

HILL VIEW SCHOOL

HEALTH & SAFETY & WELLBEING POLICY

Adopted Feb 2010, Reviewed Feb 2011, Reviewed Feb 2012, Reviewed Jan 2013, Reviewed Feb 2014
Reviewed Jan 2015, Jan 2016, April 2017

This policy supports and complements Hill View's Safeguarding policy to ensure the school takes all necessary steps to protect the welfare of all children in our care.

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 Plan.
- Purchase and maintain equipment to British and European Standards.
- Have health and safety as a standing item at the Full Governing Body meetings through the Headteacher's report or the Safeguarding Committee meetings.
- Carry out inspections as and when required to support the needs of the school.
- Cooperate with the employer, Oxfordshire County Council (OCC) on matters of health and safety.
- Nominate a Governor with responsibility for health and safety and/or safeguarding

2. HEADTEACHER

- To take overall responsibility for the implementation and monitoring of the establishments health and safety policy by:
 - Line managing the Leadership Team, School Business Manager 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
 - Ensuring good communications by including health and safety issues in Staff briefings, bulletins and meetings;
 - 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
 - Formulate and implement a policy for the management of critical incidents
 - Ensure all incidents of abuse of employees are investigated appropriately

- ❑ Ensure off site visits are approved and appropriately staffed : (Out and About with Oxfordshire 3)
- ❑ Carry out fire drills on a three monthly basis
- ❑ Maintain, review and develop health, safety & wellbeing policies
- To take overall responsibility for managing the site and premises activities in relation to health and safety.
- To take overall responsibility for managing and monitoring stress

3. LEADERSHIP TEAM

- Monitor departmental documentation, risk assessments, practices and procedures.
- Encourage and support employees in completing risk assessments for pupils giving cause for concern
- Ensure that PSHE curriculum requirements are being delivered in lessons
- Support employees with personal safety issues including stress
- Review departmental coordinators risk assessments annually.

4. SCHOOL BUSINESS MANAGER/H&S OFFICER

- With direction from the Headteacher, take responsibility for health and safety issues and report back to the Headteacher
- Is required to ensure that:
 - ❑ All risk assessments are completed by employees and reviewed as required
 - ❑ Visitors are registered, wear a badge and are briefed on the emergency procedures
 - ❑ Items included in the “H&S Schedule of Review” are reviewed as required
 - ❑ Accident documentation is completed and submitted as appropriate
 - ❑ Incident of Verbal and Physical Abuse documentation is completed in line with the policies
 - ❑ 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
 - ❑ Periodic checks are made of the first aid arrangements and containers
 - ❑ Regularly checking the Schools News for relevant H&S and Wellbeing updates
 - ❑ Carry out H&S Induction for all new employees
 - ❑ Ensure the Staff Handbook is updated with health and safety issues and issue amendments to employees as appropriate
 - ❑ Review the annual health and safety training needs analysis for all employees and organise relevant training
 - ❑ Overseeing subject leaders in training and risk assessment
- Organise the planned programmed maintenance of plant and equipment.
- Arrange for the annual electrical testing programme
- Maintaining accurate records of all equipment and resources.
- Purchase and maintain all equipment and resources to OCC prescribed standards
- Ensure that the school follows the OCC procedures:
 - ❑ when selecting a contractor
 - ❑ when completing a Self-Financed Assessment Form (SFA Form)
 - ❑ when liaising with contractors over health and safety matters;

- ❑ when monitoring health and safety issues on-site regarding either OCC or school appointed contactors.

5. SUBJECT LEADERS

- 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, 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.
- Check that pupils are aware of health and safety issues and that these are being continually reinforced.

6. SITE MANAGER

- Ensure that the school follows the OCC procedures:
 - ❑ when liaising with contractors over health and safety matters;
 - ❑ when monitoring health and safety issues on-site regarding either OCC or school appointed contactors.
- Carry out daily checks of the site and take appropriate remedial action.
- Check the daily log of defects (Every Software) and arrange repair as necessary.
- Prioritise and process the maintenance forms.
- Complete all relevant risk assessments.
- Ensure all maintenance employees are trained and competent to undertake their tasks safely
- Carry weekly fire tests, check fire extinguishers and maintain the Fire Safety Folder
- Carry out monthly water temperatures tests and maintain the Water Hygiene Folder
- Carry out “end of school holiday” water running on taps
- Alert the Headteacher of issues of security

7. ALL EMPLOYEES

- Cooperate with health and safety requirements.
- Report all defects to the H&S Officer.
- Complete and action risk assessments for all potentially hazardous on/off site activities.
- Use, but not misuse things provided for your health, safety and wellbeing.
- Do not undertake unsafe acts.
- Inform Headteacher of any “near-misses” and potential hazards
- Be familiar with the emergency action plans for fire, bomb, lockdown, first aid, security and off site issues (see the school Critical Incident Plan, a copy of which is available in the staff room).
- Raise health and safety and environmental issues with pupils.

8. 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.

9. 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.

Signed:

Chrissie Garrett, Chair of Governing Body

Date:

Signed:

Chair of Safeguarding Committee

Date:

Signed:

Claire Ferens, Headteacher

Date:

Copy :

H&S File

Staff Handbook

Volunteer Pack

Shared Drive/Admin&Housekeeping/Staff Handbook Appendices