



# Oakfield School

## 9. Health and Safety Policy

Review Date:	September 2018
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Title:	<b>School Health and Safety Policy</b>	Ref:
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## Summary

### Statement of Intent

Indicates the Schools values, beliefs and commitment to Health and Safety reflecting the intentions of the Headteacher and the Governing Body.

### Health and Safety Organisational Chart

Graphically reflects the levels of delegated health and safety responsibilities within the School.

### Roles and Responsibilities

Outlines the main health and safety roles and responsibilities of individuals and groups within the School.

### Arrangements

Outlines the Schools approach to risk identification and minimisation principles. Includes signposting to topic specific policy, procedures, guidance, toolkits and forms that will provide a framework within which all areas can flexibly respond to the needs of the School. It will be the responsibility of both Heads of Department and Teachers to enhance their risk control measures which will assist in ensuring that effective health and safety standards are achieved and maintained.

### We value your feedback

If you would like to make any comments regarding this document please contact the Headteacher

<b>Approved by</b>		<b>Prepared by</b>	
<b>Issue number</b>	1	<b>Issue date</b>	Sept 2010
<b>Due review date</b>	September 2018	<b>Number of pages</b>	18
		<b>Implementation date</b>	Dec 2010
		<b>Location</b>	School IT System

### Key reference documents

Health and Safety at Work, etc. Act 1974

Management of Health and Safety at Work Regulations 1999 (as amended)

Safety Representatives and Safety Committees Regulations 1977

Successful Health and Safety Management (HSG 65)

Occupational Health and Safety Management Systems (BS 8800, OHSAS 18002)

ALL HCC Policies and Procedures are available on the HCC Internet:

[Service Area- L-Z—Workforce Strategy—Policies and Procedures—WS Electronic Manual A-F or G-P.](#)

ALL HCC Forms are available on the HCC Intranet: [Service Area- L-Z—Workforce Strategy—Forms—Health and Safety Forms](#)

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Everyone has responsibilities to ensure that they work safely and that their acts or omissions do not adversely affect others or the environment.

The School is committed to ensuring, so far as is reasonably practicable, the Health, Safety and Welfare of all employees and of any others who may be affected by its activities. The Headteacher has overall responsibility for the formulation and development of this Health and Safety policy and is committed to the principle that legal requirements define the minimum level of achievement.

Health and Safety objectives are as important as other School business objectives and the effective implementation of this Health and Safety Policy can contribute to the business performance of the School by reducing injuries and ill health, protecting the environment and reducing unnecessary losses and liabilities.

The School recognises that work related accidents, ill health and incidents are not necessarily the fault of an individual. Any workplace can contain hazards and to prevent injury, ill health and loss it is essential that all associated risks are systematically identified and assessed, with suitable and sufficient risk control measures adopted to negate them.

Through effective Health and Safety management systems the School is committed to pursuing and achieving progressive continual improvements in its Health and Safety performance, which will be reported in its annual reports.

The School is committed to supporting this Health and Safety policy by ensuring the:

- Implementation and maintenance of effective Health and Safety management systems
- Competence of all employees
- Provision of any necessary expert advice
- Provision of adequate financial and physical resources

The School recognises that its employees are a valued key resource within the organisation. To assist in maintaining adequate Health and Safety standards and to promote and facilitate employee involvement, effective consultation will take place on all matters regarding Health and Safety.

The success of this Health and Safety policy will ultimately depend upon the involvement of everyone affected by it and the School therefore relies on the co-operation of all employees and Trades Unions in securing its implementation.

This Health and Safety policy and its contents shall be:

- Reviewed on a regular basis, at a minimum of every two years
- Developed where the opportunity for improvement has been identified
- Revised as and when necessary as a result of changes

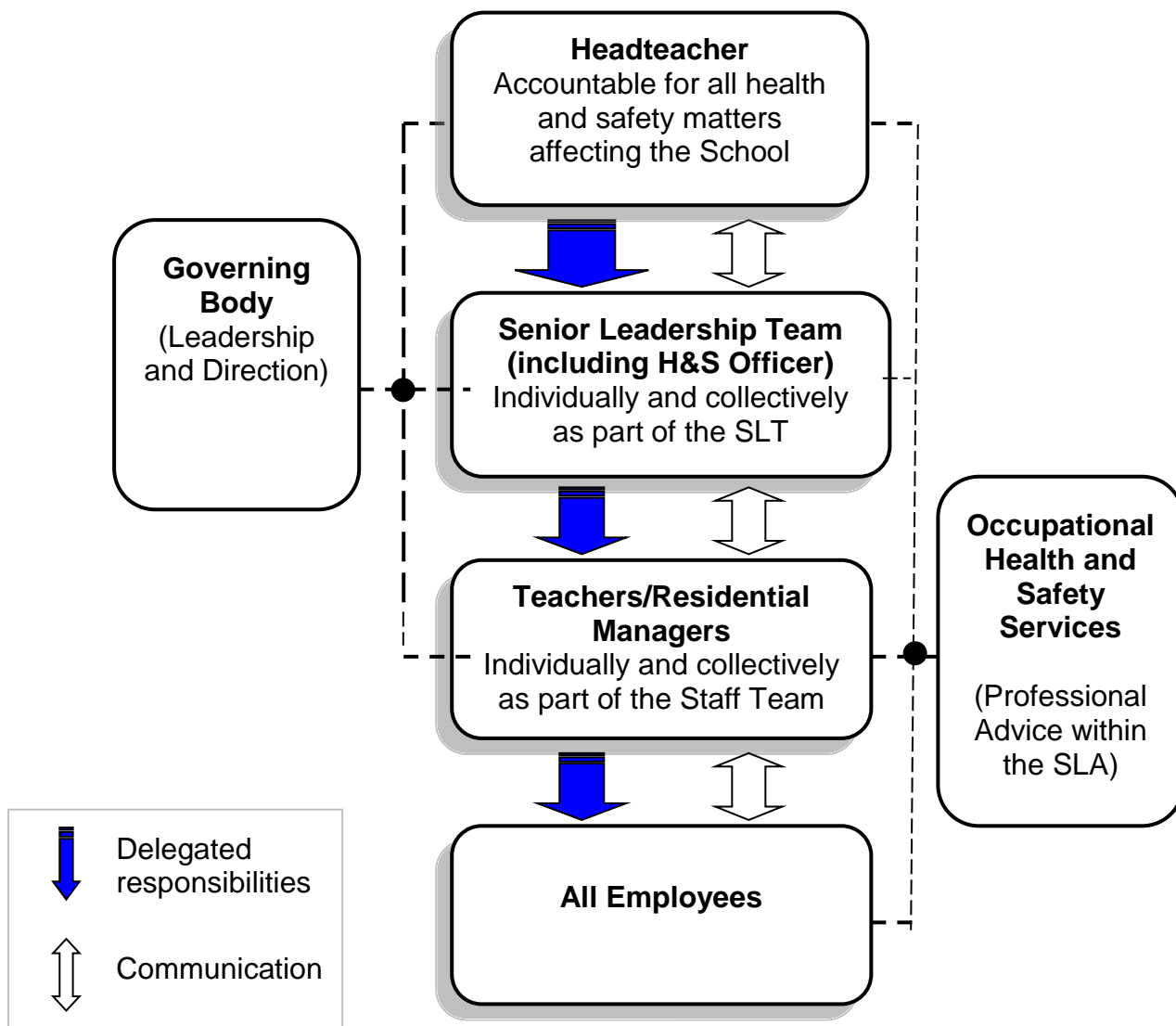
# 1. Organisational Structure

The Headteacher has overall responsibility for Health and Safety in the School however, as with any area of management the allocation of responsibilities is crucial and the management of health and safety is no exception. Health and Safety responsibilities and authority are delegated throughout the School to all employees and these are outlined in the Health and Safety Roles and Responsibilities which follow.

## **REMEMBER**

**Everyone is responsible for Health and Safety and Everyone has Health and Safety Responsibilities**

The levels of Health and Safety responsibility within the School can be reflected as shown.



## **2 Headteacher (2.1 to 2.13)**

The Headteacher is accountable for all Health and Safety matters affecting the School and is supported in this role by School Governors, Heads of Department, Teachers, Residential Managers, Learning & Behaviour Support Mentors, Child Care Officers, Employees, Trades Unions and Occupational Health and Safety Services. In particular the Headteacher is responsible for:

- 2.1 Setting a personal example at all times with respect to good health and safety practice.
- 2.2 Having overall responsibility for the Health and Safety of employees working in the School and of other persons who may be affected by the School's activities.
- 2.3 The development and continual improvement of the School's health and safety performance by ensuring that an effective Health and Safety management system is implemented and maintained.
- 2.4 Ensuring that the Health and Safety Policy and associated procedures are effectively implemented, providing the necessary physical, financial and human resources required.
- 2.5 Assigning responsibilities for the effective planning, organisation, control, measuring, monitoring, reviewing and auditing of the Health and Safety management system and its associated policies and procedures.
- 2.6 Ensuring Health and Safety is recognised as a core function and fully integrated into the activities of the School with Health and Safety objectives being an integral component of school objectives.
- 2.7 Producing an annual report detailing the Schools Health and Safety performance against set objectives and to set objectives for forthcoming periods.
- 2.8 Being kept informed of any significant Health and Safety failures, and of the outcome of the investigation into their causes.
- 2.9 Authorising new and revised Health and Safety policy, procedure and guidance.
- 2.10 Undertaking an annual Health and Safety tour.
- 2.11 Ensuring that each Governor, Senior Leadership Team, Teacher and Residential Managers has the appropriate level of competency in Health and Safety to enable them to effectively undertake their role.

## **Governors (3.1 to 3.7)**

The School is responsible for the delivery of a wide range of educational services. The way in which they are delivered can affect the Health and Safety of both service users and providers, therefore it is important to ensure that every part of the work is carried out safely. This means more than just aiming to comply with minimum legislative requirements and it requires commitment from all levels within the School.

Governors have an important role, with both individual and collective responsibilities, for providing leadership and direction to assist in ensuring that the School implements and maintains effective Health and Safety standards. In their areas of responsibility members are responsible for:

- 3.1 Setting a personal example at all times with respect to good Health and Safety practice.
- 3.2 Ensuring that the necessary physical, financial and human resources required to effectively implement the Health and Safety Policy and associated procedures are available.
- 3.3 Ensuring they consider and address any potential Health and Safety implications of all their decisions before they are taken.
- 3.4 Ensuring Health and Safety is recognised as a core function and fully integrated into the activities of the School.
- 3.5 Keeping themselves informed of any significant Health and Safety failures, and of the outcome of the investigation into their causes.
- 3.6 Receiving and considering the School's annual report on Health and Safety performance against set objectives.
- 3.7 Ensuring they undertake an appropriate level of Health and Safety training relevant to their position.

## **Senior Leadership Team, including the H&S Officer**

(4.1 to 4.18)

In their areas of responsibility Senior Leadership Team, including the Health and Safety Officer are responsible for Health and Safety individually and also, as members of the School Staff, collectively.

Senior Leadership Team, including the Health and Safety Officer are supported in these roles by Governors, Headteacher, Teachers, Employees, Trades Unions and Occupational Health and Safety Services. In their areas of responsibility, and in addition to responsibilities specified in other associated School policies and procedures, Senior Leadership Team, including the Health and Safety Officer are responsible for:

- 4.1 Setting a personal example at all times with respect to good Health and Safety practice.
- 4.2 The Health and Safety of employees and of other persons who may be affected by the School's activities.
- 4.3 The effective monitoring, review, development and continual improvement of Health and Safety performance.
- 4.4 Ensuring that the Health and Safety Policy and associated procedures are effectively implemented, providing the necessary physical, financial and human resources required.
- 4.5 Preparing, producing and implementing departmental Health and Safety action plans, ensuring that Health and Safety is fully integrated into activities with Health and Safety objectives being an integral component of departmental objectives.
- 4.6 Producing an annual report, detailing Health and Safety performance against set objectives.
- 4.7 Ensuring they consider and address any potential Health and Safety implications of all their decisions before they are taken.
- 4.8 Ensuring that the Health and Safety Policy and associated procedures are brought to the attention of all employees and others as appropriate.
- 4.9 Keeping up to date with changes to Health and Safety legislation, standards and good practice relevant to their service area's activities.
- 4.10 Ensuring risk assessments for activities are undertaken, control measures identified and implemented, and the outcomes communicated to employees and others as appropriate.
- 4.11 Ensuring that there are effective arrangements to receive, collate, and disseminate Health and Safety information.



- 4.12 Ensuring that all accidents and incidents are reported, documented, appropriately investigated and preventative measures put in place to avoid reoccurrences.
- 4.13 Keeping themselves informed of any significant Health and Safety failures and of the outcome of the investigation into their causes.
- 4.14 Ensuring employees receive any Health and Safety training (including induction) required to carry out their work safely.
- 4.15 Undertaking an annual Health and Safety tour.
- 4.16 Ensuring that teachers have the appropriate level of competency in Health and Safety to enable them to effectively undertake their role.
- 4.17 Ensuring that Health and Safety is appropriately considered at the planning stages (for example during the development or introduction of new methods of work, equipment, buildings etc).
- 4.18 Arranging joint consultative procedures to discuss Health and Safety matters.

## **5 Teachers and Residential Managers (5.1 to 5.22)**

In their areas of responsibility Teachers and Residential Managers are responsible for Health and Safety individually and also, as members of the Staff Team, collectively. Teachers are supported in these roles by Governors, Headteacher, Senior Leadership Team, Employees, Trades Unions and Occupational Health and Safety Services.

In their areas of responsibility, and in addition to responsibilities specified in other associated School Human Resources policies and procedures, all levels of Teacher are proportionately responsible for:

- 5.1 Setting a personal example at all times with respect to good Health and Safety practice.
- 5.2 The Health and Safety of employees and of other persons who may be affected by the School's activities.
- 5.3 The measurement, monitoring, review, development and continual improvement of Health and Safety performance.
- 5.4 Ensuring familiarity with the Health and Safety Policy and associated procedures and effectively implementing them, providing the necessary physical, financial and human resources required to do so and informing their line manager of any resource requirements.
- 5.5 Not allowing work to commence or continue if it cannot be performed safely, until a safe method is identified and implemented.
- 5.6 Ensuring that Health and Safety objectives are an integral part of their team delivery plans.
- 5.7 Ensuring that they consider and address any potential Health and Safety implications of all their decisions before they are taken.
- 5.8 Keeping up to date with existing and revised Health and Safety legislation, standards and good practices relevant to their activities.
- 5.9 Undertaking risk assessments, identifying and implementing control measures, communicating the outcomes to employees and others as appropriate.
- 5.10 Keeping themselves informed of all accidents and incidents that occur (ensuring that they are reported and documented), undertaking appropriate levels of investigation and implementing preventative measures to avoid a reoccurrence.
- 5.11 Ensuring they inform their Headteacher or Senior Leadership Team of any significant Health and Safety failures, and of the outcome of the investigation into their causes.

- 5.12 Providing adequate levels of supervision as identified for pupils and others as appropriate.
- 5.13 The provision of timely feedback to their Senior Leadership Team regarding any deficiencies in health and safety policies, procedures, plans, systems etc.
- 5.14 The identification and subsequent provision of employees' Health and Safety training requirements.
- 5.15 The identification and provision of employees' personal protective equipment requirements, ensuring its correct use.
- 5.16 Ensuring the identification, and testing of, all equipment and systems in accordance with relevant statutory requirements and best practices, maintaining relevant records.
- 5.17 Providing arrangements to ensure employees and others (for example visitors, members of the public, contractors etc) have safe access and exits at all times whilst on the premises considering any persons who may have additional requirements (for example wheel chair users, visually impaired etc).
- 5.18 Undertaking appropriate Health and Safety inspections.
- 5.19 Ensuring that first aiders and first aid equipment are present in sufficient numbers and their locations are known to employees.
- 5.20 Ensuring that transferred and new employees are informed of the hazards and risk control measures involved with the service areas activities.
- 5.21 Ensuring that all employees have the appropriate level of competency in Health and Safety to enable them to effectively undertake their role.
- 5.22 Ensuring that Health and Safety is appropriately considered at the planning stages (for example in the development or introduction of new methods of work, equipment, buildings etc).

## **6 All Employees\*** (6.1 to 6.13)

\*The reference made to employees is a reference to all employed individuals and therefore includes, for example, Governors, Senior Leadership Team, Teachers, Residential Managers, Employees, Fixed Term Workers, Trainees, Volunteers, and Casual Workers. The Health and Safety at Work Act, the Management of Health and Safety at Work Regulations and other associated legislation place duties upon all employees. Therefore in addition to the responsibilities specified in other School policies it is the responsibility of every employee to:

- 6.1 Set a personal example at all times with respect to good Health and Safety practice.
- 6.2 Fully familiarise themselves with the School Health and Safety Policies and associated procedures, seeking clarification from line managers where necessary.
- 6.3 Take reasonable care for the Health and Safety of themselves and other persons (i.e. members of the public, contractors, customers etc) who may be affected by their acts or omissions at work.
- 6.4 NOT intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- 6.5 Report any defects in plant or equipment to their line management.
- 6.6 Notify a member of their line management (or if not available another appropriate person) of any work situation having the potential for serious and imminent danger to Health and Safety.
- 6.7 Notify their line manager of any matters / shortcomings relating to existing practices, procedures or protective measures which might give rise to risks to Health and Safety.
- 6.8 Report all accidents and incidents to their line manager as soon as possible, whether or not the accident or incident involved personal injury.
- 6.9 Wear protective clothing and safety equipment as required reporting any defect to their line management.
- 6.10 Suggest possible amendments to existing practices or procedures which could improve Health and Safety.
- 6.11 Use machinery, equipment, substances, transport equipment or other means of safety device in conformity with relevant training / instruction.
- 6.12 Co-operate with the School line management and other appropriate persons to enable them to conform and comply with any Health and Safety duties or requirements imposed upon them.
- 6.13 Inform transferred and new employees of any hazards involved in the activities of the service.

## **Occupational Health and Safety Services (7.1 to 7.16)**

Occupational Health and Safety Services (OHSS) support the School and all its employees in their roles by providing professional, authoritative and impartial advice and assistance on matters relating to Occupational Health and Safety. Further details of the advisory and mandatory services provided by OHSS are located in the available in the School Service Level Agreement

In addition to responsibilities specified in the Service Level Agreement OHSS is responsible for:

- 7.1 Setting an example at all times with respect to good Health and Safety practice.
- 7.2 Presenting their advice impartially and effectively.
- 7.3 The maintenance of adequate information systems on legislation, law and management practices relevant to Occupational Health and Safety.
- 7.4 The interpretation of existing and proposed legislation and law relevant to Occupational Health and Safety and the identification of any potential implications for the School.
- 7.5 The maintenance of suitable systems and procedures for the reporting, recording, appropriate investigation and analysis of work-related accidents, incidents and cases of ill health.
- 7.6 Performing pre-employment health screening on all prospective employees.
- 7.7 Conducting appropriate health surveillance for employees identified as being at risk by virtue of their occupation or location.
- 7.8 Assisting in the establishment and maintenance of risk control measures relating to
  - The place of work, plant, substances and equipment in use
  - Procedures, systems and people
- 7.9 Establishing professional relationships at all levels within the School and, as appropriate, with external organisations (for example the Health and Safety Executive, Fire services, Trades associations etc).
- 7.10 Advising on the promotion and development of a positive Health and Safety culture to assist in securing the effective implementation of Health and Safety management system documents.
- 7.11 Advising on issues of medical capability and issues where there is a relationship between health on work or work on health.
- 7.12 Advising on all aspects of Health and Safety management systems including policy, organising, planning, implementation, performance measuring, monitoring, review and audit.

- 7.13 Advising on the risk assessment process including the identification of hazards, the assessment of associated risk and the identification of suitable risk control measures.
- 7.14 Having the authority to enter any School premises or sites at any time to inspect conditions relating to the health, safety and welfare of School employees and to stop or prohibit work being carried out by or on behalf of the School where there is a serious risk to the Health and Safety of employees and others who may be affected by that work (for example members of the public, contractors etc).
- 7.15 Assisting the Headteacher in the investigation of serious incidents, accidents and ill health as appropriate.
- 7.16 Auditing the School's Health and Safety management system.

## **8 Trade Union Safety Representatives (8.1 to 8.9)**

The Safety Representatives and Safety Committees Regulations 1977 (SRSC Regulations) prescribe the cases in which recognised Trade Unions may appoint safety representatives. Trade Unions and their Safety Representatives have an important role and the School welcomes and encourages their participation in the promotion of Health and Safety.

In addition to any responsibilities specified in other School policies the role of appointed Trade Union Safety Representatives includes:

- 8.1 Setting an example at all times with respect to good Health and Safety practice.
- 8.2 For those employees they are appointed to represent, representing them in consultations with the School.
- 8.3 Assisting in ensuring effective co-operation in the development and promotion of Health and Safety at work.
- 8.4 Investigating potential hazards and dangerous occurrences at the workplace, examining the causes of accidents at the workplace and making representations to the School on matters arising from such.
- 8.5 Carrying out inspections of the workplace in accordance with the SRSC Regulations.
- 8.6 Investigating complaints relating to the health, safety and welfare at work of those employees they are appointed to represent and making representations to the School on matters arising from such.
- 8.7 Receiving information from the Health and Safety Executive (HSE).
- 8.8 Representing in consultations those employees they are appointed represent at the workplace with inspectors of the HSE, or any other enforcing authority as appropriate.
- 8.9 Attending relevant Health and Safety committee meetings.

## 9 Arrangements

The ultimate goal of the School is to continually improve its Health and Safety performance, so that accidents and ill health are continually reduced and work forms part of a satisfying life to the benefit of both the individual and the School.

- 9.1 To assist in achieving this it must be ensured that any risks associated with the School's activities are adequately controlled. The control of risks is also necessary to secure compliance with the requirements of the Health and Safety at Work Act and other relevant health and safety legislation (for example the Management of Health and Safety at Work Regulations).
- 9.2 The three basic stages in establishing risk controls are:
- **Hazard Identification**  
Identifying hazards which could cause harm.
  - **Risk Assessment**  
Assessing the risk which may arise from hazards.
  - **Risk Control**  
Deciding on suitable measures to eliminate or control risk.
- 9.3 This approach applies both to the control of safety risks and health risks and all final decisions regarding risk control methods must take into account the relevant legal requirements which establish minimum levels of risk prevention or control.
- 9.4 Departments are required to prepare, produce and implement Departmental Health and Safety action plans. These are to include the Department specific arrangements (which do not dilute or contradict School Health and Safety Policy or procedure) for ensuring the adequate control of risks associated with Departmental activities.
- 9.5 To assist in ensuring that service areas can achieve the adequate control of risks. The School develops topic specific Health and Safety policies, procedures, guidance, toolkits and forms as appropriate.

### **REMEMBER**

**Adequate control of risks can only be achieved through co-ordinated action by everyone in the School.**



List of Current Health, Safety & Welfare

**HCC Policies and Procedures**

Health and Safety Policy
Incident Reporting and Investigating Guidance
Risk Management Guidance
Display Screen Equipment Policy & Procedure

Health and Safety Premise Inspection Form
Fire Safety Management Guidance
Fire Safety & Maintenance Log Book

**Note: Several HCC Policies and Procedures are in the process of being developed/updated and will replace the existing Policy or Procedure when agreed through the relevant consultation process.**

**List of Current Health, Safety and Welfare HCC (OHSS) Forms**

<b>OHS (F) 2</b>	Incident Report Form
<b>OHS (F) 2.1</b>	Witness Form
<b>OHS (F) 2.2</b>	Pupil Incident Report Form
<b>CS17</b>	Bomb Threat Procedure Report Form
<b>CS16</b>	Control of Substances Hazardous to Health Assessment Form
<b>CS18</b>	Contractors Health & Safety System Questionnaire (5 or more employees)
<b>CS19</b>	Contractors Health & Safety System Questionnaire (less than 5 employees)
<b>CSU11</b>	Contractors Safety Acknowledgement form
<b>OHS (F) 5</b>	Display Screen Equipment Self Assessment Analysis Form
<b>CS10</b>	First Aid Provision at Work Assessment Form.
<b>OHS (F) 4</b>	Fire Risk Assessment (RRO) Form
<b>CS14</b>	Manual Handling Operations Assessment Form.
<b>CS27</b>	Needlestick Finds Report Form.
<b>CS15</b>	New & Expectant Mothers Risk Assessment Form.
<b>OHS (F) 3</b>	General Risk Assessment Form
<b>CS9</b>	Work Equipment Assessment Form

**Note: Some of these Forms have or are in the process of being developed /updated and **OHS (F) Forms** will replace the existing CSU Forms, when agreed through the relevant consultation process.**

Please also see:

Policy No. 31 – **Fire Safety**

Policy No. 19 – **Crisis Management/Emergency Plan**

This Policy was reviewed September 2017.

Signed: .....

Lee Morfitt (Chair of Governors)