

**Oxfordshire Hospital School Health & Safety Policy Part III**

**(Parts I and II in shared policy folder and OCC Schools Intranet pages)**

Person responsible for Policy:	Laura Campbell
Date to Governors:	11/07/19
Date Agreed:	11/07/19
Review Due:	July 2021
Is this Policy to appear on school website:	Yes

Headteacher's Signature:	
Date: 11/07/19	
Signature of Chair of the Governors:	
Date: 11/07/19	

## **AIM**

1. To establish and maintain a safe and healthy working environment.

## **2. OBJECTIVES**

- 2.1 To raise awareness amongst employees, pupils and other site users of health and safety issues and to encourage good practice.
- 2.2 To take all reasonable precautions to protect people by reducing risks both on and off site.
- 2.3 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.

## **3. RESPONSIBILITIES**

### **3.1 GOVERNORS**

- a) To monitor the allocation of funds based on suitable and sufficient risk assessments
- b) Prioritise health and safety matters within the School Improvement Plan
- c) Purchase and maintain equipment to British and European Standards
- d) Have health and safety as a standing item on the agenda of all meetings
- e) Carry out regular inspections as outlined in the Governors' Handbook
- f) Cooperate with the employer, Oxfordshire County Council (OCC) on matters of health and safety
- g) Nominate a Governor with responsibility for health and safety.

### **3.2 HEADTEACHER**

To take overall responsibility for the implementation and monitoring of the establishments health and safety policy by:

- a) Allocating sufficient resources to meet health and safety priorities
- b) Ensuring attendance on appropriate health and safety training courses.
- c) Liaising with the employer (OCC) over health and safety issues
- d) Regularly checking the Health and Safety website
- e) Ensuring good communications by including health and safety issues in staff briefings, bulletins and meetings
- f) Organising and implementing termly inspections in consultation with Trade Union Safety Representatives and Governors
- g) Overseeing the completion of the arrangements and risk assessments for all on/off site activities
- h) Ensuring that health & safety is a criteria for performance management/ appraisal scheme
- i) Formulate and implement a policy for the management of critical incidents.
- j) Undertake an annual health and safety training needs analysis of all employees
- k) Support employees with personal safety issues including stress

### **3.3 ASSISTANT HEADTEACHER – Personal Development**

- a) Monitor risk assessments, practices and procedures as outlined in the School's Standard Operating Procedures (SOPs)
- b) Completing risk assessments for pupils giving cause for concern
- c) Ensure off site visits are approved and appropriately staffed
- d) Review all risk assessments annually including visiting all classrooms to complete HSE safety checklist

- e) Advising colleagues on the completion of risk assessments and ensuring they are carried out, reviewed periodically and recorded
- f) Ensure health and safety is a standing item on all agendas
- g) Ensure a smoke-free working environment for staff by reviewing the 'Smoke Free Working' Statement annually and ensuring suitable service level agreements are in place for staff working in pupil's homes.

### 3.4 ASSISTANT HEADTEACHER – Curriculum

- a) Ensure that health and safety curriculum requirements are being delivered in lessons

### 3.5 LEADERS OF LEARNING

- a) Completing risk assessments for pupils giving cause for concern to be signed off by AHT (I&S)
- b) Produce health and safety risk assessment guidance and documentation as appropriate especially in Art, Design & Technology, ICT, Science, PE and off-site activities
- c) Annually undertake training needs analysis for their teams<sup>[I&S]</sup>
- d) Check that pupils are aware of health and safety issues and that these are being continually reinforced.
- e) All classroom risk assessments are completed and reviewed and signed by all relevant staff and visitors

### 3.6 SCHOOL BUSINESS MANAGER

Is required to ensure that:

- a) Include health and safety in all new employees' induction
- b) All office risk assessments are completed and reviewed annually<sup>[I&S]</sup>
- c) All risk assessments are reviewed annually including visiting all offices to complete HSE safety checklist
- d) Visitors are registered, wear a badge and are briefed on the emergency procedures
- e) Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person
- f) Hazard reporting and maintenance documentation is actioned
- g) Accident and Physical and Verbal Abuse documentation is completed and submitted to the Health & Safety Team
- h) Adequate trained first aid cover is available for on /off-site activities and periodic checks are made of the first aid arrangements and containers
- i) Where appropriate, organise the planned programmed maintenance of plant and equipment
- j) Arrange for the annual electrical testing programme
- k) Maintaining accurate records of all equipment and resources
- l) Purchase and maintain all equipment and resources to County Council prescribed standards
- m) 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:
- n) Ensure that the non-NHS Corporate Landlords follow County Council procedures
- o) Carry out daily checks of the site and take appropriate remedial action

- p) Prioritise and process the maintenance forms
- q) Ensure all employees and contractors are fully briefed on health and safety site issues
- r) Complete all relevant risk assessments
- s) Ensure all maintenance employees are trained and competent to undertake their tasks safely
- t) Ensure the following activities are carried out: termly fire drills, weekly fire tests, check fire extinguishers and maintain the Fire Safety Folder including termly virtual tests using Sign In app.
- u) Ensure monthly water temperatures tests are carried out and maintain the Water Hygiene Folder
- v) Alert the Head of Establishment to issues of security and lone working.

### **3.7 ALL EMPLOYEES**

- a) Cooperate with health and safety requirements
- b) Report all defects to the office
- c) Complete and action risk assessments for all potentially hazardous on/offsite activities. Use, but not misuse things provided for your health, safety and welfare
- d) Do not undertake unsafe acts
- e) Report any “Near-Misses” and accidents via SchoolPod.
- f) Be familiar with the emergency action plans for fire, first aid, bomb, lockdown, security and off site issues for each site you work at.
- g) Raise health, and safety and environmental issues with pupils
- h) Be responsible for reading and understanding relevant Health & Safety policies and risk assessments and signing to say you have done so.

### **3.8 VISITORS and CONTRACTORS**

- a) Sign in on arrival.
- b) Read the resume of the health and safety procedures on arrival at the School.
- c) Contractors will be informed of hazards peculiar to this site, e.g. asbestos.
- d) Wear a visitor badge whilst on site at all times and follow relevant protocols.
- e) Follow evacuation procedures in the event of an emergency.
- f) Will be accompanied by a member of staff at all times whilst on site.

### **3.9 PUPILS**

- a) To behave in a way that does not put their health and safety at risk.
- b) Observe standards of dress consistent with good health, safety and hygiene practices bearing in mind their own medical conditions.
- c) Follow all safety rules including the instructions of staff given in an emergency.
- d) Use, but not misuse, things provided for health, safety and welfare.