



Trinity CE Primary School

To excel, to value, to enjoy, together

HEALTH AND SAFETY POLICY

Signed	Date	Review Date
	25.3.19	

Health and Safety Policy Part 3

Introduction

This Health and Safety Policy is produced and published as a requirement of and complementary to the documents Part 1 and Part 2 of the Oxfordshire County Council (OCC) Health and Safety Policy. It explains how this school cooperates with the OCC to meet the requirements of the Health and Safety at Work etc Act 1974. It is based on the Part 3 template provided by OCC for use by schools (March 2006) and the policy template provided by the regulator, the Health and Safety Executive (HSE) – web ref 00/05.

Aim

To establish and maintain a safe and healthy working environment in cooperation with OCC. In doing this we adopt a sensible approach to health and safety by focusing on the risks that matter and not trying to prevent all risks.

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 of a hazardous situation developing, and of an accident and/or emergency occurring on or off site.

Responsibilities

1. Oxfordshire County Council (OCC)

Overall and final responsibility for health and safety (H&S) at this school is that of the employer, OCC. Budget delegation from the OCC to this school's governing body is determined by the "Local Management of Schools (LMS)" and "Fair Funding" schemes. OCC can recoup money from the school to remedy any failings, if the school has not prioritised its spending to ensure minimum H&S standards are met. They also provide "competent advice" on H&S matters to this school through the Health and Safety helpline service as noted below.

Health and Safety department/helpline at OCC is a source of competent advice for the school on H&S issues. Contact details in appendix.

Provides training courses on the various H&S issues covered in this policy

Provides detailed guidance for schools on H&S topics on its intranet, see <http://intranet.oxfordshire.gov.uk/cms/content/health-and-safety>

2. Governors

Governors support the Headteacher by:

- Nominating a Governor with responsibility for health and safety, who attends relevant training.
- Monitoring the allocation of funds based on suitable and sufficient risk assessments.
- Prioritising health and safety matters with the School Development plan and school works schedule.
- Purchasing and maintaining equipment to British and European Standards.
- Have health and safety as a standing item on the agenda of all meetings.
- Carry out regular inspections (eg site inspections)

3. Headteacher

- Ensures this policy is put into practice on a day to day basis.
- Ensures attendance of staff (including herself) on appropriate health and safety training courses. <http://learning.myoxfordshire.gov.uk/wps/portal>
- Ensure good communication of health and safety issues e.g. using notice boards, Bulletin, email, staff job descriptions and staff meetings.
- Ensuring that health and safety roles are a criterion for performance management/appraisal schemes where appropriate.
- Include health and safety information in the staff handbook.
- Support employees with personal safety issues including stress and lone working.

To assist the Headteacher with this, by ensuring H&S standards are maintained and improved, the following people have responsibility in the following areas.

3.1 Educational Visits Lead

- Communicate with Key Stage leaders to ensure health and safety is in place. <http://intranet.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/support/healthandsafety/atoz/PtoZ/teachs>
- Encourage and support teachers in completing risk assessments.

3.2 School Health and Safety Lead

- Ensure that all hazardous equipment and materials are appropriately marked, assessed maintained and used by a competent person.
- Undertakes an annual health and safety training needs analysis for all employees and alerts the Headteacher to any training gaps identified.
- Ensures health and safety is a standing item on all agendas e.g. staff meetings.
- Co-ordinates the completion of action points arising from the OCC annual audit.
- Ensures that the school follows the OCC procedures regarding site work e.g. selecting briefing and managing contractors, cleaners and maintenance staff.
- Reviews progress with the Headteacher and Premises, Health & Safety Governors.
- Completes all relevant site risk assessments and all appropriate risk assessments for the office and lettings.
- Distributes guidance and hiring documentation for community use of the site. Informs community users of emergency policy and see the schools lettings policy.

- Alerts Headteacher to issues of security and lone working
- Regularly checks first aid arrangements and liaises with first aider.
- Makes sure adequate trained first aid cover is available for all on and off site activities.
- Together with Caretaker arranges annual electrical testing.
- Maintains accurate records of all equipment and resources.
- Purchases and maintains all equipment and resources to OCC prescribed standards.
- Visitors are registered, wear a badge at all times and are briefed on emergency procedure.
- Accident and Physical and Verbal abuse documentation is completed and submitted electronically to OCC Health and Safety team.
<http://intranet.oxfordshire.gov.uk/cms/content/health-and-safety-c>
- Periodically review the accident book.
- Ensure a system of checking CRBs of visitors to the school and accompany those who do not have them throughout their visit.
- Maintain and complete the school Single Central Register.

3.3 School Caretaker

- Ensures that the school follows the OCC procedures regarding fire alarm tests and maintenance of the Fire safety folder, water temperature checks and maintenance of the water hygiene folder.
- Carries out daily checks of the site and takes appropriate remedial action.
- Prioritises and actions the maintenance tasks eg using the schools works schedule.
- Reviews progress with the Health and Safety Lead.
- Alerts Health and Safety Lead of issues of security and lone working.
- Organises planned programmed maintenance of plant and equipment and maintain appropriate records.

3.4 First Aider

- This is a nominated member of staff who has a specific responsibility to oversee the checking and maintenance of all first aid containers and equipment.

4. All staff

- Report all accidents or near misses in the Accident Book.
- Check that pupils are aware of health and safety issues and that these are continually reinforced e.g. through assemblies, the school council and in class.
- Raise H&S issues of concern with the H&S Lead or Headteacher.
- Cooperate with health and safety requirements.
- Report all defects in the Caretakers book in the Office.
- Use but do not misuse items provided for their health, safety and welfare.
- Inform Head or Health and Safety Lead of any near misses or incidents that require further investigation.
- Familiar with the emergency action plans for fire, first aid, critical incidents, security and off-site issues.

- Ensure that QAC health and safety curriculum requirements are being delivered in lessons.
<http://intranet.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/support/healthandsafety/atoz/PtoZ/teachs>

5. Visitors and Contractors

- Sign in at the school office on arrival
- Read the summary of health and safety procedures on arrival (confirmation of which will be recorded as above). Follow school evacuation procedure in event of emergency.
- Wear a visitor badge at all times whilst on site.
- Report any H&S concerns to School Business Manager.

6. Pupils

- Behave in a way that does not put their own or another person's 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 do not misuse, things provided for your health, safety and welfare.

7. Parents/Carers

- Behave in a way that does not put their health and safety at risk and supervise all children in their care whilst on the school site.
- Report any H&S concerns to the site manager, H&S Lead or Headteacher.
- Observe and comply with all Health and Safety guidelines which can be found on the school website.

8. Friends of Trinity School (FOTS)

- Risk assessments concerning fund raising events on the school site will be completed and proved to the H&S Lead for approval.
- Access to the first aid room and first aid boxes will be available during all events held on the school site. FOTS to provide a designated first aider during an event. They should co-ordinate with any specialist help if necessary e.g. phoning the emergency services.
- Any accidents, injuries, near misses or adverse events must be reported to the H&S Lead who will arrange with the Head for these to be investigated and reported to OCC/HSE as required.

Arrangements

a. Competency for Health and Safety tasks and training arrangements

- Basic H&S induction training e.g. first aid arrangements and fire safety are provided by the H&S Lead.
- Role specific health and safety training is provided by OCC H&S education team or OCC/ HSE approved trainers e.g. conducting risk assessments and first aid training.
- Specific roles requiring special training are outlined in the H&S training plan.
- H&S task training needs to be identified and monitored by the H&S Lead and the Headteacher as noted in the H&S training plan.

b. Information, instruction and training.

- The Health and Safety law poster is displayed in the main reception.
- H&S advice is available from OCC education H&S team and the HSE Basingstoke office.

c. Young Workers below 18 years of age and Pregnant workers

- Young workers, including voluntary workers and pregnant workers are subject to individual risk assessments.

d. Risk Assessments

These are undertaken by:

- H&S Lead - Slips and trips, manual handling, on site vehicle movements, outside school time activities, site specific assessments - as noted in the risk assessment folder. Workstation assessments.
- Caretaker – COSHH, working at height.
- H&S Curriculum Lead – Onsite and offsite school activities, trips and visits.
- FOTS – fundraising activities using the school premises including consideration of first aid arrangements.

Assessments will be reviewed every year, when the activity changes or when there is reason to believe the assessment is no longer valid e.g. post incident – whichever is soonest.

e. Consultation with staff on H&S matters

This is provided by the Headteacher e.g. having H&S as a fixed agenda item at all staff meetings. Encouraging staff to report any H&S concerns relating to the site. Staff are involved in assessing risks and are consulted on any proposed changes to the site, ways of working and/or changes or use of new equipment that may impact on H&S issues.

f. Contractors

The H&S Lead supervises contractors used by the school and the school appoints them in co-operation with OCC and according to their guidance. The Governors ensure this happens. Contractors will be informed of hazards peculiar to this site relevant to their work, e.g. asbestos, fragile roofs, cabling and any overhead lines. H&S Lead must ensure contractors undertake their own risk assessments and they should report any adverse findings.

g. Health and work issues

All staff have access to occupational health support provided by OCC. There are specialist doctors and nurses who provide advice on work and health issues and contact details can be found on the intranet.

h. Dealing with stress

We have taken action to identify sources of work related stress amongst our staff and are taking steps to reduce any work related stressors identified. The Headteacher monitors progress with reducing work related stressors and reports his findings to the Governors annually. The school stress policy covers this topic in more detail and is subject to ongoing review.

i. Incidents

All accidents, dangerous occurrences and work related ill health to staff, pupils and visitor – including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) – are notified to the Headteacher who will discuss with OCC whether they must be reported to HSE.

Investigations are conducted by the Headteacher into such incidents and these reports are made available to the PHS Governors' subcommittee for review – see the school "Investigations of accidents policy".

In addition all accidents and cases of work related ill health are to be recorded in the "Accidents Book" which is kept in the main office.

j. First Aid

- Provision is for staff but extends as far as is reasonable to include pupils and site users.
- First aid boxes are kept in the school office, kitchen and at various key points.
- Each phase has a number of appointed/trained first-aiders.
- The school's medicines policy outlines how the school will meet the individual medical needs of a pupil.
- All incidents of first aid being given are recorded in the minor injuries book kept by the School Business Manager.

k. Emergency Procedures

- Emergency Procedures and contacts are detailed in the school's CIEMP which links to the OCC Emergency planning arrangements.
- The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented.
- The escape routes are checked daily by the Caretaker and H&S Lead and fire extinguishers are checked weekly.
- Alarms are tested weekly by the Caretaker and cleaning staff.
- Emergency evacuation procedures are tested no less than four times a year at various times of the day. All fire tests are noted in the Fire Safety Folder.

l. Management of Asbestos

The site contains asbestos and its position and condition is noted in the Asbestos site action plan. This is reviewed annually or if for any reason it is not felt to be valid. Any asbestos removal that is required either as a result of this plan or for other reasons is performed in accordance with OCC procedures using licensed contractors whose work method is monitored by the H&S Lead or Caretaker. Any concerns are raised with the Headteacher, OCC and the Governors.

m. Maintenance of Plant and or equipment

The H&S Lead and Caretaker are responsible for identifying all equipment/plant needing maintenance of portable electrical equipment, local exhaust ventilation pressure systems gas appliances, lifting equipment.

The Headteacher will be responsible for ensuring effective maintenance procedures are drawn up according to OCC guidance.

The Caretaker will be responsible for ensuring that all identified maintenance is implemented. Any problems with plant/equipment should be reported to the Headteacher or H&S Lead and Governors.

n. Housekeeping

Cleaners are trained and monitored according to OCC guidance. All reasonable measures are taken to ensure corridors are kept clear and floor surfaces, condition of stairs, steps and ramps are monitored to reduce the risk of slips, trips and falls.