



Health & Safety Policy

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1 Introduction

- 1.1 This Health and Safety Policy is the lead document for health and safety in Oakfield School.
- 1.2 The Governing Body and the Headteacher have overall responsibility for considering proposed changes to this Health and Safety Policy.
- 1.3 Anyone who works for, or with, Oakfield School is encouraged to read this policy and consider how they can contribute to achieving its aims.

2 Policy Statement

- 2.1 We are committed to ensuring the health, safety and wellbeing of all employees, pupils and people who work at or visit our premises.
- 2.2 As an employer we care about the wellbeing of all of our staff. We are committed to maintaining the quality of our health and safety at work controls through communication and raising awareness.
- 2.3 As an employee the benefit to you is a safe working environment. You must take reasonable care for the health and safety of yourself and others whilst working.
- 2.4 Senior Leaders are expected to provide leadership and direction to help the Governing Body implement and maintain health and safety standards. We will comply with all relevant health and safety legislation including the Health and Safety at Work, etc. Act 1974 and associated regulations.
- 2.5 In addition, we will adhere to our standards and policies on wellbeing, health and safety.
- 2.6 We will:
 - promote a positive health and safety culture based on openness and honesty in which decisions are based on the principles of sensible risk management;
 - lessons are learnt from mistakes and accountability is clear;
 - provide sufficient resources to ensure a safe working environment. This includes the provision of safe premises, working areas, equipment and materials;
 - regularly review and evaluate our health and safety performance;
 - provide suitable information, training and supervision to all employees and others where appropriate;

- ensure that staff are involved and consulted on relevant health and safety;
- matters in good time and ensure that their views are considered;
- identify work-related stress issues at source and agree realistic and workable;
- ways to tackle these;
- provide advice and support to line managers on managing occupational health;
- identify, manage and monitor risk to reduce it as far as reasonably practicable. Where necessary, we will obtain competent advice to assist with risk management.
- select competent contractors that hold the relevant experience, skills and;
- knowledge and ensure that they follow our health and safety requirements; and
- investigate accidents and act and make improvements where required. We will also comply with our statutory reporting obligations.

2.7 Who is responsible?

- The Governing Body has overall responsibility.
- The Headteacher fully recognises and accepts their responsibilities as an employer under the Health and Safety at Work, etc. Act 1974.

3 Organisation and Responsibilities

- 3.1 The Governing Body and the Headteacher have overall responsibility for all matters relating to the health, safety and wellbeing of everyone employed by the school and for ensuring that customers and others who may be affected by the activities and services provided by the school are protected from harm, as far as is reasonably practicable.
- 3.2 The Governing Body and the Headteacher will ensure that adequate resources, proportionate to the level of risk, are made available for the effective implementation of this policy and any associated management arrangements, including the maintenance of our premises, facilities and equipment and the delivery of adequate training to our staff.
- 3.3 Senior Leaders, Managers and Supervisors are required to:
 - provide good examples and promote Health & Safety throughout the school and develop a positive Health & Safety Culture.
 - comply with the requirements of the schools' health and safety documentation;
 - ensure all work-related hazards are identified and suitable and sufficient risk;

- ensure that they and their staff have adequate levels of competency to complete their work safely;
- ensure that local health and safety systems are maintained;
- ensure adequate arrangements, equipment, facilities and trained members of staff are available to administer first aid to staff, pupils and visitors whilst on the school site or during an organized activity/visit;
- ensure adequate arrangements, equipment, facilities and trained personnel are available to implement emergency procedures in the event of the outbreak of fire;
- report and investigate incidents as necessary; and
- where services are provided by external arm's length management organisations, joint venture companies, trusts or other similar organisations, ensuring that partnership and delegation arrangements for managing health and safety are detailed fully in the contract and that all parties are aware of their responsibilities.

3.4 All employees are responsible for:

- taking reasonable care of their health and safety and that of others affected by their acts or omissions;
- cooperating with the Senior Leaders as necessary to enable risks to be controlled and achieve compliance with relevant legislation;
- using all work equipment and substances by the instruction and training received;
- following all prescribed safe working practices and not working while unfit to do so;
- not intentionally misusing anything provided in the interests of health, safety and welfare;
- reporting to their supervisor or manager any health and safety problem which they cannot resolve themselves or any shortcoming they consider to be in the health, safety and welfare arrangements; and
- reporting to their supervisor or manager any health or safety matter arising out of their work activities which could present serious or imminent danger to themselves or others.

3.5 **Agency Staff:**

3.5.1 Agency staff employed by the school will be informed of health and safety arrangements and the health and safety procedures relevant to their work.

3.5.2 Agency staff must co-operate with these procedures and arrangements and accept personal responsibility for the health and safety of themselves and others.

3.6 Robertson Facilities Management (RFM):

3.6.1 Robertson Facilities Management have the responsibility for managing health, safety and welfare arrangements and amenities in school buildings, including the residential block and the Rowan Building. This includes planned maintenance and inspection regimes, statutory inspections, fire risk assessments, emergency evacuation arrangements and other tests and surveys as required. Where premises are not controlled but are occupied by school staff, suitable premises and plant or equipment maintenance schedules must form part of any leasing or other occupancy arrangements.

3.7 The Headteacher has a specific responsibility to ensure that competent people are appointed to ensure:

- health and safety risks and implications are considered and addressed when making policy recommendations;
- all school premises are safe and comply with legislative requirements;
- systems are in place to monitor compliance against the legislation, and standards, including fire, asbestos and water management; and
- regular reports are made to the Strategic Senior Leadership Team (SSLT) regarding health & safety.

3.7.1 The Headteacher or their representative has responsibility for the day-to-day coordination of safety management within the school. This is normally the most senior person in charge of the school at any given time.

3.7.2 The Headteachers representative will ensure:

- any building matters that may compromise the safety of staff, pupils, visitors and others where immediate actions are not effective or applicable are reported in the appropriate way (Concept System); and
- building and Fire Logbooks are kept up to date. The Headteacher delegates various day-to-day responsibilities and tasks to a senior staff member within the school. However, the Headteacher is always ultimately responsible for the health and safety of those on the premises.

3.8 Contractors and Working Partners:

3.8.1 Anyone working with, or involved in the provision of goods and services on behalf of the school is responsible for:

- cooperating with the requirements of the health and safety policy;
- accepting responsibility for their health and safety and that of others;
- submitting, before work commences, the relevant risk assessments, method statements and controls and ensuring that these are reviewed and accepted by RFM;
- taking additional measures, where necessary to protect employees and others from risks that arise from the nature of the work;
- notify the Caretakers (RFM) of any incidents affecting safety;
- Oakfield School and RFM will provide contractors and partners with any specific health and safety information relevant to the work involved. Staff employing third-party contractors to carry out work on behalf of the school also have a legal duty to ensure that those contractors have the skills, knowledge, and experience to carry out the specific work safely; and
- to assist the school, the Corporate Health & Safety Team provide competent advice and make recommendations to the Governing Body/Headteacher on the development of the health and safety strategy, policies, procedures and implementation plans.

3.8.2 **The Corporate Health & Safety Team will:**

- provide competent advice and support to the Governing Body and the Headteacher on health and safety matters;
- keep up to date on developments in health and safety legislation and practice;
- monitor on behalf of the school the implementation of health and safety policies and procedures;
- provide health and safety training and instruction;
- receive accident and incident reports, assist with the incident investigation as appropriate, compile and analyse accident and incident data; and
- consult with recognised trade unions and their appointed workplace representatives on issues relating to the health and safety of their members.

3.9 The Governing Body and the Headteacher have specific responsibility under the Civil Contingencies Act 2004 for the development and management of the schools' emergency and business continuity arrangements and to ensure that health and safety concerns are addressed from foreseeable risks associated with events such as:

- Acts of Terrorism,
- Flooding.
- Health Pandemics.

- Utility/IT failure.
- 3.10 **The Insurance Team** works with the Health and Safety Team to identify key areas of risk and devise strategies for improvement.
- 3.11 **Occupational Health** supports the school and its employees in their roles by providing professional, authoritative and impartial advice and assistance on matters relating to health and wellbeing in the workplace.
- 3.12 **Customers, Volunteers and Visitors.** Through local communications such as signs and posters, volunteers and visitors are encouraged to cooperate with the health and safety arrangements put in place to protect them and the people who are providing a service for them.

4 Arrangements

- 4.1 Strong leadership on health and safety will be provided by the Strategic Senior Leadership Team and the Governing Body to establish a vision of successful health and safety management. This leadership and vision will generate clarity about health and safety strategy, management objectives, health and safety roles and responsibilities and foster professional relationships.
- 4.2 This policy will be delivered by the development of procedures, protocols and guidelines that meet the requirements of health and safety law as applicable to Oakfield School. Specific guidance is available for, but not limited to fire safety, drugs and alcohol, noise, vibration, asbestos, legionella and COSHH via the School Business Manager, who will contact the Health and Safety Team.
- 4.3 The promotion of health, safety and the welfare of all staff, pupils and visitors will continue through training, campaigns and communications.

5 Induction

- 5.1 All staff complete an induction as well as a site/task-specific safety induction including local arrangements for building evacuation, first aid and welfare facilities.
- 5.2 This information is also made available to visitors, contractors and volunteers.

6 Risk Management

- 6.1 Risk management is about taking practical steps to protect people from real harm and suffering.

- 6.2 Members of staff, who have been deemed competent, conduct risk assessments and implement controls for their areas of responsibility. These include assessments for physical and mental harm.
- 6.3 Assessments include:
- **General** – task-based work activities.
 - **Specific** – COSHH, DSE, First Aid, Manual Handling, Stress, Young Persons.
 - New and expectant mothers, noise, fire and vibrations.
- 6.4 We define a competent risk assessor as someone who holds the IOSH Managing Safely qualification or a higher health and safety qualification such as the NEBOSH General Certificate.
- 6.5 Staff who have good skills, knowledge and experience of the activity or visit that they are assessing, will undertake Risk Assessments before taking pupils on such activities/visits – staff will ensure that all such Risk Assessments are suitable and sufficient for the activity/visit being undertaken.

7 Incident Reporting

- 7.1 The reporting, recording and analysis of accidents and incidents are essential in preventing reoccurrence. Incidents are reported to our designated First Aider who logs the incident onto the reporting system – Eco Online or contacts the Corporate Health & Safety Team. The incident is then directed to the Headteacher for appropriate investigation to identify, where appropriate, additional preventative and protective measures to prevent a recurrence.
- 7.2 The investigation may also identify potential breaches of statutory obligations or internal policy or procedures.
- 7.3 All incidents that require further reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) must be reported to the Corporate Health & Safety Team immediately.

8 Communication

- 8.1 Communication channels are a way to ensure that all staff are aware of the procedures. They include, for example:
- Staff supervision.
 - Safe systems of work/risk assessment.
 - Management team discussions
 - On-the-job health and safety training.
 - Issuing and exchange of health and safety policies, guidance and codes of practice.

- Policies, which can be found on the staff shared drive on the school network.
- Results of the risk assessment process are key elements of the communication process. Onsite safety systems rely extensively on the exchange of information.
- All Risk Assessments that have been carried out can be found on the staff shared drive on the school network. Although it is primarily the responsibility of the Governing Body and the Headteacher to initiate this information, the value of feedback from all staff is very important. Staff always have the opportunity and are encouraged to contribute to this process.

9 Monitoring and Review

9.1 The effectiveness of our safety performance is monitored both proactively and reactively. Audits take place which examines all aspects of the Health and Safety Management System to determine its adequacy and identify improvements. The school's health and safety performance including the results of monitoring and auditing activity is regularly reviewed by senior managers.

9.2 An annual report will be presented to the Governing Body and the Headteacher. This will summarise the results of the monitoring activities carried out in the school, review the injuries or incidents reported and recommend any actions for improving performance.

9.2.1 Active Monitoring Systems:

- Monitoring and inspections that measure health and safety performance on a routine basis such as spot checks.
- Documents relating to the promotion of the health and safety culture should be periodically examined.
- Premises, plants and equipment should be systematically inspected.
- Health surveillance and environmental monitoring systems should be established to check the effectiveness of health control methods and to detect early signs of harm to health.

9.2.2 Reactive Monitoring Systems:

- Identify where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), and property damage.

10 Further Reading

10.1 Keeping Children Safe in Education.

10.2 Safer Working Practices in Schools.

11 Topic Specific Legislation

- 11.1 The Health & Safety at Work Act 1974.
- 11.2 The Management of Health and Safety at Work Regulations 1999.
- 11.3 RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

12 For Further Advice

- 12.1 Please contact the School Business Manager who will be able to access further information, as required.