



## HEALTH AND SAFETY POLICY MODEL PART III

### 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;
  - 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

### 3. LEADERSHIP POST

- Include health and safety in all new employees' induction.
- Undertake an annual health and safety training needs analysis of all employees
- Monitor departmental documentation, risk assessments, practices and procedures.
- Encourage and support employees in completing risk assessments for pupils giving cause for concern
- Ensure that QCA / HSE health and safety curriculum requirements are being delivered in lessons
- Support employees with personal safety issues including stress
- Ensure off site visits are approved and appropriately staffed
- Review departmental coordinators risk assessments annually.

### 4. OFFICE MANAGER

Is required to ensure that:

- All office risk assessments are completed and reviewed
- 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.
- 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

### 5. FINANCE MANAGER

- Organise the planned programmed maintenance of plant and equipment.
- Arrange for the annual electrical testing programme
- 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
- 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
  - when completing a Self-Financed Improvement Project (SFN Form)
  - 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
  - Carry out monthly water temperatures tests and maintain the Water Hygiene Folder;
  - Alert the Head of Establishment to issues of security and 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) .....