

St Ebbe's Health & Safety Policy (Taken from School Website Apr 18)

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

- To monitor the allocation of funds based on suitable and sufficient risk assessments.
- Prioritise health and safety matters within the School Improvement and Development 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 (OCC) on matters of health and safety.
- Our Governor with responsibility for health and safety is Steph Gilroy Lowe.

2. HEADTEACHER

Susie Bagnall takes 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 Health and Safety website:
 - <http://education.oxfordshire.gov.uk/healthsafe/index.cfm>
- 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 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.

3. DEPUTY HEAD

Clare Whyles will:

- 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 staff 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 co-ordinators risk assessments annually.

4. OFFICE MANAGERS

Jo Williams, Susanna Addis and Di Forbes 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
- Coordinate the planned programmed maintenance of plant and equipment managed by Carillion
- Accident and Physical and Verbal Abuse documentation is completed and submitted to the Education Health & Safety Section;
- 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 and
- Periodic checks are made of the first aid arrangements and containers.

5. FINANCE MANAGER

Sharon Dillon will:

- Maintain accurate records of all equipment and resources
- Purchase and maintain all equipment and resources to LA prescribed standards
- Ensure that the School follows the LA procedures:
 - when selecting a contractor
 - when completing a Self Financed Improvement Project (SF1 Form)
 - when liaising with contractors over health and safety matters

SITE MANAGEMENT

Mohamed Nassar (caretaker) will:

Lock/unlock school premises

- Undertake regular security checks and identify security and safety risks
- Alert the Head of Establishment to issues of security and lone working
- Carry out termly fire drills, weekly fire tests, check fire extinguishers and maintain the Fire Safety Folder
- Undertake appropriate repairs to maintain a safe working environment
- Collect and assemble waste for removal as required to maintain a safe working environment
- Be responsible for routine inspections and planned maintenance of the building, fixtures, fittings, furniture, grounds, gates and fences to maintain a safe working environment
- Operate the heating plant to maintain an acceptable temperature in the working environment
- Carry out monthly water temperatures tests
- Undertake emergency and specialist cleaning tasks including sweeping the hall floor after lunch service, litter picking and graffiti removal

- Keep external paths clean, free of litter and weeds and salted and gritted during cold weather
- Carry out portering duties when required e.g. moving furniture and equipment
- Manage the planned programmed maintenance of plant and equipment, liaising with contractors and monitoring performance; reporting performance problems to the head teacher
- Be responsible for the annual electrical testing programme and keep appropriate records
- Complete and comply with all relevant risk assessments
- Provide emergency access to the school site and assist with implementation of emergency plans
- Review progress with the head termly

LEADERSHIP TEAM and COORDINATORS

- Produce health and safety risk assessment guidance and documentation as appropriate especially in Art, Design & Technology, ICT, Science, PE and off site activities
- Ensure all hazardous equipment and materials are appropriately marked, 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 a 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

ALL EMPLOYEES

- Cooperate with health and safety requirements
- Must be aware of the site responsibilities within CEF's Part 2 policy document (see staff room noticeboard)
- Report all defects to the caretaker in the caretaker's 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 employer 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 issues with pupils
- Log any significant H&S incidents concerning staff in the log book held at reception

VISITORS and CONTRACTORS

- Sign in at the School Reception on arrival
- Read the resume of the health and safety procedures on arrival at the School
- Wear a visitor badge whilst on site at all times
- Follow evacuation procedures in the event of an emergency

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