



Amanda Hough  
Headteacher

## Health and Safety Policy (Reviewed Oct 2017)

### The policy statement

1. In recognition of its statutory duties in accordance with the provisions of the Health and Safety at Work etc. Act 1974, the Governing Body of the school will take all reasonably practicable steps to ensure the health, safety and welfare of all staff and pupils whilst engaged in school activities.
2. In particular, the Governing Body in conjunction with the LA and ODST will ensure, so far as it is reasonably practicable:-
  - a) That all places under its control, where staff and pupils are required to work, are maintained in a condition that is safe and without risk to health and safety;
  - b) That hazards arising from the use, handling, storage and transportation of articles and substances used in the School are adequately controlled; and,
  - c) That equipment and systems of work are safe and without risk to health and safety.
3. Furthermore, the school undertakes to provide adequate information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively towards their own health and safety and that of others.
4. In addition, the school will ensure, so far as is reasonably practicable, that the health and safety of non-employees is not adversely affected by its activities.
5. The Headteacher with the assistance of the SLT and other staff will endeavour to implement this policy.
6. The school believes that no policy is likely to be successful unless it actively involves staff themselves. For this reason the policy will include appropriate arrangements for consultation with staff and will encourage them to identify hazards and suggest measures for improving safety performance.
7. This policy is complementary to the LA and ODST's Health and Safety Policy and it is the school's local arrangements for implementing the these policies
8. This policy statement supersedes any previously issued.

**Chair of Governors: Oliver Laurensen-Gore**

**Date: October 2016**

**Next Review – October 2019 (every 3 years)**



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### Responsibilities for implementing the policy

#### 1. The Local Governing Body

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the Governing Body(LGB). The Governors, with assistance from the Headteacher and staff will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular they will:

- make arrangements to ensure the school has an up to date health and safety policy;
- have in place procedures to identify hazards and evaluate risk control measures;
- delegate health and safety responsibility to some staff and ensure they are followed;
- ensure a governor attends appropriate health and safety briefing provided by the LA, ODST or the School;
- have health and safety on the agenda at LGB meetings as appropriate;
- ensure the Headteacher, as the Key Manager for health and safety, is supported to carry out the appropriate responsibilities as detailed below.

The LGB will provide, in co-operation with the Borough where responsibilities for premises and plant are shared:

- a safe environment for pupils, staff, visitors and other users of the premises;
- plant, equipment and systems that are safe;
- safe arrangements for transportation, storage and use of articles and substances;
- safe and healthy conditions that take account of:
  - statutory requirements
  - Approved Codes of Practice
  - DfEE or LEA guidance
  - RBWM Corporate Health & Safety Policy and Codes of Practice
  - ODST recommendations and guidance
- adequate information, instruction, training and supervision;
- provision of all necessary safety and protective equipment.

#### 2. Responsibilities of the Headteacher

The Headteacher and School Business Manager are in charge of the day to day management of the school and will carry out the duties of **Key Manager** detailed below. In his/her absence the Deputy Head will carry out these functions.

- a) To pursue the objectives of the LGB, ODST and the LA with respect to health and safety.
- b) To ensure health and safety is an agenda item in staff meetings.



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- c) To ensure risk assessments are carried out and appropriate actions are taken to remove potential hazards or reduce the level of risk.
- d) To co-operate with accredited Safety Representatives and Safety Advisers and offer them assistance to carry out their prescribed functions.
- e) To receive written reports from Safety Representatives and Safety Advisers concerning possible hazards and to respond in writing within a reasonable period of time to the points made.
- f) To ensure that Classrooms are subjected to termly health and safety inspections by Class Teachers and records of the inspections are kept.
- g) To ensure that the cause of all accidents, near misses and dangerous occurrences are investigated, reasonable steps are taken to prevent a recurrence and reported to the Risk Assessment lead and headteacher in accordance with the ODST's procedures.
- h) To ensure that materials and equipment purchased are safe and without risk when properly used and are adequately maintained.
- i) To ensure training needs of both new and existing staff are assessed, relevant training is provided and a record of these is kept.
- j) To include health and safety items in reports of the LGB.
- k) To keep abreast of the changes in RBWM and ODST Health and Safety policies and procedures and pass on the information to the staff concerned.

### **3. Responsibilities of the Site Controller**

The Site Controller has the responsibility for implementing the policy in the common parts of the building. In particular he/she will liaise with contractors and will provide them with information on any hazards such as asbestos, electrical services etc. that they may come across whilst working on school premises.

The Site Controller will also ensure that contractors do not place health and safety of staff and students at risk whilst on school premises.

Staff and students are encouraged to report all accidents to Headteacher and School Business Manager so that they are properly investigated, recorded and reported in accordance with the guidance issued by ODST and the LA,

### **4. Responsibilities of SLT**

SLT are responsible for drawing up safety procedures for their Phases. These procedures should be reviewed regularly to ensure they are relevant and take account of experience.



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They must ensure their staff and pupils follow safe working practices at all times. They will ensure the equipment within their area of work is subjected to termly inspections and report defects to the School Business Manager and Site Controller.

SLT will carry out a risk assessment of the activities within their phase in accordance with the guidance issued. They will ensure staff are made aware of their responsibilities. SLT will carry out regular inspections of their phase and report their findings to the Headteacher.

Should an accident occur in a phase, the SLT member will investigate the causes and will report the findings to the Headteacher and School Business Manager.

SLT will consider the training needs of their staff and raise their requirements with the Headteacher.

### **5. Responsibilities of all staff**

Staff have a duty under the Health and Safety at Work Act to co-operate with the Headteacher to ensure this policy is implemented. They must use equipment in a safe manner and in accordance with the instruction issued and take all reasonable steps to ensure health and safety of those affected by their activities. The Headteacher welcomes suggestions from staff for improving health and safety within the school.

Staff are expected to check equipment and classroom regularly and report their findings to their Phase Leader.

Staff are expected to risk assess their learning environments and advise lead of any concerns.

### **6. Monitoring the Effectiveness of the Policy / Health and Safety Advice**

The implementation of this policy will be monitored by regular inspection of the SLT members, the Site Controller and the Headteacher. In addition Health and Safety Advisors from Oxfordshire County Council will inspect the school at least once a year. Safety Advisors are also available for advice. They can be contacted on 03300 240849. ODST have appointed Oxfordshire County Council to act as the Health and Safety advisor to schools within the Trust.

### **7. Hazardous substances**

Hazardous substances are used in the school both for teaching and for cleaning and minor maintenance. Substances will be assessed in line with the Council's guidance on Control of Substances Hazardous to Health (COSHH).

### **8. Asbestos**

The school has been surveyed for asbestos. The school and the Borough's Building Services Unit hold the asbestos register.

The register must be referred to prior to any maintenance work being carried out by School staff or contractors. Furthermore, any damage to asbestos, or substances suspected to be



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asbestos, is reported immediately to the LA's Shared Building Services on 0118 974 6888 and the area cordoned off until it is made safe.

### **9. Electrical Safety**

Electrical equipment is tested annually. In addition to the annual tests, technicians visually inspect the equipment for physical damages to the cables and plugs every term. Equipment is also checked for these faults prior to use.

### **10. First Aid**

The school has a number of first aiders to ensure there is adequate cover. The first point of contact for first aid will be the school office. All first aid boxes are checked regularly to ensure they are adequately stocked. Paediatric and defib trained staff are on site.

A defibrillator is located in the School foyer. The equipment is regularly checked to ensure it is fully functional.

Teachers are responsible for school trips and will always take a first aid kit.

### **11. Accidents**

All accidents must be reported to the school office. The Senior Administration Officer is responsible for recording accidents and notifying serious accidents to the Headteacher. All head and eye injuries are listed in an accident book and parents/carers informed.

### **12. Contractors**

ODST oversee large projects. They will ensure competent contractors are employed and work is carried out safely. They will monitor contractor's activity. School may also employ contractors. In these circumstances the Headteacher and School Business Manager will ensure competent contractors are employed and health and safety matters are given top priority. Contractors are required to carry out a risk assessment prior to commencement. The Site Controller will notify the Headteachers of measures needed to be taken to ensure safety.

### **13. Violence against staff**

The LA, ODST, Governors and the Headteacher will not tolerate acts of aggression against staff from any person. Such incidents will be dealt with in accordance with the ODST's policy on violence against staff. Should members of staff be subjected to violence they will receive all the support needed from ODST, the LA and the School. The school will exclude anyone displaying aggressive behaviour from the school premises for a fixed period of time.

### **14. Fire**

The Site Controller and SBM co-ordinate fire prevention activities. A range of firefighting equipment is available in the school. These are maintained by an external contractor which the school is responsible for appointing. The Site Controller will carry out weekly tests on Fire Alarm Call points and keeps a log of the tests. He will also ensure all escape routes are kept clear at all times. All staff are requested to report blocked escape routes to the Site Controller.



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The Head, the School Business Manager and the Site Controller will ensure regular drills are carried out and recorded.

A Personal Emergency Evacuation Plan will be completed for any individuals with short or long term impairment.

### **15. Work outside normal Hours**

When a member of staff is working outside normal working hours, the Site Controller will be informed so that appropriate security measures can be implemented. The member of staff will have a means of communications and is able to call for assistance if needed.

### **16. Manual Handling**

The Site Controller and some support staff may carry out manual handling from time to time. All these activities will be assessed in accordance with the guidelines issued from the HSE and the Council. These staff will be provided with training on safe lifting techniques.

### **17. Security**

Security is of great importance to the school. The Site Controller is responsible for ensuring all the security measures that have been put in place are working effectively and regularly monitored. All breaches of security must be reported to the Headteacher who will take the appropriate action.

### **18. Administration of Medication**

Parents may request the School to administer medication to pupils during school time. A medical form must be completed with details of the medication, times to administer and parent's signature (please see school policy).

### **19. Adventure activities**

Teachers organising activities involving climbing, caving, watersports and trekking must ensure the Centre providing the service is licensed. This can be checked with the Off Site and Adventure Advisory Services on 0118 9835922. The LA has issued separate guidance on off-site activities. Teachers organising such activities must familiarise themselves with the guidelines.

Teachers attend annual Outdoor Learning and Risk Assessment training

### **20. Seatbelts**

Teachers organising school trips must ensure minibuses and coaches used to transport children are fitted with seatbelts and the drivers are competent and experienced.

**21.** The staff may transport children only if they hold business insurance. Their driving licence must be checked on an annual basis with the DVLA and a record of this check kept by the School Business Manager.



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### Linked to:

First Aid  
Accessibility Plan  
Internet Safety  
Sickness Absence  
Bomb Guidance  
Lone Worker  
Critical Incident  
Medical Needs and usage

### Refer to:

Safeguarding Child Protection  
Medicines  
Risk Management  
LAC  
Staff Sickness  
Drugs Policy



## Health and Safety Policy (Reviewed Oct 2017)

### Health and Safety Guidance Documents

The following documents, known as Corporate Codes of Practice, have been developed to assist Schools in identifying risks to staff, pupils and other members of the public. In many cases, they include generic risk assessments that can be tailored to make them school specific. (In addition, more specific risk assessments are available on First Class).

<b>CORP 001 – Accident Reporting</b>	Relates to accidents /incidents (known as near misses) that occur on school premises where a member of staff, pupil or member of the public has or could have been injured. The process also covers verbal or physical assaults (supported by a training course).
<b>CORP 002 – Basic Construction</b>	Refers to all maintenance, repair, construction or demolition work that occurs on school premises that may be carried out by the site controller or contractor that you have chosen.
<b>CORP 003 – Asbestos</b>	Details the precautions necessary to protect all users of school premises from the accidental exposure to asbestos.
<b>CORP 004 – Cash Handling</b>	Relates to activities where money may be collected, paid out, transported or banked.
<b>CORP 005 – Catering</b>	Refers to the health and safety risks in kitchens. Where a contractor provides meals, this will be a useful guide to ensure that the contractor is taking the necessary precautions.
<b>CORP 006 – Cleaning</b>	Deals with the risks during cleaning operations such as those carried out by the site controller, school cleaners or contract cleaners.
<b>CORP 007 – Confined spaces</b>	Identifies the hazards of working in confined spaces such as underneath stages, in some boiler rooms, dark rooms or some chemical stores.
<b>CORP 008 – Control of Substances Hazardous to Health (COSHH)</b>	Covers handling and use of chemicals in Science classes, exposure to dusts etc. in CDT or biological hazards in Biology classes.
<b>CORP 009 – Display Screen Equipment</b>	Refers to ITC equipment that is used by staff (DCFS has separate standards for ITC used by pupils).
<b>CORP 010 – Driving Vehicles at Work</b>	Deals with the risks of driving vehicles such as minibuses for transporting pupils or using staff private cars for home visits.



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<b>CORP 011 – Electricity at Work</b>	Deals with the hazards associated with the use, inspection and maintenance of electric installations and equipment.
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<b>CORP 012 – Fire Safety</b>	Provides advice on the assessment and prevention from the risks of fire. Includes a self-assessment tool to help identify potential fire risks within school buildings (supported by a training course).
<b>CORP 013 – First Aid at Work</b>	Details the requirements for qualified first aiders for school employees only. (First Aid provision for pupils is not covered by the legislation).
<b>CORP 014 – Health and Safety in Offices</b>	Addresses the requirements for the assessment and control of the risks within school offices.
<b>CORP 015 – Personal Safety and Lone Working</b>	Identifies the risks with lone working either within buildings (such as Site Controllers) or for staff who have to carry out visits to pupils' homes or other sites. Includes an example of a model lone working policy.
<b>CORP 016 – Lifting Operations and Lifting Equipment</b>	Deals with the necessary assessment and control of the risks associated with lifting loads or people by mechanical means, including goods and passenger lifts. (Reference should also be made to CORP 021).
<b>CORP 017 – Management of Health &amp; Safety at Work</b>	Outlines the principles of an integrated health and safety management system.
<b>CORP 018 – New and Expectant Mothers</b>	Details the requirements for the assessment and control of the risks to school employees who are new or expectant mothers.
<b>CORP 019 – Noise at Work</b>	Deals with the assessment and control of the risk from noise from, for example, woodwork or metal work equipment.
<b>CORP 020 – Personal Protective Equipment</b>	Outlines the measures needed for the selection and maintenance of personal protective equipment needed to reduce risks of injury to staff from, for example, chemicals.
<b>CORP 021 – Manual handling</b>	Deals with the assessment and control of the risks from manually moving and lifting loads. Relates to CORP 016 where machinery is also used. (Supported by training courses).
<b>CORP 022 – Non-employees</b>	Gives general advice on the control of risks to members of the public and volunteers.



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<b>CORP 023 – Agency Workers</b>	Provides advice on the control of risks to agency workers and the information that must be passed to an agency worker's employer.
<b>CORP 024 – Contractors</b>	Provides advice on the measures needed to ensure that contractors employed by the school follow safe working practices.
<b>CORP 025 – Working at Height</b>	Deals with the assessment and control of the risks from working at height (using ladders, scaffold towers etc.).
<b>CORP 026 – Workplace Health, Welfare &amp; Safety</b>	Details the standards for school staff workplace health, safety and welfare.
<b>CORP 027 – Risk Assessment</b>	Provides a guide for carrying out risk assessments. Includes a template form and recommended scoring system (Supported by a training course).
<b>CORP 028 – Sharps</b>	Deals with the assessment and control of the risks from all sharps including drugs paraphernalia (Supported by training courses).
<b>CORP 029 – Communicable Diseases</b>	Provides advice on the general risks from infection diseases that are likely to be encountered within the workplace.

This policy will be subject to review every three years by the Governing Body or more frequently in the light of changes in legislation or advice from the LA or ODST.



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### Policy Review, Change and Approval History

Policy Last Reviewed:	October 2016
To be reviewed and approved by:	Health and Safety Governor, School Business Manager and approved by the LGB.
Date of Next Review:	September 2019
Approval Minuted:	LGB Minutes 16 <sup>th</sup> November 2016

HISTORY OF AMENDMENTS		
DATE	Section /Page	Change
Jan 2012		Policy created
June 2015		Reviewed
Oct 2016		Reviewed to include ODST updates, approved and minuted