



Health and Safety Policy

Introduction

The Health and Safety at Work (H&SW) Act 1974 places a legal duty on Burford Primary School to formulate a written Health and Safety Policy, for approval by the Governing Body, and regularly review and revise, as necessary, but at least every two years and to bring it to the notice of all its employees.

This Health and Safety Policy relates to the health, safety and welfare of its pupils, employees and other persons who may be affected by the school's activities.

As required by the H&SW Act, this document addresses four key areas:

- **Part 1** contains the statement of intent, outlining our commitment to consider safety, health and welfare in all aspects of school activity.
- **Part 2** contains the management organisation for implementing the policy; this part details the specific responsibilities of key roles.
- **Part 3** contains the arrangements in place to ensure responsibilities are discharged in practice, and that all statutory duties applicable to school activity are addressed. This part lists some of the main arrangements, and refers to further procedures or policies, and where they are located.
- **Part 4** contains the arrangements in place to monitor, review and audit the effectiveness of the overall management of Health and Safety.

PART 1

1.0 - HEALTH AND SAFETY POLICY STATEMENT OF INTENT

- Health and safety is a major consideration in all aspects of school activities and the school recognises that health and safety ranks equal with, or above, all other issues.
- The school recognises the importance of consultation prior to the implementation of health and safety arrangements and the allocation of health and safety functions to its staff.
- This policy is a commitment to maintain an environment that is safe and without health risks in so far as is reasonably practicable. This includes educational visits.
- The school recognises that some people are more vulnerable than others and special consideration will be given to their safety and health.
- School staff, pupils, visitors and contractors have a duty to take reasonable care for the health and safety of themselves and those who may be affected by their acts or omissions.
- To control risks and monitor health and safety, the school will seek advice as appropriate. The school will monitor health and safety issues through a Premises and Health and Safety Committee. Members of the Committee have authority and responsibility within the scope of their role and terms of reference for health and safety issues and are accountable to the Chair of Governors. The Health and Safety Lead on site is the Head Teacher.
- In addition, all school employees have a legal duty under the H&SW Act 1974 to take care of their own health and safety and that of their fellow employees; they also have a responsibility to pupils and to co-operate with the school to enable this policy to be successfully implemented.
- The school has a commitment to provide sufficient health and safety information and training to its staff.
- The school is fully committed to the health, safety and welfare of its employees, pupils and trainees.

PART 2

2.0 Management organisation for implementing the policy - specific responsibilities

2.1 Governors

Governors, as an accountable body, have overall responsibility for ensuring:

- A Health and Safety Policy is in place that is regularly reviewed and at least every two years
- An annual Health and Safety Report is completed, approved by the Local Governing Body, and sent to the Local Authority Designated (LADO) for Safeguarding and the Oxford Diocesan Schools Trust (ODST) by 31 December each year
- A Health and Safety inspection is carried out annually

- A policy is in place for the management of critical incidents and reviewed annually
- Health and safety is a standing item on the agenda of all committee meetings
- Termly inspections of the school premises and working environment are carried out with the Head Teacher and School Business Manager (three per academic year)
- Health and safety matters are prioritized within the School Development Plan, based on suitable and sufficient risk assessments
- Resources are made available to fulfil statutory requirements and prevent risk of injury to pupils, employees and visitors
- Resources are made available for improvements in the health, safety and welfare of pupils and employees, as appropriate
- Specialist advice is sought to determine health and safety risks in the establishment and necessary precautions required
- Certain specified injuries or death are reported to the appropriate enforcement authority. In particular, it must report any injury resulting in the injured person being admitted to hospital for more than 24 hours and when a person is unable to carry out their normal work or is absent from work for more than seven consecutive days as a result of an accident.

2.2 Head Teacher, as Health and Safety Lead

The Head Teacher, in taking overall responsibility for the implementation and monitoring of the school's Health and Safety Policy, will:

- Ensure the Health and Safety Policy is regularly reviewed and at least every two years, for approval by the Governing Body
- Formulate and implement a policy for the management of critical incidents that is reviewed annually
- Produce an annual Health and Safety Report for the Premises and Health & Safety Committee by 31 December each year, send a copy to the Local Authority Designated (LADO) for Safeguarding and the Oxford Diocesan Schools Trust (ODST) by 31 December each year
- Identify health and safety priorities for the School Development Plan and allocate sufficient resources
- Include health & safety criteria for performance management/appraisal and all new employees inductions
- Keep up-to-date regarding health and safety issues and attend appropriate health and safety training courses, as required
- Take advice, liaise and receive recommendations for the development of the health and safety policy, including legal requirements, and procedures from the Health and Safety Adviser for Oxfordshire and the Oxford Diocesan Schools Trust (ODST) and bring these to the attention of the Premises, Health and Safety Committee
- Oversee that appropriate responsibilities for health and safety are properly assigned and accepted at all levels.

- Promote health and safety and personal wellbeing amongst pupils and employees and make recommendations, as appropriate, to the Premises, Health and safety Committee
- Ensure health and safety performance is monitored and a safe learning environment provided for the pupils.
- Ensure that all staff are informed of health and safety issues, disseminated in staff meetings and bulletins, as appropriate
- Ensure that staff have received the necessary training to carry out their work activities safely
- Ensure all staff fulfil their health and safety responsibilities
- Oversee, advise and assist on the completion of risk assessments for all on/off site activities
- Advise and assist teachers in completing risk assessments for pupils giving cause for concern
- Ensure regular safety inspections of the school premises and working environment and termly with governors of the Premises, Health and Safety Committee (three per academic year)
- Cooperate and liaise with trade union and safety representatives, as required
- Advise and assist on the development and implementation of risk management strategies
- Liaise with teachers to ensure health and safety curriculum requirements are being delivered in lessons
- Maintain copies of relevant regulations, standards and other advisory literature and disseminate to employees, as appropriate
- Oversee the maintenance of accident records and analyse, reporting the findings of to the Premises, Health and Safety Committee and ensure accidents are reported to the Health and Safety Executive (HSE) and other bodies within the set time frame
- Ensure health and safety is a standing item on all agendas.

2.3 School Business Manager

The School Business Manager is responsible for ensuring the following aspects of health and safety are carried out:

- All office risk assessments are completed and reviewed
- Visitors are registered, wear a badge and briefed on the emergency procedures
- Hazard reporting and maintenance documentation is actioned
- Accident and Physical and Verbal Abuse documentation is completed and submitted to ODST
- 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
- Purchase and maintain all equipment and resources to required health and safety standards
- Ensure accurate records relating to all equipment and resources are maintained

- Organize for annual maintenance of equipment, as appropriate, so that it meets required health and safety standards
- Brief new employees on health and safety site issues
- Undertake an annual health and safety training needs analysis of all employees
- Ensure first aid and paediatric first aid training is planned, so that first aid cover is available for on/off site activities
- Organise periodic checks of the first aid arrangements and containers
- Organise a maintenance programme for all plant and equipment
- Ensure portable electrical testing is scheduled and carried out annually
- Maintain accurate records of all equipment and resources
- Ensure off site visits are approved and appropriately staffed
- Liaise with ODST when selecting a contractor for projects over £10,000, including self-financed improvement projects, linked to health and safety matters
- Organise termly fire drills (three per academic year)
- Support employees with personal safety issues, including stress

2.4 Teaching Staff

Teaching staff are responsible for:

- Producing health and safety risk assessment guidance and documentation for school activities, liaising with the Head Teacher
- Completing risk assessment for pupils giving cause for concern, liaising with the Head Teacher
- Ensuring all hazardous equipment, resources and materials are appropriately marked, assessed, maintained and used by a competent person.
- Checking that pupils are aware of health and safety issues and that these are being continually reinforced in accordance with the Health and safety Inspectorate (HSE) and Association for Science Education (ASE)

2.5 Cleaner-in-Charge/Caretaker

The cleaner-in-Charge/Caretaker has responsibilities for:

- Ensuring that all facilities are of a safe, clean and hygienic state at all times
- Carrying out daily checks of the site and taking appropriate remedial action
- Security of all premises and facilities within their jurisdiction
- Ensuring suitable and sufficient records are maintained
- Completing all relevant risk assessments
- Alerting the Head/School Business Manager of issues relating to health and safety.

2.6 All Employees

All employees are responsible for:

- Taking reasonable care of their own health and safety and that of others, including pupils and colleagues, whilst at work
- Cooperating with health and safety requirements
- Reporting all defects on the maintenance jobs list (kept in the office)
- Using, but not misusing, resources provided for health, safety and welfare
- Undertaking safe practice
- Informing the Head Teacher of any “near-misses”
- Familiarity of the emergency action plans for fire, first aid and critical incident procedures
- Raising health, and safety and environmental issues with pupils, so they can carry out their tasks safely.

2.7 Contractors and Visitors

All visitors and contractors must:

- On arrival, sign in at the School Office
- Wear a visitor badge whilst on site at all times.
- Read health and safety procedures on arrival at the school
- Contractors will be informed of hazards peculiar to this site, e.g. asbestos.
- Follow evacuation procedures in the event of an emergency.

2.8 Pupils

All pupils must:

- Behave in a way that does not put their 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 their health, safety and welfare.

PART 3

3.0 Arrangements, systems and procedures

The Trust (ODST) is committed to compliance with the H&SW Act 1974 and to use the Occupational Health and Safety Management model (OHSAS 18001). The Trust has a variety of arrangements, systems, policies and procedures in place:

- Meetings to discuss the continued high standard of health and safety management.
- Policies and procedures specific to aspects of health safety and safeguarding
- Dealing with accidents, incidents and emergencies.
- Staff training.

3.1 Meetings

ODST's Resources Committee meets five times a year and has been appointed to:

- Monitor health and safety policies and procedures, ensuring that they are reviewed and updated.
- Ensure that policies and procedures comply with health and safety legislation and best practice guidance.
- Monitor and review the health and safety activities and organise internal and external inspections, to ensure that they are working effectively.
- Ensure that there is an adequate process in place to deal with day to day issues of health and safety management.
- Consult and inform staff about health and safety matters.
- Ensure specialist health and safety expertise is contracted and available when necessary.
- Act as forums for the Headteacher, consulting with employee representatives on health and safety issues.
- Monitor the health, safety and wellbeing of the Headteacher.
- Study accident trends for the Trust and put forward recommendations for corrective action.

3.2 Policies and Procedures

- All of ODST's policies and procedures can be accessed via electronic copies in the Headteachers office and/or admin office.
- Health and Safety procedures inform staff what they must do to comply with current legislation.
- Policies and procedures are written in a manner that will make them understandable and workable.

3.2.1 Dealing with Accidents, Incidents and Emergencies: A planned accident prevention philosophy

With an objective of a reduction in accidents and dangerous occurrences, the Trust will carry out proactive risk assessments. It will recognise problems, establish responsibility, take all factors into account, decide accident prevention action and monitor results. There will be reactive after-event investigation, recording and monitoring to establish the root cause and to take measures to prevent repeat events/problems.

3.2.2 Accidents and RIDDOR

The Trust recognises its duty under the Reporting of Injuries Diseases and Dangerous Occurrences Regulation 1995 (RIDDOR) [HSE Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995](#). It has an obligation to report to the appropriate enforcement authority certain specified injuries or death. In particular it must report any injury resulting in the injured person being admitted to hospital for more than 24 hours and when a person is unable to carry out their normal work or is absent from work for more than seven consecutive days as a result of an accident.

The appropriate authority; Health and Safety Executive can be contacted using the online system <http://www.hse.gov.uk/riddor/report.htm>

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

There is no longer a paper form for RIDDOR reporting, since the online system is the preferred reporting mechanism. Should it be essential for you to submit a report by post, it should be sent to:

RIDDOR Reports
Health and Safety
Executive Redgrave
Court
Merton Road, Bootle,
Merseyside L20 7HS

First Aid kits are provided throughout the Trust and are under the control of the lead first aider. It is the responsibility of everyone to report accidents as soon as possible. All accidents and incidents must be recorded on an accident/Incident form and sent to the Headteacher to be logged and investigated if necessary.

3.2.3 Fire Precaution and Evacuation Procedures

- Fire escape doors are clearly marked and must never be obstructed
- For minor fires, fire extinguisher and fire blankets are provided
- A suitable and sufficient means of raising an alarm must be used in the event of a fire.
- In the event of a fire, everyone should make their way calmly to the assembly points in the playground following the fire escape signs
- The assembly points are as shown on maps in the Health and Safety Notice boards.
- Staff, visitors and pupils with disabilities, learning difficulties, or medical conditions should be identified and some have individual evacuation plans (PEEP); in particular, those using wheelchairs who need to use the identified system in place at the school.

3.2.4 Training

All appropriate health and safety training is supplied to staff to ensure both the safety of themselves but also that of the pupils. Training needs are identified by the Headteacher through monitoring the training matrix including refresher identified within the school processes. The School Office Manager is responsible for the sourcing and organisation of the delivery.

PART 4

4.0 MONITORING AND REVIEW

ODST is committed to compliance with the H&SW Act and to use the OHSAS 18001 monitoring element In order to gauge success and to prove commitment to improve, we have put in place a variety of monitoring processes:

- Inspections of the workplace (Schools) every six months
- Yearly health and safety health check by the competent adviser for the school.
- Contact from the competent adviser by email, visit or phone each term
- Detailed accident investigation
- Correlation of H&S statistics and information

4.0.1 Inspections

The inspections are planned. A small inspection team is invited, either as individuals or a group, to look and report on the following:

- The fabric of the building/s
- Suitability and safety of facilities
- Suitability and safety of equipment used
- Practices and procedures within the Trust
- Emergency responses
- Assessment of risks identified through risk assessment of activities
- Site specific H&S considerations

On completion of the inspection, a report will be produced listing any deficiencies observed. This report is passed to the Head Teacher and other relevant staff, with an agreed review date recorded, to ensure actions are carried out.

4.0.2 Detailed Accident Investigation

Reporting and reviewing of all accidents and incidents will take place. The Health and safety lead will carry out detailed investigations of all accident reports. The focus of the investigation will be to check the root cause(s) of the accident and the suitability of risk assessments and training provided.

Signed: Zoe Khan, Chair of Governors

Signed: Jenny Dyer, Head Teacher

Dated: 25 May 2017

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