

## **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