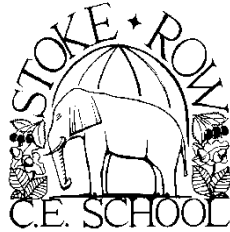


# Stoke Row CE School



## Health and Safety Policy – Part III

---

### Document Approval Record

Committee	FGB
Chair of Committee	David Lowe
Approval Date	June 2016
Review Date	June 2018
Annual?	N

These policies are all created in line with the Christian foundation of this school which is expressed through our five core values and our view that every child is unique and valued.

## Contents

1	Introduction.....	3
2	Aims .....	3
3	Objectives .....	3
4	Responsibilities.....	3
4.1	Governors.....	3
4.2	Headteacher.....	3
4.3	Delegated Teacher .....	4
4.4	School Administrators.....	4
4.5	School Bursar .....	5
4.6	Leadership and Co-ordinator Teams .....	5
4.7	Administrator or Premises support .....	6
4.8	Lunchtime supervisor .....	6
4.9	All Employees.....	6
4.10	Visitors and Contractors.....	6
4.11	Pupils .....	7
APPENDIX A:	Useful Links .....	8

---

## 1 Introduction

To be adopted alongside the Oxfordshire County Council Health & Safety Policies - Part I, Part II (Children, Education and Families Directorate) and the standard County Council procedures, including this policy.

## 2 Aims

To establish and maintain a safe and healthy working environment.

## 3 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.

## 4 Responsibilities

### 4.1 Governors

- 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;
- 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 required;
- Carry out regular inspections as outlined in the Governors' Handbook;
- Cooperate with the employer, Oxfordshire County Council (OCC) on matters of health and safety;
- Nominate a Governor with responsibility for health and safety;
- Monitor the effectiveness of the Health and Safety policy.

### 4.2 Headteacher

- To take overall responsibility for the implementation and monitoring of the establishments health and safety policy by:
  - Line managing the Staff;
  - Allocating sufficient resources to meet health and safety priorities;
  - Ensuring attendance on appropriate health and safety training courses  
(For more information see [Health and Safety Procedures, Guidance and Forms](#) – Training on the [Insite:Schools](#) website).
- Liaising with the employer over health and safety issues;
- Regularly checking the [Health and Safety](#) website;
- Ensuring good communications by including health and safety issues in Staff briefings, bulletins and meetings;
- Ensure all employees and contractors are fully briefed on health and safety site issues;

- Complete all relevant risk assessments;
- Organising and implementing termly inspections in consultation with Trade Union Safety Representatives and Governors;
- Overseeing the completion of the arrangements and risk assessments for all on/off site activities;
- Reviewing staff risk assessments as appropriate;
- Ensuring that health & safety is a criterion for performance management/appraisal scheme;
- Ensure all employees are fully briefed on health and safety site issues.
- Formulate and implement a policy for the management of critical incidents (For more information see [Health and Safety Procedures, Guidance and Forms](#) – Emergency Plans on the [Insite:Schools](#) website).

### **4.3 Delegated Teacher**

- Include health and safety in all new employees' induction;
- Undertake an annual health and safety training needs analysis of all employees (For more information see [Health and Safety Procedures, Guidance and Forms](#) – Training on the [Insite:Schools](#) website);
- Monitor departmental documentation, risk assessments, practices and procedures;
- Encourage and support employees in completing risk assessments for pupils giving cause for concern (For more information see [Health and Safety Procedures, Guidance and Forms](#) – Risk Assessments (Form RA1) on the [Insite:Schools](#) website);
- Ensure that QCA / HSE health and safety curriculum requirements are being delivered in lessons;
- Support employees with personal safety issues including stress (For more information see [Health and Safety Procedures, Guidance and Forms](#) – Stress on the [Insite:Schools](#) website);
- Ensure off site visits are approved and appropriately staffed (For more information see [Health and Safety Procedures, Guidance and Forms](#) – Off-site Visits on the [Insite:Schools](#) website);
- Review departmental coordinators risk assessments annually;
- Ensure health and safety is a standing item on all agendas;
- Carry out termly fire drills.
- Carry out termly lock down drills.

### **4.4 School Administrators**

- Is required to ensure that:
  - All office risk assessments are completed and reviewed (For more information see [Health and Safety Procedures, Guidance and Forms](#) – Risk Assessments (Form RA1) on the [Insite:Schools](#) website);
  - 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 report is completed on the online reporting system

(For more information see [Health and Safety Procedures, Guidance and Forms](#) – Accident Reporting on the [Insite:Schools](#) website);

- 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;
- Adequate trained first aid cover is available for on /off site activities;
- Periodic checks are made of the first aid arrangements and containers  
(For more information see [Health and Safety Procedures, Guidance and Forms](#) – First Aid on the [Insite:Schools](#) website);
- Monthly water temperatures tests are carried out and the Water Hygiene Folder maintained;
- COSHH information sheets are obtained for all materials held on site and an appropriate risk assessment completed.

#### **4.5 School Bursar**

- Organise the planned programmed maintenance of plant and equipment;
- Arrange for the annual electrical testing programme  
(For more information see [Health and Safety Procedures, Guidance and Forms](#) – Electrical Safety on the [Insite:Schools](#) website);
- Maintaining accurate records of all equipment and resources;
- Purchase and maintain all equipment and resources to County Council prescribed standards;
- Ensure that the school follows the County Council procedures:
  - when selecting a contractor  
(For more information see [Health and Safety Procedures, Guidance and Forms](#) – Contractors/Consultants on the [Insite:Schools](#) website);
  - when completing a Self-Financed Improvement Project (SFA Form)  
(For more information see [Self-financed Building and Improvement Work](#) on the [Insite:Schools](#) website);
  - 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.

#### **4.6 Leadership and Co-ordinator Teams**

- Produce health and safety risk assessment guidance and documentation as appropriate especially in Art, Design & Technology, ICT, Science, PE and off-site activities  
(For more information see [Health and Safety Procedures, Guidance and Forms](#) for different classroom settings, on the [Insite:Schools](#) website);
- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person;
- Advising colleagues on the completion of risk assessments and ensuring they are carried out, reviewed periodically and recorded;
- Annually undertake training needs analysis for their teams.
- Check that pupils are aware of health and safety issues and that these are being continually reinforced.

#### **4.7 Administrator or Premises support**

- Carry out daily checks of the site and take appropriate remedial action;
- Prioritise and process the maintenance reports;
- Review progress with the school administrator weekly;
- Ensure all contractors are fully briefed on health and safety site issues.
- Check fire extinguishers and maintain the Fire Safety Folder (For more information see [Health and Safety Procedures, Guidance and Forms](#) – Fire Safety Folder on the [Insite:Schools](#) website);
- Check ladders and step ladders 6 monthly;
- Check emergency lights monthly and test the emergency light batteries annually;
- Carry out monthly water temperature tests and maintain the Water Hygiene Folder.
- Run all taps before the start of term after the long holidays (more than 2 weeks);
- Alert the Head of Establishment to issues of security and lone working (For more information see [Health and Safety Procedures, Guidance and Forms](#) – Lone Working on the [Insite:Schools](#) website).

#### **4.8 Lunchtime supervisor**

- Check the playground and play equipment weekly;
- Ensure that all the school gates are closed before the children go outside.

#### **4.9 All Employees**

- Sign in on arrival each day;
- Cooperate with health and safety requirements;
- Report all defects in the maintenance book in 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.

#### **4.10 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;
- Contractors, where applicable, are required to sign the Asbestos Folder.
- Wear a visitor badge whilst on site at all times;
- Follow evacuation and lock down procedures in the event of an emergency.

#### **4.11 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.

## APPENDIX A: Useful Links

1. Insite:Schools  
Information for schools from Oxfordshire County Council  
<http://schools.oxfordshire.gov.uk>
2. Insite:Schools Health and Safety  
Health and Safety information for schools  
<http://schools.oxfordshire.gov.uk/cms/content/health-and-safety>
3. Insite:Schools Health and Safety A-Z  
Health and Safety procedures, guidance and forms  
<http://schools.oxfordshire.gov.uk/cms/content/procedures-guidance-and-forms>
4. Insite:Schools Self-financed Projects  
Guidance on self-financed building and improvement work and alterations  
<http://schools.oxfordshire.gov.uk/cms/content/self-financed-building-and-improvement-work>
5. OCC Health and Safety Policies  
Part I  
[http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/123/part1/Part\\_One\\_Policy.pdf](http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/123/part1/Part_One_Policy.pdf)  
Part II  
<http://portal.oxfordshire.gov.uk/content/public/corporate/HealthSafety/part2cef.pdf>  
Appendices  
<http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/part3waa.doc>

Part I and Part II Health and Safety Policies are held on Governor Hub and can be printed out on request.