Health & Safety Policy Part 3

February 2015

(adapted from OCC Policy March 2006)

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

Are required to:

- 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. Head teacher

Is required to ensure that:

- 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
- Ensure all employees and contractors are fully briefed on health and safety site issues

3. Deputy Headteacher / Key Stage Leaders

Are required to:

- 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.
- 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
- Advise 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.

4. School Administrator

Is required to ensure:

- 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 completed.
- Accident and Physical and Verbal Abuse report is completed on the online reporting system.
- Adequate trained first aid cover is available for on /off site activities

5. School Business Manager

Is required to ensure:

- 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

6. Facilities Manager

Is required to ensure that:

- Organise the planned programmed maintenance of plant and equipment.
- Arrange for the annual electrical testing programme
- Maintain accurate records of all equipment and resources.
- Purchase and maintain all equipment and resources to County Council prescribed standards
- Ensure that the school follows the County Council procedures:
    - when selecting a contractor
    - when completing a Self-Financed Improvement Project
    - 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.
- Prioritise and process the maintenance forms
- Periodic checks are made of the first aid arrangements and containers

8. Caretaker

Is required to:

- Carry out daily checks of the site and take appropriate remedial action
- 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

Are required to ensure that they:

- Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
- As regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.
- All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.
- Be familiar with the School's Health and Safety Policy and any and all safety regulations as laid down by the governing body.
- Completed the Health and Safety Checklist and returned to deputy.
- Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils.
- See that all plant, machinery and equipment is adequately guarded and is in good and safe working order.
- Not make unauthorised or improper use of plant, machinery and equipment.
- Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- Report any defects in the premises, plant, equipment and facilities which they observe. Defects should be reported on the sheet in the staff room or reported to caretaker or SLT.
- Take an active interest in promoting health and safety and suggest ways of reducing risks.
- 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"
- Raise health, and safety and environmental issues with pupils.

9. Visitors and Contractors

Are required to:

- 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'

Are required to:

- 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 1st May 2014

Signed Chair of Governors

Date of Review May 2016
Title changes made February 2015