



OXFORDSHIRE HOSPITAL SCHOOL

HEALTH & SAFETY POLICY PART III – April 2017

1. AIM

1.1 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.

3.3 ASSISTANT HEADTEACHERS

- (a) Include health and safety in all new employees' induction
- (b) Undertake an annual health and safety training needs analysis of all employees
- (c) Monitor departmental documentation, risk assessments, practices and procedures
- (d) Encourage and support employees in completing risk assessments for pupils giving cause for concern
- (e) Ensure that health and safety curriculum requirements are being delivered in lessons
- (f) Support employees with personal safety issues including stress
- (g) Ensure off site visits are approved and appropriately staffed
- (h) Review departmental coordinators risk assessments annually
- (i) Produce health and safety risk assessment guidance and documentation as appropriate especially in Art, Design & Technology, ICT, Science, PE and off-site activities
- (j) Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person
- (k) Advising colleagues on the completion of risk assessments and ensuring they are carried out, reviewed periodically and recorded
- (l) Annually undertake training needs analysis for their teams
- (m) Ensure health and safety is a standing item on all agendas
- (n) Check that pupils are aware of health and safety issues and that these are being continually reinforced.

3.4 FINANCE & ADMIN MANAGER

Is required to ensure that:

- (a) All office risk assessments are completed and reviewed
- (b) Visitors are registered wear a badge and are briefed on the emergency procedures
- (c) Hazard reporting and maintenance documentation is actioned
- (d) Accident and Physical and Verbal Abuse documentation is completed and submitted to the Health & Safety Team
- (e) All appropriate risk assessments guidance and hiring documentation is completed for community use of the site
- (f) Adequate trained first aid cover is available for on /off-site activities and periodic checks are made of the first aid arrangements and containers
- (g) Where appropriate, organise the planned programmed maintenance of plant and equipment

- (h) Arrange for the annual electrical testing programme
- (i) Maintaining accurate records of all equipment and resources
- (j) Purchase and maintain all equipment and resources to County Council prescribed standards
- (k) 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
- (l) when monitoring health and safety issues on-site regarding either county council or school appointed contactors:
 - Ensure that the non-NHS Corporate Landlords follow County Council procedures
 - Carry out daily checks of the site and take appropriate remedial action
 - Prioritise and process the maintenance forms
 - 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
- (m) Carry out termly fire drills, weekly fire tests, check fire extinguishers and maintain the Fire Safety Folder
- (n) Carry out monthly water temperatures tests and maintain the Water Hygiene Folder
- (o) Alert the Head of Establishment to issues of security and lone working.

3.5 ALL EMPLOYEES

- (a) Cooperate with health and safety requirements
- (b) Report all defects on the maintenance forms and return them 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) Inform the Headteacher of any “Near-Misses”
- (f) Be familiar with the emergency action plans for fire, first aid, bomb, security and off site issues.
- (g) Raise health, and safety and environmental issues with pupils.

3.6 VISITORS and CONTRACTORS

- (a) Sign in at the School Office 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.

3.7 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.

4. Monitoring and review:

This policy has been prepared by the Headteacher based on the OCC Model Health and Safety Policy and will be reviewed September 2017.

5. Governor approval and review dates:

Name:	Julie Tridgell
Signature:	
Role:	Chair of Interim Executive Board
Date:	April 26 th 2017