

Chiltern Edge Community School

The School HEALTH AND SAFETY POLICY November 2015

This policy conforms to the recommended guidelines published by Oxfordshire County Council Education Service

AIM

- To establish and maintain a safe and healthy working environment at Chiltern Edge School

OBJECTIVES

- To raise awareness amongst teachers, teaching assistants and pupils 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.

For Further Information and Advice:

General: LEA Health & Safety Section

Tel: 01865 797222

An **equality policy** is in place to ensure that the school's ethos, policies and practices respect and protect the rights of all individuals, and promote practices to ensure that all pupils and staff are enabled to make the most of their abilities and qualities. It is central to the promotion of community cohesion.

The school will make every effort to ensure that all groups prosper and are not subjected to harassment or discrimination. The progress and well-being of all children will be monitored and evaluated as part of this policy.

RESPONSIBILITIES

1. GOVERNORS

Pauline Conway (Acting Chair of Governors) is required 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 meetings.
- 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.

2. HEADTEACHER

Daniel Sadler (Headteacher) is required 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
 - ❑ liaising with the employer (OCC) over health and safety issues;
 - ❑ regularly checking the OCC Health and Safety website:
 - ❑ ensuring good communications by including health and safety issues in Staff briefings, bulletins and meetings;
 - ❑ organising and implementing termly inspections in consultation with Trade Union Safety Representatives

- ❑ 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

3. Strategic Information Manager

Paul Hancock (SIM) is required to:

- include health and safety in all new employees' induction.
- undertake an annual health and safety training needs analysis of all employees
- monitor departmental documentation, risk assessments, practices and procedures.
- encourage and support employees in completing risk assessments for pupils giving cause for concern
- ensure that QCA / HSE health and safety curriculum requirements are being delivered in lessons
- support employees with personal safety issues including stress
- ensure off site visits are approved and appropriately staffed
- review departmental coordinators risk assessments annually.

4. OFFICE MANAGER

Pam Caudle is required to ensure that:

- all office risk assessments are completed and reviewed
- 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
- adequate trained first aid cover is available for on /off site activities and
- periodic checks are made of the first aid arrangements and containers

5. BUSINESS MANAGER

Carolyn Ventress

- maintain accurate records of all equipment and resources.
- purchase and maintain all equipment and resources to County Council prescribed standards

6. HEADS OF DEPARTMENTS

Perena Polius-Curran, Leigh Edmond, Katherine Heaton, Saira Ghani, Dave Robinson, Peter Redrup, Nicky Hardy, Rebecca Ilderton, Barry Kelly and Maz Tottman are required to:

- produce a health and safety policy, risk assessment guidance and documentation for their faculties
- 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.
- 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.

7. PREMISES MANAGER

Simon Guest is required to:

- ensure that the school follows the County Council procedures:
 - when selecting a contractor
 - when completing a Self Financed Improvement Project (SF1 Form) 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.
- carry out daily checks of the site and take appropriate remedial action.
- prioritise and process the maintenance forms.

- review progress with the head weekly.
- 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
- carry out termly fire drills, weekly fire tests, check fire extinguishers and maintain the Fire Safety Folder
- carry out monthly water temperatures tests and maintain the Water Hygiene Folder;
- alert the Head of Establishment to issues of security and lone working
- organise the planned programmed maintenance of plant and equipment.
- arrange the annual electrical testing (PAT) programme
- 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

8. ALL EMPLOYEES

All employees are required to:

- cooperate with health and safety requirements.
- report all defects on the 'Hazards and Defects' 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 their health, safety and welfare.
- not undertake unsafe acts.
- inform Headteacher 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.

9. VISITORS and CONTRACTORS

All visitors and contractors are required to:

- sign in at the School Office on arrival.

- 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.

10. PUPILS

All pupils are required to:

- 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.

Date adopted by the Governors ***.....November 2015.....***

Date of Review ***..... November 2016.....***

Signed: Head of Establishment ***.....D Sadler.....***

Signed: Chair of Governors ***.....P Conway...***