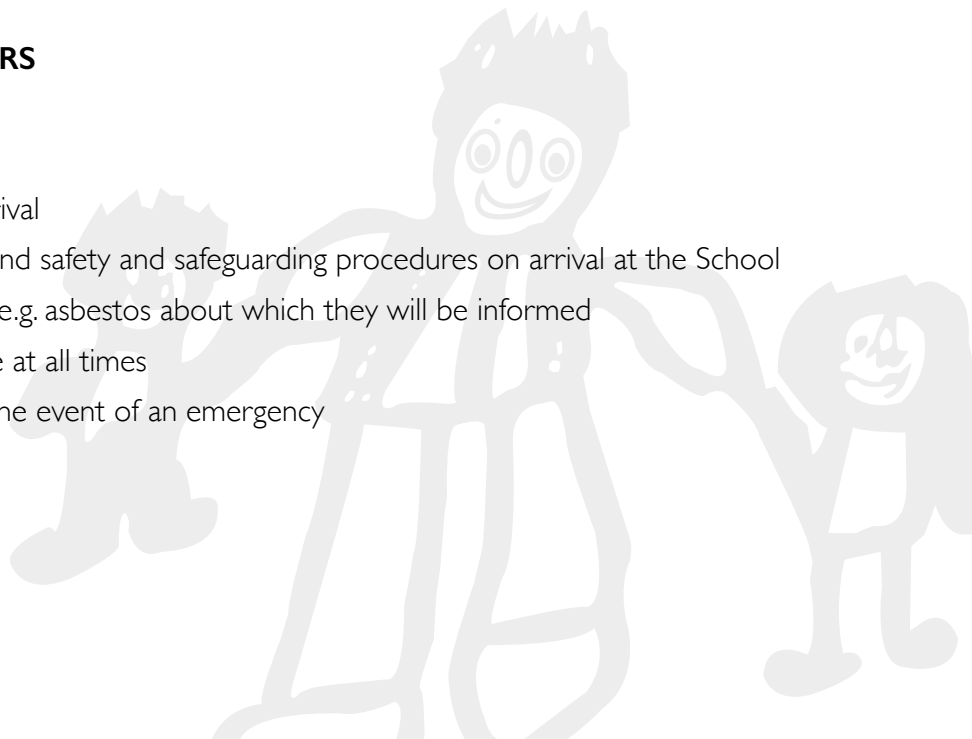
Are required to ensure that they:

- 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

Are required to ensure that they:

- 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)

Are required to ensure that they:

- 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: October 2022

Approved by Governors:

Date: October 2022

