

September 2018



**OXFORDSHIRE  
COUNTY COUNCIL**

**CHILDREN, YOUNG PEOPLE & FAMILIES**

www.oxfordshire.gov.uk

## **Radley CE Primary School & Foundation Stage Unit**

### **HEALTH AND SAFETY POLICY PART III**

To be adopt alongside the Oxfordshire County Council Health & Safety Policies Part I, Part II (children and young person directorate) and the standard county procedures including this policy.

#### ***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**

(<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/g/govdel.pdf>)

- 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 (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/p/publis.pdf>)
- Have health and safety as a standing item on the agenda of all resources committee meetings and as an item on the full governors meetings when requires.
- Carry out regular inspections as outlined in the Governors' Handbook.

- Co-operate with the employer, 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;
  - (<http://intranet.oxfordshire.gov.uk/links/intranet/cypfhealthandsafety>)
- Liaising with the employer (OCC) over health and safety issues;
- Regularly checking the Health and Safety website:
  - (<http://intranet.oxfordshire.gov.uk/links/intranet/cypfhealthandsafety>)
- Ensuring good communications by including health and safety issues in Staff briefings, bulletins and meetings;
- Organising and implementing a yearly inspection in consultation with Trade Union Safety Representatives, where appropriate,  
(<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/s/safrep.pdf>) and Governors;
- 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 (<http://intranet.oxfordshire.gov.uk/links/intranet/cypfhealthandsafety> Emergency Plans - Critical Incident Management)
- Adequate trained first aid cover is available for on /off site activities and
- Periodic checks are made of the first aid arrangements and containers <http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/f/First Aid at Work.pdf>
- Organise the planned programmed maintenance of plant and equipment.
- Arrange for the annual electrical testing programme
- (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/e/elepor.pdf>)
- Maintaining accurate records of all equipment and resources.
- Include health and safety in all new employees' induction.
- Undertake an annual health and safety training needs analysis of all employees;
  - (<http://intranet.oxfordshire.gov.uk/links/intranet/cypfhealthandsafety>)
- Encourage and support employees in completing risk assessments for pupils giving cause for concern
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- ([http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/p/Pupil\\_Behaviour.pdf](http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/p/Pupil_Behaviour.pdf)).
- Ensure that QCA / HSE health and safety curriculum requirements are being delivered in lessons
  - (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/t/teachs.pdf>).
- Support employees with personal safety issues including stress
  - <http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/s/strpre.pdf>
- Ensure that the school follows the County Council procedures:
  - when selecting a contractor
  - (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/c/consel.pdf>);
    - when completing a Self Financed Improvement Project (SFN Form)
  - <http://intranet.oxfordshire.gov.uk> – Children Young People & Families – Strategy & Performance Service – Planning & Development)
    - 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.

### **3. School Secretary**

Is required to ensure that:

- All office risk assessments are completed and reviewed
  - (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/d/displa.pdf>);
- 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;
  - (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/p/perpav.pdf>).
- All appropriate risk assessments guidance and hiring documentation is completed for community use of the site
  - [http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/123/appendix\\_g.doc](http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/123/appendix_g.doc)
- All community users are registered and made aware of emergency procedures;
- Purchase and maintain all equipment and resources to County Council prescribed standards
- (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/p/publis.pdf>).
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- Ensure off site visits are approved and appropriately staffed (<http://intranet.oxfordshire.gov.uk/links/intranet/cypfhealthandsafety> - procedures - Out and About with Oxfordshire 3)

#### **4. Teaching Staff**

- Produce health and safety risk assessment guidance and documentation as appropriate (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/t/teachs.pdf>).
- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person.
- 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.

#### **5. Site Supervisor**

- 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 (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/t/tracom.pdf>);
- Carry out termly fire drills, weekly fire tests, check fire extinguishers and maintain the Fire Safety Folder (<http://intranet.oxfordshire.gov.uk/links/intranet/cypfhealthandsafety> - procedures);
- Carry out monthly water temperatures tests and maintain the Water Hygiene Folder;
- Alert the Head of Establishment to issues of security and lone working (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/l/lonwor.pdf>).

#### **6. 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.

## **7. 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.

## **8. 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, things provided for your health, safety and welfare.

**Date of next review: September 2019**