



# HEALTH AND SAFETY POLICY

NORTHBOURNE.SP.014

Approval date: 20<sup>th</sup> September 2018

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Northbourne CE (A) Primary School

Cockcroft Road,  
Didcot  
OX11 8LJ

## Health and Safety (Part III) Policy

The Governors of Northbourne C.E. Aided Primary School have adopted the Oxfordshire County Council Health and Safety Policies and Procedures including this Model Part III, with the aim of establishing and maintaining a safe and healthy working environment.

### 1. 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.

### 2. Responsibilities

#### 2.1 Governors

- ✓ To 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;
- ✓ Have health and safety as a standing item on the agenda of all meetings;
- ✓ Carry out regular inspections as outlined in the Governors' Handbook;
- ✓ Co-operate with the employer, Oxfordshire County Council (OCC), on matters of health and safety;
- ✓ Nominate a Governor with responsibility for health and safety.

#### 2.2 Headteacher

To take overall responsibility for the implementation and monitoring of the establishment's 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 Oxfordshire 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;
- ✓ Formulate and implement a policy for the management of critical incidents (Please visit the Health & Safety A-Z for Emergency Plans – Critical Incident Management)

#### 2.3 Senior Leadership Team (SLT)

- ✓ Include health and safety in all new employees' induction;
- ✓ Undertake an annual health and safety training needs analysis of all employees (see Learning and Development pages on the intranet);
- ✓ Monitor departmental documentation, risk assessments, practices and procedures;
- ✓ Encourage and support employees in completing risk assessments for pupils giving cause for concern (Schools Intranet A-Z, Risk Assessment RA1);
- ✓ Ensure that QCA / HSE health and safety curriculum requirements are being delivered in lessons;

- ✓ Ensure off site visits are approved and appropriately staffed (according to procedures in Out and About with Oxfordshire 3);
- ✓ Review departmental coordinators risk assessments annually;
- ✓ Support employees with personal safety issues, including stress (Schools Intranet A-Z, Stress at Work Policy).

#### **2.4 School Secretary (SS), Business Manager (SBM) and Administrative Assistant (AA)**

- ✓ All office risk assessments are completed and reviewed (SBM);
- ✓ Visitors are registered, wear a badge and are briefed on the emergency procedures (SS);
- ✓ Hazard reporting and maintenance documentation is actioned (SBM);
- ✓ Accident and Physical and Verbal Abuse report is completed on the online reporting system (SBM);
- ✓ All appropriate risk assessments guidance and hiring documentation is completed for community use of the site (AA);
- ✓ All community users are registered and made aware of emergency procedures (SS);
- ✓ Adequate trained first aid cover is available for on / off site activities (SBM);
- ✓ Periodic checks are made of the first aid arrangements and containers (SBM);
- ✓ Organise the planned programmed maintenance of plant and equipment (SBM);
- ✓ Arrange for the annual electrical testing programme (SBM)
- ✓ Maintain accurate records of all equipment and resources (SBM);
- ✓ Purchase and maintain all equipment and resources to County Council prescribed standards (SBM).

#### **2.5 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 (See Schools intranet 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;
- ✓ 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 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.

#### **2.5 Site manager (Headteacher, Business Manager and caretaker)**

- ✓ Ensure that the school follows the County Council procedures:
  - when selecting a contractor (Schools Intranet A-Z, Contractors Selection and Monitoring Policy);
  - 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 contractors (HT).
- ✓ Carry out daily checks of the site and take appropriate remedial action (C)
- ✓ Prioritise and process the maintenance forms (HT)
- ✓ Review progress with the head weekly (C)
- ✓ Ensure all employees and contractors are fully briefed on health and safety site issues (SBM)
- ✓ Complete all relevant risk assessments (HT)
- ✓ Ensure all maintenance employees are trained and competent to undertake their tasks safely (SBM)
- ✓ Carry out termly fire drills, weekly fire tests, check fire extinguishers and maintain the Fire Safety Folder (SBM)
- ✓ Carry out monthly water temperatures tests and maintain the Water Hygiene Folder (C)
- ✓ Alert the Head of Establishment to issues of security and lone working (C)

## 2.6 All employees

- ✓ Co-operate with health and safety requirements;
- ✓ Report all defects in the Caretaker book in 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.

## 2.7 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.

## 2.8 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.

In addition to this, staff are aware of their responsibilities under the Children, Education and Families (CEF) Directorate Health and Safety Policy Part II, with particular reference to sections 4.0 and 5.0 which outline the responsibilities of headteachers and Governing Bodies:

## 3. Managers, headteachers and Governing Bodies of Community, County and Controlled Schools and Colleges

- ✓ Promote a positive and proactive health and safety culture
- ✓ Ensure health and safety is given a high priority and is an integral part of the way we conduct our services
- ✓ Comply with the requirements of the Council and Directorate's health and safety procedures and supporting documentation
- ✓ Ensure that suitable and sufficient risk assessments are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to employees, pupils, students, clients and others who use our services
- ✓ Develop and ensure local working arrangements, safe working practices, guidance etc are in place to support the output of risk assessment. This embraces the planning of work as well as the assurance that staff are adequately informed, instructed, trained and supervised
- ✓ Ensure all employees and volunteers under their control are competent and have received the necessary training to carry out their work activities safely
- ✓ Ensure safety events (accidents, incidents and near misses) are reported and investigated
- ✓ Conduct self-monitoring of the activities for which they have responsibility on an annual basis
- ✓ Ensure that health and safety issues are a standing item on team meeting agendas and actions are monitored through this and through supervision.

#### **4. Managers, headteachers and Governing Bodies of Community, County and Controlled Schools and Colleges with responsibility for premises**

- ✓ Promote a positive and proactive health and safety culture
- ✓ Ensure that their site specific Health and Safety Policy is completed, kept up-to-date and communicated to all staff based on the site
- ✓ Ensure effective monitoring and proactive inspections of workplaces for which they have responsibility on an annual basis
- ✓ Ensure property defects are reported and co-operate with property consultants so as to ensure a safe place of work
- ✓ Liaise with other building users where buildings are shared
- ✓ Monitor contractors working on site.