



**BOTLEY SCHOOL  
(including BOSHCH)  
And  
ELMS ROAD CHILDREN'S CENTRE**

**HEALTH AND SAFETY POLICY**

*(based on model part III policy for Oxon. community and controlled schools)*

**Sept 2016**

**Next Review September 2017**

## **BOTLEY SCHOOL and ELMS ROAD CHILDREN'S CENTRE HEALTH AND SAFETY POLICY**

*(based on model part III policy for Oxon. community and controlled schools)*

### **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**

<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/g/govdel.pdf>

- To monitor the allocation of funds based on suitable and sufficient risk assessments.
- Prioritise health and safety matters within the school's Asset Management Plan or within any other improvement plan as appropriate.
- Purchase and maintain equipment to British and European Standards  
<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/p/publis.pdf>
- Have Health and Safety as a standing item on the agenda of all Community & Premises Committee and full 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 (currently Lorraine Desai)

#### **2. HEADTEACHER**

The Head, Alison Marsh is the school's Health & Safety officer. Main roles are:

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

Managing staff;

Allocating sufficient resources to meet health and safety priorities;

Undertaking an annual health and safety training needs analysis of all employees  
(<http://intranet.oxfordshire.gov.uk/links/intranet/cyphhealthandsafety> - Training).

Ensuring attendance on appropriate health and safety training courses

(<http://intranet.oxfordshire.gov.uk/links/intranet/cyphhealthandsafety> - training);

Liaising with the employer (OCC) over health and safety issues;

Regularly checking the Health and Safety website:

(<http://intranet.oxfordshire.gov.uk/links/intranet/cyphhealthandsafety>)

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

(<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/s/safrep.pdf>) and governors;

Overseeing the completion of the arrangements and risk assessments for all on/off site activities;

Ensuring all office risk assessments are completed and reviewed

Ensuring all appropriate risk assessments guidance and hiring documentation is completed for community use of the site

[http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/123/appendix\\_g.doc](http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/123/appendix_g.doc)

Ensuring all community users are registered and made aware of emergency procedures;

(in role of visits co-ordinator) Ensuring off site visits are approved and appropriately staffed

(<http://intranet.oxfordshire.gov.uk/links/intranet/cypfhealthandsafety> - procedures - Out and About with Oxfordshire 3)

Ensuring that Health & Safety is a criteria for performance management / appraisal scheme and

Formulating and implementing a policy for the management of critical incidents

(<http://intranet.oxfordshire.gov.uk/links/intranet/cypfhealthandsafety> - Emergency Plans - Critical Incident Management)

- Ensure that the school follows the County Council procedures:

when selecting a contractor

(<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/c/consel.pdf>);

when completing a Self Financed Improvement Project (SFN Form)

<http://intranet.oxfordshire.gov.uk> – Children Young People & Families – Strategy & Performance Service – Planning & Development)

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.

- Arrange for termly fire drills to take place (ie. three times per year)
- Maintain the Fire Safety Folder
- Maintain the Water Hygiene Folder
- Maintain an awareness of issues relating to lone working and other staff-related Health & Safety matters, eg. stress. Follow County procedures as appropriate.
- Work closely with Dawn Davis (Business Manager) to whom day to day responsibility for Health & Safety is delegated

### 3. BUSINESS MANAGER (Dawn Davis)

- Work closely with the Headteacher in giving strategic leadership to aspects of Resource Management, Premises, Administration, Safer Recruitment, Human Resource Management and Health and Safety.
- Lead, maintain and develop the procedures and systems of the school, in cooperation with the Headteacher and Governors, ensuring that legal and safety requirements with regard to people, and property and the functioning of the school are maintained.
- Maintain the schools leading support staff professionally and to function as line manager for all support staff.
- Arrange for the annual electrical testing programme  
(<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/e/elepor.pdf>)

### **4. ASSISTANT HEADTEACHER'S (Lizzie Hegarty, Louise Griffiths, Alex Neil) and CHILDREN'S CENTRE MANAGER (Sue Dowe)**

- Keep staff induction booklet updated, ensuring inclusion of Health & Safety awareness / procedures etc.
- Help ensure risk assessments are carried out by staff working in their year group / 'levels' and that these are passed to the Head (in his role of school visits officer, for example)

- Encourage and support employees in completing risk assessments for pupils giving cause for concern ([http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/p/Pupil\\_Behaviour.pdf](http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/p/Pupil_Behaviour.pdf)).
- Assist headteacher in ensuring that QCA / HSE health and safety curriculum requirements are being delivered in lessons (eg. via planning meetings etc.) (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/t/teachs.pdf>).
- Support employees with personal safety issues including stress (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/s/strpre.pdf>)
- Review departmental coordinators risk assessments annually.

#### **5. SCHOOL SECRETARY (Patrice Miller)/CHILDREN'S CENTRE ADMIN OFFICERS(Various)**

- Is required to ensure that:

Visitors are registered wear a badge and are briefed on the emergency procedures;  
 Hazard reporting and maintenance documentation is actioned (by bringing any issue raised to the attention of the caretaker clipboard system)  
 Accident and Physical and Verbal Abuse documentation is completed and submitted to the Health & Safety Team;

#### **6. FIRST AID OFFICER (Shaheen Yasin)**

- Is required to ensure that:

Adequate trained first aid cover is available for on /off site activities and  
 Periodic checks are made of the first aid arrangements and containers  
[http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/f/First\\_Aid\\_at\\_Work.pdf](http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/f/First_Aid_at_Work.pdf)  
 Maintaining accurate records of all equipment and resources.  
 Purchase and maintain all equipment and resources to County Council prescribed standards  
<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/p/publis.pdf>).

#### **7. BURSAR (Elaine Haigh)**

- Work with the Headteacher in preparing the budget to take account of Health & Safety matters / priorities
- (via discussion with Business Manager and Headteacher as necessary) Ensure contracts for the planned programmed maintenance of plant and equipment are renewed annually / as appropriate.

#### **8. SUBJECT COORDINATORS / TEACHING STAFF**

- Bring to staff's attention any Health and Safety risk assessment guidance and documentation as appropriate especially in Art, Design & Technology, ICT, Science, PE and off-site activities (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/t/teachs.pdf>).
- Ensure any hazardous equipment and materials used in connection with the curriculum are appropriately marked, assessed, maintained and used by a competent person.
- Where applicable, advising colleagues on the completion of risk assessments and ensuring they are carried out, reviewed periodically and recorded.
- Ensure health and safety is addressed in planning meetings and / or when work is reviewed.
- Check that pupils are aware of Health and Safety issues and that these are being continually reinforced (refer to Section 11 below).
- Regarding accidents on school trips where a child is taken to hospital, staff should inform appropriate parties of child's religious background if it could be relevant to possible treatment. Decisions re treatment are the responsibility of medical staff in conjunction with child's family.

## **9. CARETAKER (Dariusz Parczewski)**

- Carry out daily checks of the site and take appropriate remedial action.
- Prioritise and process Health & Safety / maintenance items raised on clipboard outside the Business Manager's Office.
- Meet with the Business Manager regularly to discuss Health & Safety and other maintenance issues.
- Help to ensure that all employees and contractors are informed about health and safety site issues.
- Carry out weekly fire alarm tests, record and date these (<http://intranet.oxfordshire.gov.uk/links/intranet/cyphhealthandsafety> - procedures);
- Carry out monthly water temperature tests, record and date these;
- Carry out Emergency Lighting Tests when appropriate and check Fire Exits are cleared daily.
- Ensure COSHH Risk Assessments are maintained for the use of cleaning substances in school.
- Alert the Head of Establishment to issues of security and lone working (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/l/lonwor.pdf>).

## **10. ALL EMPLOYEES**

- Cooperate with Health and Safety requirements.
- Report all defects / maintenance issues on the clipboard in the school 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, eg. proper step ladders.
- Do not undertake unsafe acts.
- Inform Head of Establishment 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.

## **11. 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.

## **12. 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 (ie. In accordance with uniform guidance, eg. in school prospectus).
- Follow all safety rules including the instructions of staff given in an emergency.
- Use, but not misuse, things provided for health, safety and welfare.

***Date adopted by the Governors    Wednesday 27<sup>th</sup> April 2016***

***Date of next (annual) review: Term 4 2016-17 by Financial Strategy and Resources Committee***

***Signed: Headteacher***

***A. D. Marsh 14.9.16***

***Chair of Governors***

***Lorraine Desai 14.9.16***