



## 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

- 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
- 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 (Please visit the Learning and Development Pages for information on the training available);
- Liaising with the employer (OCC) over health and safety issues;
- Regularly checking the Health and Safety website:
- 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 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 (Please visit the Health and Safety A-Z for Emergency Plans - Critical Incident Management)

### 3. LEADERSHIP POST

- Include health and safety in all new employees' induction.
- Undertake an annual health and safety training needs analysis of all employees (Please Visit the Learning and Development Pages)
- Monitor departmental documentation, risk assessments, practices and procedures.
- Encourage and support employees in completing risk assessments for pupils giving cause for concern (Model risk assessment can be found on the A-Z, Risk Assessment RA1).
- Ensure that QCA / HSE health and safety curriculum requirements are being delivered in lessons
- Support employees with personal safety issues including stress (Please visit A-Z for Stress at Work Policy)
- Ensure off site visits are approved and appropriately staffed (procedures - Out and About with Oxfordshire 3)
- Review departmental coordinators risk assessments annually.

### 4. OFFICE MANAGER

- Is required to ensure that:
  - All office risk assessments are completed and reviewed (Model risk assessment can be found on the A-Z, Risk Assessment RA1).
  - 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 report is completed on the online reporting system. (Links to the Accident Reporting System are on the Health and Safety Pages on the Schools Insite)
  - All appropriate risk assessments guidance and hiring documentation is completed for community use of the site
  - 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 (Please visit the A-Z for the First Aid at Work Policy)

### 5. FINANCE MANAGER

- Organise the planned programmed maintenance of plant and equipment.
- Arrange for the annual electrical testing programme (Please visit A-Z for policy on Portable Appliance Testing)

- Maintaining accurate records of all equipment and resources.
- Purchase and maintain all equipment and resources to County Council prescribed standards

#### 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 (please visit A-Z for Risk Assessment guidance in different classroom settings).
- 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 / SITE MANAGER

- Ensure that the school follows the County Council procedures:
  - when selecting a contractor (Please visit A-Z for Contractors Selection and Monitoring policy);
  - when completing a Self-Financed Improvement Project (SFN Form) (Found in 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.
- Complete all relevant risk assessments.
- Ensure all maintenance employees are trained and competent to undertake their tasks safely
- Carry out termly fire drills, weekly fire tests, check fire extinguishers and maintain the Fire Safety Folder (Please visit A-Z for Fire Safety Folder);
- Carry out monthly water temperatures tests and maintain the Water Hygiene Folder;
- Alert the Head of Establishment to issues of security and lone working (Please visit A-Z for policy on Lone Working).

#### 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 .....

Date of Review .....

Signed: Headteacher .....

Signed: Chair of Governors .....