



# Health and Safety Policy

**Issued:** December 2017

**Date of Review:** December 2018

**Headteacher:** Russell Leigh \_\_\_\_\_

**Chair of Governors:** Gary Lester \_\_\_\_\_

### **Our School Vision**

Our vision is to provide a happy, caring and stimulating environment with opportunities for all children to develop their potential as joyful, confident, proud, healthy and independent individuals with key skills for life.

### **Aim**

To establish and maintain a safe and healthy working environment in school.

### **Objectives**

- To raise awareness amongst staff, pupils, parents, governors and other visitors to school, 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 the school 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 the school site.

### **Responsibilities**

#### **1. Governors**

Responsibility for Health & Safety is delegated to the Resources Sub-committee of the Governing Body.

- To monitor the allocation of funds based on suitable and sufficient risk assessments.
- To ensure that health and safety matters are prioritized, where appropriate, within the School Development Plan.
- To ensure that school equipment is purchased and maintained to OCC /British and European Standards.
- To have health and safety as a standing item on the agenda of Resources Sub-committee meetings.
- To carry out regular inspections.
- To cooperate with the OCC on matters of health and safety.
- To nominate a Governor with responsibility for health and safety. Our nominated governor is Paul King

#### **2. Headteacher**

The Headteacher takes overall responsibility for the implementation and monitoring of the school's health and safety policy by;

- Allocating sufficient resources to meet health and safety priorities;
- Including health and safety in the induction of all new staff and teacher training and work experience students;
- Ensuring good communications by including health and safety issues in Staff briefings, bulletins and meetings, where appropriate;
- Alerting staff to issues of security and lone working;
- Ensuring staff attendance on appropriate health and safety training courses;

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- Working with the SENCO to encourage and support staff in completing risk assessments for pupils giving cause for concern;
- Checking that pupils are aware of health and safety issues and that these are being continually reinforced;
- Ensuring that QCA/HSE health and safety curriculum requirements are being delivered in lessons;
- Liaising with the LEA/OCC over health and safety issues;
- Supporting staff with personal health and safety issues including stress;
- Checking the Health and Safety website:  
<http://education.oxfordshire.gov.uk/healthsafe/index.cfm>
- Ensuring that any equipment and materials that may be considered hazardous in school are appropriately marked, stored and maintained and used by a competent person;
- Organising and implementing termly inspections in consultation with Governors (and with Trade Union Safety Representatives should this be appropriate.)
- Overseeing the completion of the arrangements and risk assessments for all on/off site activities;
- Ensuring that periodic checks are made of the first aid arrangements and containers. The maintaining of first aid resources is a delegated responsibility of the headteacher;
- Ensuring that health & safety is a criteria for performance management, where appropriate;
- Formulating and implementing a policy for the management of critical incidents.
- To complete 'Personal Emergency Evacuation Plans' (PEEP) for visitors with specific needs – where appropriate.
- Carry out termly flushing through of water systems and record in the Water Hygiene Folder
- To ensure that the School follows LEA procedures:
  - when selecting a contractor;
  - when completing a Self Financed Improvement Project (SF1 Form);
  - when liaising with contractors over health and safety matters;
  - when monitoring health and safety issues on-site regarding either County or School appointed contractors.
- To carry out daily checks of the school site and take appropriate remedial action
- To ensure that all staff are trained and competent to undertake their tasks safely.

### 3. School Administrator

It is the school administrator's responsibility, shared with other staff, to ensure that:

- The school's front and back security doors are properly closed during lesson time;
- All unfamiliar visitors are met and escorted in school;
- Visitors are asked to sign in and out in the school office, and are briefed on the school's emergency procedures, as appropriate;
- Reporting and maintenance documentation is updated when visits are made to school;

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- Accident and Physical and Verbal Abuse documentation is completed and submitted to the Education Health & Safety Section.
- To make any necessary arrangements for planned programmes of plant and equipment testing and maintenance;
- To make arrangements for the annual electrical testing programme;
- With the headteacher, to maintain accurate records of equipment and resources in school;
- To purchase school equipment and resources to LEA prescribed standards.
- To ensure that arrangements are made in school to carry out termly fire drills and weekly fire tests and to maintain the Fire Safety Folder
- To ensure that arrangements are made with contractors to carry out regular checks of the fire alarm system and fire extinguishers and to arrange for any remedial work to be undertaken.
- To ensure that arrangements are made with contractors to carry out regular water hygiene tests.

### 4. Curriculum Coordinators

It is the responsibility of curriculum coordinators and link governors:

- To produce health and safety risk assessment guidance and documentation as appropriate, especially in Art & Design, Design & Technology, ICT, Science, P.E. and off site activities.
- To advise colleagues on the health and safety risk assessments and practices that must be undertaken as an integral part of their unit and lesson planning and delivery and to monitor the ways in which they are undertaken and recorded.

### 5. Cleaner in Charge

It is the responsibility of the cleaner in charge:

- To ensure that monthly water temperatures tests are carried out in school.
- To alert the Headteacher to any potential health and safety hazards.

### 6. All Staff

It is the responsibility of all staff in school:

- To cooperate with health and safety requirements in school.
- To alert the headteacher to any potential health and safety hazards.
- To report all equipment defects to the headteacher.
- To assist with the completion and action of risk assessments for all classroom and off site activities.
- To use, but not misuse things provided for their health, safety and welfare.
- To not undertake unsafe acts and inform the headteacher of any “Near-Misses”.
- To be familiar with the emergency action plans for fire, first aid, invader security and off site issues.
- To raise health and safety issues with pupils.

### **7. Pupils**

It is expected that all pupils will:

- Behave in a way that does not put their own or others' health and safety at risk.
- Comply with the school's policies on school uniform, P.E. kit and the wearing of jewellery which are consistent with good health, safety and hygiene practices.
- Follow all safety rules, including the instructions of any member of staff when given in an emergency.
- Use, but not misuse, things provided for their health, safety and welfare.

### **8. Visitors to school and Contractors**

It is made clear to visitors and contractors that they are expected to:

- Sign in and out at the School Office.
- Ask either the school receptionist or headteacher about any relevant health and safety procedures on their arrival at the School.
- Follow school evacuation procedures in the event of an emergency.
- Be responsible for their own safe evacuation from the school and then report to staff at the school's Fire Assembly Point on the playground.

## Health and Safety Policy

As manager/head of establishment/setting of **Dorchester St Birinus CE School**, I recognise my responsibility under the Oxfordshire County Council's Health and Safety Policy to ensure the health, safety and welfare of all the employees, and of other persons likely to be affected by our activities.

I will comply with the Part I / Part II Health and Safety Policies, and procedures, to ensure the effective management of all activities over which the Authority exercises control.

I intend to ensure, so far as is reasonably practicable, the provision of safe premises, plant, equipment and work practices and procedures in order to prevent accidents, incidents, injuries and ill health resulting from workplace operations. I will ensure the effective management of all activities over which I have control so that a healthy and safe working environment or location is provided. To achieve this, I will make available appropriate information, training and supervision to ensure the necessary competence in all managers and employees.

It is the responsibility of managers and supervisors to ensure that an effective management system exists within their work activity enabling this Health and Safety Policy to be implemented in a planned and structured way. To assist in this task any specialist competent advice on health, safety and wellbeing matters will be provided through the Health, Safety and Wellbeing Team.

I recognise that this health and safety policy will only be successful if it effectively involves all establishment employees, and Trade Unions.

All employees must therefore recognise that it is their duty under the Health and Safety at Work etc Act 1974 (HSAWA) to take reasonable care of the health and safety of themselves, their fellow employees and third parties, including service users, pupils and students, who may be affected by their acts and omissions at work, and to co-operate with management to enable our legal responsibilities to be carried out effectively.

Where the County Council arranges for other organisations to provide goods and/or services on its behalf, it is the responsibility of all managers to ensure, within their sphere of control, that all health and safety requirements are managed through the procurement, contracting, monitoring and reviewing systems and procedures.

This statement will be kept under review and any amendments to it will be brought to the notice of all employees.

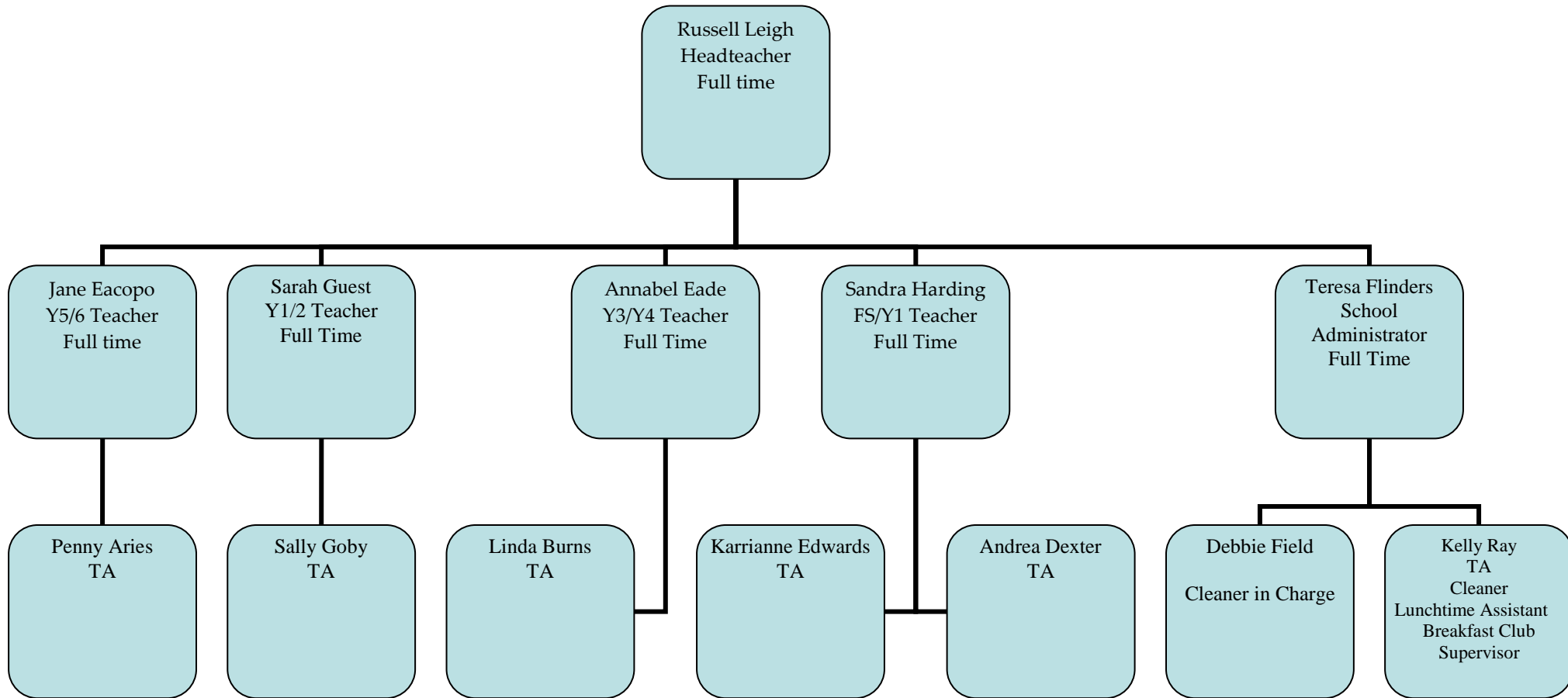
Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Review Date: \_\_\_\_\_

Name of manager/head of establishment/setting

**Dorchester St Birinus CE Primary Staff Structure**



**ARRANGEMENTS**

**FIRE SAFETY**

In OCC controlled sites detailed guidance on fire safety procedure, the testing of alarms/ equipment and fire risk assessments can be found in the Fire Safety Folder. In sites where OCC is the tenant there is a duty to co-operate and co-ordinate with the landlord's fire safety arrangements to ensure the safety of all employees.

The Person in Charge for this site is responsible for all fire procedures, guidance and undertaking a fire risk assessment.

**Name of appointed Fire Warden(s) and Responsible Person(s):**

**Russell Leigh**

A Fire Safety Folder, or landlord's arrangements where OCC is a tenant, must be kept at each workplace and available for inspection by the relevant officer.

**Location of Safety Folder at this site:** **Right hand cupboard-admin office**

**FIRST AID**

Each work site **MUST** have adequate first aid provision as identified by the risk assessment.

**Name of trained Appointed Person(s):** **All members of staff**

**Location of First Aid Container(s) Equipment:** **Disabled toilet and every classroom**



### **CRITICAL INCIDENT/EMERGENCY MANAGEMENT PLAN**

In the event of a serious or critical incident such as fire, flood, intruders etc each workplace needs to have in place effective arrangements to allow for continuation of the service.

**Location of Critical Incident/Emergency Plan:**

**Left hand cupboard – admin office**

**Russell Leigh & Teresa Flinders have a copy of the plan at home**

**Location of emergency contact details:**

**In admin office**

**Russell Leigh & Teresa Flinders have a copy at home.**

### **PROPERTY CARE CONSULTANTS – EMERGENCY CONTACT NUMBERS**

The Property Care Consultancy for Dorchester St Birinus CE School is Strictly Education:-

**Contact name:- Sally Beevor      Contact telephone number:- 01908 208290**

### **ISOLATION POINTS**

In an emergency it will be useful to know where services isolation points are located in case a service needs to be turned off. These are recorded in the Fire Safety Folder but are duplicated below for ease of reference:

**Water isolation point: KS2 boys toilets in first cubicle/Outside on left-hand side of building near water fountain (manhole cover inserted in tarmac)**

**Gas/Oil isolation point: Boiler Room – outside on left hand side of main building**

**Electricity isolation point: Electricity cupboard-First cupboard on left hand side of corridor.**

**Blue Class – Large cupboard with sliding door on left-hand side of classroom.**

In OCC controlled sites the above information must be entered on the A3 laminated site notice “Notice to Contractors Working on this Site”

## **DIRECTORATE HEALTH, SAFETY & WELLBEING**

Under the Management of Health and Safety at Work Regulation 1999 the Authority has established a Health, Safety and Wellbeing Team in Shared Services to provide competent advice and assistance for the management of health, safety and welfare issues.

**Name of Directorate Health, Safety & Wellbeing Professional Lead:**

**Graham Jamieson 01865 797173 / 07733001511**

Address: Health, Safety and Wellbeing

Corporate HR

Oxfordshire County Council

County Hall

New Road

Oxford

OX1 1ND

**Helpdesk Tel: 03300 240849**

E mail [healthandsafetyhelp@oxfordshire.gov.uk](mailto:healthandsafetyhelp@oxfordshire.gov.uk)

<http://schools.oxfordshire.gov.uk/cms/content/health-and-safety>

## **SHARED WORKPLACE**

A co-ordinator must be nominated in a shared workplace to enable employers to co-operate with each other in respect of all matters relating to emergency arrangements, health/safety and welfare matters.

**Nominated Co-ordinator:** **Russell Leigh**

**Named person(s) nominated in other**

**Organisation & contact numbers:** **N/A**

### **HEALTH & SAFETY INFORMATION**

Health & Safety information is located at: **In the admin office / Induction Folder/Staff folder in staff room**

#### *STAFF AND USER GROUP MEETINGS*

Health and safety will be a standard item on the agenda of staff and user group meetings.

#### **Contact name & telephone number**

**for Staff Meetings** **Russell Leigh 01865 340081**

**for Governors** **Paul King 01865 340989**

### **OCCUPATIONAL HEALTH & STAFF CARE SERVICE**

The Occupational Health Unit provides a confidential service for all staff. This service covers pre-employment health screening, advice on health issues for employees and management. A confidential Staff Care Service is also available to some staff and this includes a counselling service.

**Occupational Health Unit - telephone number: 01865 415500**

### **REPORTING OF ACCIDENTS AND INCIDENTS**

There is both a legal duty and county requirement to report any accidents; incidents of work related ill health (employee only) or violent incident/s involving an employee, member of the public, service user arising out of this directorate's working activity. Every workplace must have an accident/violence reporting book.

**Location of accident/violent incident record book:** **Admin Office + OCC online reporting**

### **CONTRACTORS ON SITE**

In OCC controlled sites all contractors must report to the workplace manager as soon as they arrive on site where a copy of the “Notice to Contractors” is to be brought to their attention and suitable arrangements are to be made to protect every one.

The minimum health and safety standards expected of contractors are included in the Health & Safety ‘On-site Works’ booklet available on the intranet. Should you have any comments, good or bad, on the practices of Contractors or The Directorates Property Care Consultants, these need to be communicated to the Property Services Group.

**Location of ‘Notice to Contractors’ Sign:** [By the front door](#)

### **ASBESTOS**

Asbestos and asbestos products may have been used in this workplace in the past (pre 1990).

Guidance on the management of asbestos materials in OCC sites and emergency procedures/contacts are included in the Site Asbestos Management Folder.

The Asbestos Management Folder must be kept at each OCC controlled workplace and be available for inspection by the relevant officer(s).

**Location of Asbestos Management Folder:** [Admin office-left hand cupboard](#)

### **RISK ASSESSMENT**

It is the duty of all managers/supervisors to undertake a risk assessment of any working activities likely to put staff and/or others at risk.

The process must be undertaken by the manager/supervisor who is familiar with the activities concerned and the hazards it presents in the workplace.

Risk assessments of the significant risks must be recorded, and communicated to each member of staff affected (including all temporary staff), revised if any changes occur and regularly reviewed at least annually to ensure there are no significant changes.

Further guidance and the Risk Assessment Form can be found in the County Council Safety Procedures/Tool Kits on the intranet.

**TRAINING**

Managers must undertake a Health and Safety Training Needs Analysis (TNA), based on risk assessment evidence. The TNA forms part of the Appraisal/Performance Management scheme and needs to be undertaken at least annually. The Health, Safety & Wellbeing Training Programme is there to assist in determining whether and when to use specified, specialised or general management training. Links to guidance, training and booking courses can be found on the Shared Services, Learning & Development web-pages. Contact: [LandD.sharedservices@oxfordshire.gov.uk](mailto:LandD.sharedservices@oxfordshire.gov.uk) or tel: **01865 797123**.

***ELECTRICITY AT WORK***

The workplace manager will ensure that an annual inspection and test of all portable electrical equipment is carried out and an inspection and test of fixed electrical equipment and systems is carried out every five years and adequate records kept on site. New equipment must be added to the programme.

**Location of electrical inventory book for portable electrical equipment:**

[Admin Office](#)

**Location of electrical certificate for fixed system/equipment:**

[Admin Office](#)

**PERSONAL ELECTRICAL EQUIPMENT.**

As a general rule all electrical equipment used in Dorchester St Birinus School should have been purchased by the School and maintained and PAT tested as appropriate. Use of personal equipment is not encouraged as the School aims to provide staff with all the essential equipment to carry out their role. It is however accepted that in exceptional circumstances staff may apply to bring in their own equipment. In these instances the equipment must be registered and PAT tested along with all other School equipment. As with all items any personal equipment should be used in a safe manner at all times and should not compromise the School staff or building in any way. All personal equipment must be registered, in the first instance, with the office. If any equipment fails the PAT test the owner will be asked to remove the item from the School with immediate effect.

### **WATER HYGIENE**

In OCC managed (non domestic) sites, detailed guidance on water hygiene procedures, the testing of water and risk assessment records can be found in the Water Service Hygiene Manual. Information on water hygiene and precautions are also contained in the tenants Manual for domestic sites.

The Water Service Manual must be kept at each OCC controlled workplace and be available for inspection by the relevant officer(s).

**Location of Water Hygiene Manual:** [Admin Office-right hand cupboard](#)

### **GENERAL EQUIPMENT (Purchasing & Maintenance)**

Work equipment should be purchased to a recognised British or European standard and any ongoing servicing/maintenance must follow the manufacturer's requirement.

By law some types of work equipment must be inspected and maintained at regular intervals by a competent person and a record of inspection kept.

**Location of Inspection and Maintenance Records:** [Admin Office right-hand cupboard](#)

### **CHEMICAL SAFETY**

#### **THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS (C.O.S.H.H.)**

An Inventory of all hazardous substances should be kept in each establishment together with accompanying data sheets. Suitable and sufficient risk assessments should be carried out before being allowed into the workplace, the objective being to eliminate all hazardous substances wherever possible. Where elimination is not possible substituting with a safer alternative should be the next level of control. Detailed guidance on C.O.S.H.H. can be found on the intranet under Guidance Notes.

**Location of all data sheets and completed Risk Assessments Record is:**

[Admin Office-left hand cupboard](#)

## **CORPORATE HEALTH, SAFETY AND WELLBEING PROCEDURES**

### **Accident and Incident Reporting**

In the event of an employee, client, pupil, contractor, member of the public or visitor being injured, made ill, or witnessing an incident or dangerous occurrence on any County Council site, or where any County Council duties are being undertaken, an accident/incident report will be completed and an investigation carried out by the line manager/appointed person/designated person. Accident/incident/violence/abuse records must be kept, reviewed and risk assessments undertaken and amended as necessary. Information arising from the analysis of these records should be regularly considered by departmental managers, management teams, safety representatives and safety committees.

### **Contractors & Consultants**

Contractors, consultants and other non-employees working on behalf of Oxfordshire County Council are required to maintain an adequate health and safety standard irrespective of how large or small a contract may be. This standard must comply with any statutory regulations, and those of Oxfordshire County Council's policies and procedures, applying to the type of work being undertaken. The guidelines contained in Oxfordshire County Council's "On Site Works" must be followed.

### **Controlling and Working with Contractors or Other Organisations**

Where the County Council arranges for contractors or other organisations to provide goods and / or services on its behalf it takes on a duty of care. It is the responsibility of all managers, within their sphere of control, to ensure that all health and safety requirements are managed through the procurement, contracting, monitoring and reviewing of systems and procedures.

### **Display Screen Equipment**

Managers will identify 'users' and ensure display screen risk assessments are undertaken to remove or reduce any potential hazards.

### **Driving at Work**

Oxfordshire County Council will ensure, as far as reasonably practicable, the health, safety and welfare of all employees, and others, who may be put at risk from driving at work. It does not apply to commuting unless the employee is travelling to a location, which is not their usual place of work.

### **Fire Safety**

Directors will identify and give appropriate priority to the financial, staffing and other resources required to meet legislative requirements and to implement the Council's policies and procedures. Each Directorate will be responsible for nominating "persons in charge" for premises or office locations that it occupies to ensure compliance with the Fire Safety Order.

### **Health at Work**

Oxfordshire County Council accepts that the fitness for work of its employees is a primary requirement for the efficient and effective performance of the Council's

functions. Employees are encouraged to pay attention to their own mental and physical well-being at work and to actively develop a responsible, balanced approach to work and their personal lives.

### **Lone Working**

Managers are required to identify and assess those situations that place employees at increased risk when working alone.

Managerial approval and risk assessment must be undertaken and given for use of offices out of normal working hours.

### **Manual Handling**

Oxfordshire County Council seeks to eliminate or reduce the risks associated with manual handling tasks and musculoskeletal injuries. Risk assessments will be made of those manual handling operations that have the potential to cause harm.

### **Risk Assessment**

Oxfordshire County Council will ensure there are documented procedures for the identification of hazards and evaluation of risks within its areas of operation. Records will be maintained, significant findings communicated to staff and assessments reviewed to provide appropriate control strategies to reduce risks to an acceptable level.

### **Safety Representatives and Consultation**

Oxfordshire County Council will ensure that there are documented procedures that, as a minimum, meet the statutory requirements and obligations for consultation with all employees about all health, safety and wellbeing matters.

### **Violence/Abuse**

Oxfordshire County Council aims to create a culture where any form of violence/abuse is recognised as unacceptable. A risk assessment will be carried out to remove or reduce the risk to employees whose work may involve the risk of violence/abuse at work.

### **Working at Height**

Activities involving working at height will be risk assessed to either remove or reduce the risks to an acceptable level. This does not exclude operations that require employees to work at height but ensures that sufficient safeguards are in place to prevent accidents.