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Health and Safety Policy

Written: September 2021

Date of review: September 2022

Bardwell Lead: Matthew Selsdon (Interim Headteacher)

Signed LAB:

Signed TGT:

[The LAB has agreed to adopt County Council Health & Safety Policies & Procedures including this Model Part IV]

**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:**

**GOVERNORS (Local Academy Board – LAB)**

* 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 relevant 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 (or group) with responsibility for health and safety.
* To be aware of the need to protect personal safety for teacher/teaching assistant/helper, learner and other learners as an aspect of delivering educational objectives.

**HEADTEACHER**

To take overall responsibility for the implementation and monitoring of the establishments health and safety policy by;

* Line managing the Leadership Team and Site Manager;
* 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:
* 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 schemes
* Formulate and implement a policy for the management of critical incidents
* Liaising with contractors and Site Manager over health and safety matters;
* Encourage and support employees in completing risk assessments for pupils giving cause for concern – return these to the headteacher to sign.
* Review class teachers’ risk assessments annually.
* Ensure that QCA / HSE heath and safety curriculum requirements are being delivered in lessons
* Ensure online reporting (CPOMS) of Accident and Physical and Verbal abuse forms are completed and submitted.

**DEPUTY HEADTEACHER (Continuing Professional Development)**

* Include health and safety in all new employees’ induction.
* Undertake an annual health and safety training needs analysis of all employees
* Monitor in consultation with the headteacher departmental documentation, risk assessments, practices and procedures.
* Assist the headteacher in supporting employees with personal safety issues including stress
* Ensure trained first aid cover is available for on /off site activities

**SENIOR LEADERSHIP TEAM**

* Produce health and safety risk assessment guidance and documentation as appropriate especially in Art, Design & Technology, ICT, Science, PE and off-site activities
* Maintain accurate records of all equipment and resources over £500.
* Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person.
* Advise 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 in liaison with deputy headteacher.
* Ensure health and safety is a standing item on all class meeting agendas.
* Check that pupils are aware of health and safety issues and that these are being continually reinforced.

**SENIOR TEACHER RESPONSIBLE (Behaviour and Educational Visits Coordinator Lead)**

* Ensure off site visits are approved, risk assessments completed or updated if necessary and visits appropriately staffed
* Ensure there is a first aider (emergency first aider) available for any off-site activity
* Ensuring the importance of effective positive behavioural management guides good practice across the staffing team.
* Delivery of Team Teach training (where appropriate, including classroom support and guidance for individual pupil needs)

**SENIOR TEACHER RESPONSIBLE (Movement, Positioning and Physical Development Lead)**

* Seek advice from the procurement team or appropriate professionals (e.g. OT, physio, ICT, nursing, premises staff) in order to purchase and maintain all equipment and resources to County Council standards

**OFFICE STAFF**

In line with job descriptions and 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
* All appropriate risk assessments guidance and hiring documentation is completed for community use of the site
* Complete online reporting (CPOMS) of Accident and Physical and Verbal abuse forms.
* All community users are registered and made aware of emergency procedures;

**FIRST AIDER, IN CONSULTATION WITH HEADTEACHER & SCHOOL STAFF**

* Make periodic checks of the first aid arrangements and containers – staff to report to first aider where any items are missing or need replacement
* Ensure their skills and training remains up to date
* Respond swiftly to incidents as required

**SITE MANAGER**

* Ensure that the school follows the County Council procedures:
  + When selecting a contractor
  + 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. Ensuring Health and Safety matters always take first priority.
* Carry out termly fire drills and maintain the Fire Safety Folder
* Carry out weekly fire alarm tests, monthly checks of fire extinguishers/emergency lighting and maintain the Fire Safety Folder
* Review progress with the Head weekly or more often as necessary.
* Complete detailed monthly site walks with Head to identify any health and safety issues.
* Ensure all employees and contractors are briefed on health and safety site issues.
* Advise the headteacher to assist in completion of all relevant site-related risk assessments.
* Ensure maintenance and cleaning employees are competent to undertake their tasks safely –report any concerns to headteacher or deputy
* 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 with the premises administrator for the annual electrical testing programme

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**ALL EMPLOYEES**

* Sign out when leaving the site (and in on returning)
* Cooperate with health and safety requirements.
* Report all defects in the maintenance folder (stored on Site Manager’s door).
* 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.
* Assess the risk - do not undertake unsafe acts.
* Inform Head of Establishment of any “Near-Misses” (using CPOMS online reporting system).
* Be familiar with the emergency action plans for fire, first aid, bomb, security and off site issues.
* Support pupils (based on individual need) to act in line with this policy (see PUPILS section below)
* Raise health, and safety and environmental issues with pupils.

**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.
* Wear a visitor badge whilst on site at all times.
* Follow evacuation procedures in the event of an emergency.
* Sign out before leaving the site.

**PUPILS**

(NB – In our setting it is accepted that for many pupils, staff are responsible for ensuring the actions below are carried out)

* Behave in a way that does not put your health and safety at risk. Students are supported with physically challenging behaviour if it poses a health and safety risk to themselves or others (see senior teacher responsible).
* 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.

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**APPENDIX 1**

This link will take you to the Oxfordshire County Council intranet site where policies and procedures for Health and Safety are updated regularly and supplement this guidance.

<http://schools.oxfordshire.gov.uk/cms/content/health-and-safety-toolkit>

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| Reviewed by | **Matthew Selsdon** | Role/ Position | **Interim Headteacher** | Date | **1st September 2021** |
| Approved by |  | Role/ Position |  | Date |  |