

SONNING COMMON
COMMUNITY SCHOOL

POLICY
STATEMENT
ON
HEALTH AND
SAFETY
Part III

POLICY No. 15 Version 4
Summer 2006

HEALTH AND SAFETY POLICY PART III

INTRODUCTION

This Health and Safety policy is produced and published as a requirement of and complementary to the documents Part 1 and part 2 of the Oxfordshire County Council Health and Safety policy and completes the requirements of the Health and Safety at Work Act 1974.

The Governing Body of Sonning Common Community School has a duty to ensure, so far as reasonably practicable, that safe and healthy conditions exist within the school.

The headteacher is specifically charged with the duty of site manager of the whole site including any portion used by the Sonning Common Preschool and Bishopswood Special School. The headteacher may appoint an advisor on any or all Health and Safety matters within the school. The headteacher and his advisor have the right to inspect Bishopswood Special School and Sonning Common Preschool at any time.

This document is specific to the buildings, grounds and work of Sonning Common Community School, Bishopswood Special School and Sonning Common Preschool.

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 advisor, 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
(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. DEPUTY HEADTEACHER

- 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.
- 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.

4. SCHOOL ADMINISTRATOR

- 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 documentation is completed and submitted to the Health & Safety Team;
 - 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. 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.

7. 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.

8. 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.

9. 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, items provided for your health, safety and welfare.

HAZARDS SPECIFIC TO THIS SITE

The school is situated on a road with considerable on-street parking that can cause visibility problems for drivers unaware of children crossing. There is a crossing patrol.

The school has many trees in the grounds that may have small boughs with a possibility of breaking.

The perimeter is extremely long and egress by pupils is very likely. Bishopswood children are not allowed outside their school without carers at all times.

There are three car parks on the site and children must be warned to be extra careful in these areas.

There is an indoor swimming pool on site but an airlock system is in place on the front entrance to stop unauthorised entry.

The public library on site is separated from the school by an access-controlled door with constantly changing pass-code.

Signed Date

Chair of Governors

Signed Date

Headteacher

APPENDIX A
October 2005

Health & Safety Documents

http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/123/part1/Part_One_Policy.pdf

Health & Safety Policy (Part II) Edition 2004
<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/123/part2.pdf>

Learning & Culture Health & Safety Policies and Procedures Current
[Learning & Culture](#) [Resources](#) [Health & Safety](#) [Procedures](#)

Learning & Culture Health & Safety Action Bulletins Current
[Learning & Culture](#) [Resources](#) [Health & Safety](#) [Action bulletins](#)

Health and Safety Guidance for School Governors and Members of School Boards
Health & Safety Commission (HSC) 1998 ISBN 0 7176-1218-8 1998

Management of Health & Safety in Schools
Health and Safety Commission (HSC) 1995 ISBN 0 7176 07704 1995

Managing Work Related Stress - A Guide for Managers and Teachers in School.
Health & Safety Commission (HSC) 1998 ISBN 0717612929 1998

Health and Safety of Pupils on Educational Visits Current
http://www.dfes.gov.uk/health_safety/index.htm

Out & About with Oxfordshire 3, Learning & Culture 2003
http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/outabout/Out_And_About_3.pdf

Health and Safety On-Site Work 2002
[Learning & Culture](#) [Resources](#) [Health & Safety](#) [Procedures](#) [On site Works](#)

Property Maintenance Manual, Corporate Property Group 2001

Developing your emergency / critical incident plan 2004
[Learning & Culture](#) [Resources](#) [Health & Safety](#) [Procedures](#) [Emergency Plans](#)

Fire Safety Folder 2003
[Learning & Culture](#) [Resources](#) [Health & Safety](#) [Procedures](#) [Fire Safety](#)

Water Hygiene Folder, Oxfordshire County Council, Corporate Property Group 2002

Safety Practice in Physical Education
British Association of Advisers & Lecturers in Physical Education. 2004
(BAALPE) 2004 ISBN 1 902523 68 7 2004

Make it Safe 2001
National Association of Advisers & Inspectors in Design Technology (NAAIDT) (Primary)

Be Safe 2001
Association for Science Education (ASE) (Primary), 3rd Edition. ISBN 0 86357 081 X

Essentials of Health & Safety at Work

Health & Safety Executive (HSE) 1994. ISBN 0 7176 0716 X

1994

Safety in Science Education DfEE

Department for Education and Employment 1996 ISBN 0 11 270915 (Secondary)

1996

Topics in Safety

Association for Science Education 2001 (ASE) ISBN 086357 3169 (Secondary)

2001

Code of Practice for Health & Safety in Workshops of Schools and Similar Establishments

British Standards Institution BS 4163: 2000

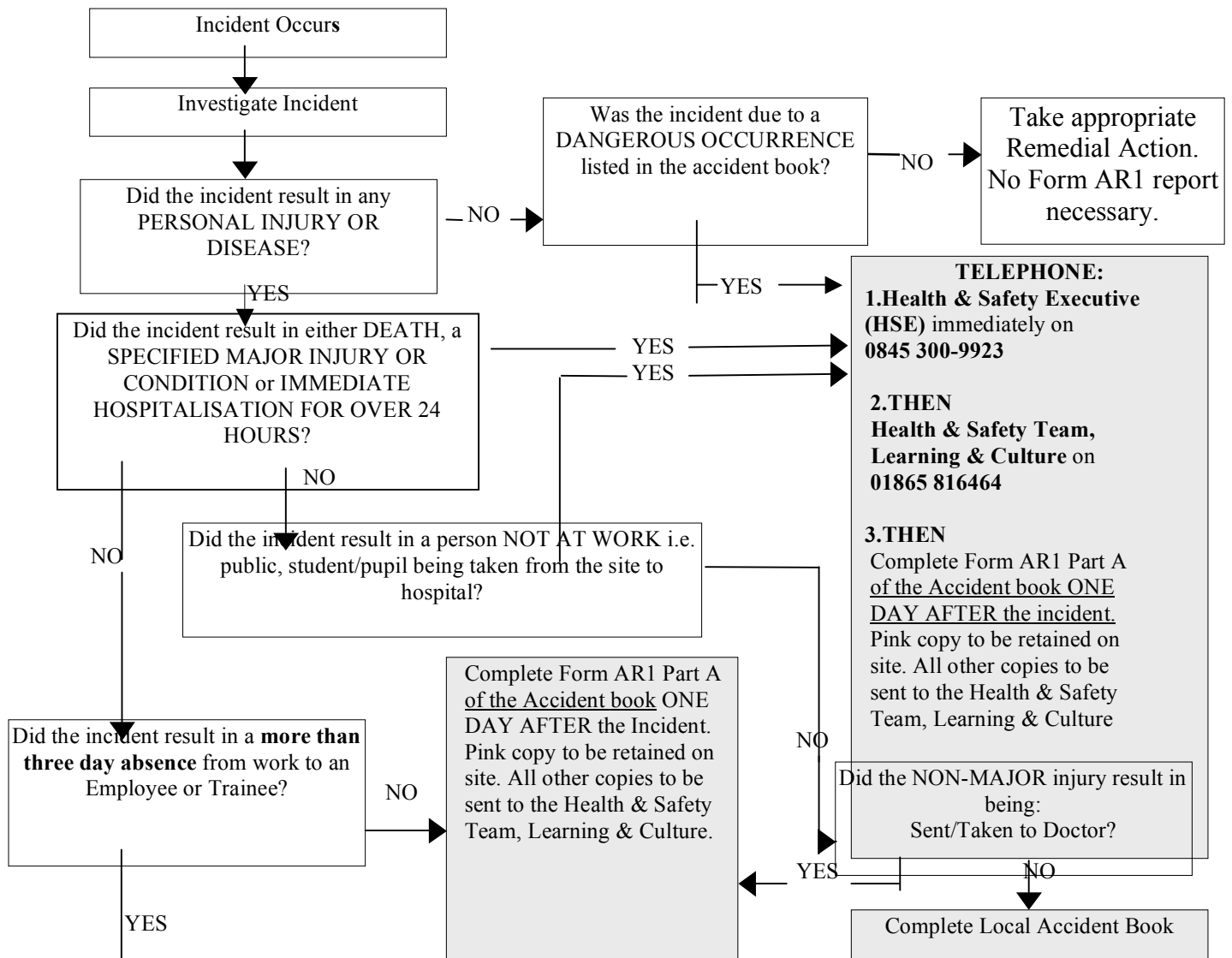
2000

**HSE BOOKS, P O Box 199, Sudbury, Suffolk, CO10 6FS,
Tel: 01787 881 165 Fax: 01787 313995**



Reporting Procedures for Injuries, Work Related Diseases and Dangerous Occurrences Regulations 1995

FLOW CHART - RIDDOR 1995



AR1 PART B - Time off following work related ill health/incident/injury at work. If the person is an **EMPLOYEE**, or a **TRAINEE**, and is **ABSENT FROM WORK**, whether immediately, or at a later stage, **FOR MORE THAN 3 DAYS** resulting from a work related incident, injury or ill health, complete **Form AR1 Part A and Part B**. Pink copy to be retained on site. All other copies to be sent to the Health & Safety Team, Learning & Culture.



Reporting Procedures for Injuries, Work
Related Diseases and Dangerous
Occurrences Regulations 1995

REPORTABLE MAJOR INJURIES

1. **ALL FATALITIES**

2. **MAJOR INJURIES**

1. Any **FRACTURE** other than to fingers, thumbs or toes;
2. Any **AMPUTATION**;
3. **DISLOCATION** of the **SHOULDER, HIP, KNEE** or **SPINE**;
4. **LOSS OF SIGHT** (whether temporary or permanent);
5. A **CHEMICAL** or **HOT METAL BURN** to the **EYE** or any **PENETRATING INJURY** to the **EYE**
6. Any **INJURY** resulting from an **ELECTRIC SHOCK** or **ELECTRICAL BURN** (including any electrical burn caused by arcing or arcing products) leading to **UNCONSCIOUSNESS** or requiring **RESUSCITATION** or **ADMITTANCE OT HOSPITAL for more than 24 hours.**
7. **ANY OTHER INJURY**
 - a) leading to: **HYPOTHERMIA, HEAT-INDUCED ILLNESS** or to **UNCONSCIOUSNESS**;
 - b) requiring **RESUSCITATION**; or
 - c) requiring **ADMITTANCE TO HOSPITAL for more than 24 hours.**
8. **LOSS OF CONSCIOUSNESS** caused by **ASPHYXIA** or **EXPOSURE** to a **HARMFUL SUBSTANCE** or **BIOLOGICAL AGENT.**
9. Either of the following conditions which result from the **ABSORPTION OF ANY SUBSTANCE** by **INHALATION, INGESTION** or **THROUGH THE SKIN.**
 - a) leading to: **ACUTE ILLNESS** requiring **MEDICAL TREATMENT**
 - b) or **LOSS OF CONSCIOUSNESS.**
10. **ACUTE ILLNESS** requiring **MEDICAL TREATMENT** where there is reason to believe that this resulted from **EXPOSURE** to a **BIOLOGICAL AGENT** or its **TOXINS** or **INFECTED MATERIAL.**

<u>ACTION REQUIRED</u>		
1. IMMEDIATELY		
Telephone:	Health & Safety Executive	0845 300 9923
2. THEN		
Telephone:	Learning & Culture Health & Safety Team	01865 816464
3. Complete Accident Report Form AR1 and send to Health & Safety Team.		
<i>N.B. FAILURE TO COMPLY MAY LEAD TO CRIMINAL PROCEEDINGS</i>		



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Form RA1

RISK ASSESSMENT RECORD

a.) Activity / Process / Operation	
b.) What are the Health & Safety Hazards?	
c.) What risks do they pose and to whom? (See checkpoint 2)	Estimate Risk Level H/M/L* (*see point 3)
d.) What measures have been taken to reduce the risks (See checkpoints 1,4,5 - 11)	Level achieved H/M/L
e.) What further action is needed to reduce the risk (state action/specify dates)	

Name of Assessor
 Job Title
 Date of assessment.....
 Review Date (13):

Signed by (12,13 &14)
 Head of Establishment / Manager
 Date

CHECKPOINTS

1. Has all health and safety information been obtained?
2. Consider the number of persons exposed
3. Estimate initial risk level - high, medium or low
4. Consider if elimination or safer substitution could be achieved.
5. Consider all necessary control measures including procedural and technical controls.
6. Are the above controls to the required standard and regularly maintained?
7. Have emergency action plans been considered?

8. Have employees (and other persons) been adequately trained/ instructed and informed?
9. Has adequate supervision been provided?
10. Consider if personal protective equipment is required.
11. Is health surveillance required?
12. What arrangements have been made for monitoring the assessment?
13. How often is the assessment reviewed?
14. Has the assessment been drawn to the employee's attention?

CPM1

CONTRACTOR PERFORMANCE MONITORING FORM

Monitoring Form

For Use by School Governors, Management Committees & Heads of Establishment

Use this form to comment generally on:

Contractor's overall performance, upon completion of a project or to report any specific problems.

Name of Contractor:

Details of Contract:

Quality of Work V. Good (5) Good (4) Average (3) Poor (2) V.Poor (1)

Attitude & Performance V. Good (5) Good (4) Average (3) Poor (2) V.Poor (1)

Health & Safety Standards V. Good (5) Good (4) Average (3) Poor (2) V.Poor (1)

Overall Comment/Problem(s):

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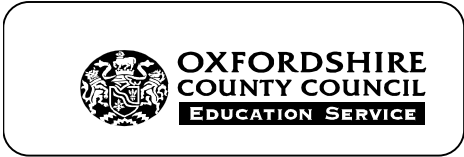
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Signed: Post held: Date:

Establishment Name: Tel:

When an establishment has used a County Council approved contractor and wishes to comment on their performance, whether good or compliance, a copy of form CPM1 should be sent to the relevant County Council.

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APPENDIX G
MODEL FORM HR1
 One copy to be retained by
 the establishment after
 approval
 one copy to be returned to
 hirer after approval

HIRING OF COUNCIL PREMISES

Applications must be accompanied by the correct payment and should be made at least 21 days in advance to the Head of Establishment. Applicants are advised not to make any arrangements regarding their booking until they receive a confirmation copy of this application.

Name and Address of				
Establishment:				
Name of Hiring Organisation/ Individual Hirer				
Name and Address of Contact Person			Tel. No. (Day) Tel. No (evening) Email	
Type of Use: (e.g. Public Event/Club Meeting/Vocational Study/Personal Event)			Age Range	
Days and Dates of Hire			No. of occasions	
ACCOMMODATION REQUIRED (Details of Facilities Booked/Specify names/number as appropriate)	TIMES FROM - TO	FIXED RATE PER SESSION	RATE PER HR/MATCH	CHARGES
Hall				
Rooms (state number required)				
Sports hall/Gym				
Changing Rooms/Showers				
Kitchen				

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Sports Pitches				
Other facilities (give details)				
VAT has been charged where appropriate and is included in the total charge. A VAT invoice may be issued, if required, upon separate application by the hirer	TOTAL HIRING CHARGE PUBLIC LIABILITY INSURANCE FEE* (if applicable) TOTAL CHARGE			£

Cheques to be made payable to:
 And enclosed with this application

I have read, and will ensure observance by persons using the premises of, the Council's and School's conditions of hire (copies enclosed to be retained by hirer). I agree to be responsible for making good any loss or damage to the premises or equipment resulting from this hiring, and will ensure that the premises are in good order.

Insurance Cover

(a) I have arranged public liability insurance cover for a minimum of £5.0 million.
 I enclose a copy of the certificate of insurance.*

OR

(b) I agree to pay the additional fee for public liability insurance cover arranged by Oxfordshire County Council.
 (delete (a) or (b) which is not applicable).

Name (print in full) Date

Signature

Position held:

For official use

I approve this hire on behalf of the Governors of School and confirm that any necessary licence and insurance cover are held* for the event, stage performance, music, singing, dancing, leisure activity. (Delete which is not applicable).

Name (print in full) Date

Signature

Position Held: