



# OAKFIELD ACADEMY

BELIEVE AND ACHIEVE

## **Health and Safety Policy**

This is a STATUTORY policy  
Recommended for review by the Premises Manager every year and  
ratified by the Finance Committee every 3 years.

**Written/  
Reviewed by:** Premises Manager/  
Business Manager/H&S Governor

**Approved by:** Finance Committee

**Ratified on:** 8<sup>th</sup> January 2018

**Next review due:** January 2021

**Ratification due:** January 2021

## **The Law**

Health and safety in schools is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE).

In foundation schools, voluntary aided schools and academies, statutory health and safety responsibilities fall on the Governing Body (as the employer) and on the Head Teacher and staff (as employees).

The Governing Body, as employer, has a duty to (as required by The Management of Health and Safety at Work Regulations);

- Institute a health and safety policy and advise employees of it;
- Have a critical incident/emergency contingency plan;
- Ensure, so far as is reasonably practicable, the health, safety and welfare of teachers and other education staff; the health and safety of pupils in the academy and on off-site visits; and the health and safety of visitors to the academy, and volunteers involved in any academy activity;
- Assess the risk of all activities, both in the academy and off-site; introduce measures to manage those risks, and tell employees about the measures;
- Ensure that staff are trained in their health and safety responsibilities; and,
- Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

In practice, the Governing Body may delegate specific health and safety tasks to others at the academy, however, the Governing Body retains the ultimate responsibility no matter who carries out the tasks.

## **The Role of Employees in Any School/Academy**

Employees must take reasonable care of their own health and safety, and that of anyone else who may be affected by what they do at work. They must also cooperate with others who have duties for health and safety by carrying out instructions and reporting unsafe practices. The Head Teacher, who has delegated responsibility for the day-to-day management of the academy, has a particular role in seeing that the governing body's health and safety policies and procedures are carried out.

## **Coverage**

A list of all the issues to be covered by the academy's health and safety policy is given on pages 6 - 8 of this document with electronic links to the relevant, appropriate guidance.

## HEALTH AND SAFETY POLICY

1. **THE GOVERNORS OF OAKFIELD ACADEMY** will
  - 1.1 Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the site.
  - 1.2 Ensure, as far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities.
  - 1.3 Choose a recognised and qualified Health and Safety advisor, follow their advice and recommendations.
  - 1.4 Seek improvement to working conditions according to priorities within existing resources.
  - 1.5 Recognise their responsibilities when they make available premises or equipment for hire, and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible.
  - 1.6 Ensure that Risk Assessments are carried out within the academy using an identified method for recording (e.g., EEC Live) and to review as appropriate.
  - 1.7 Ensure health and safety issues are part of the agenda for weekly staff briefings.
  - 1.8 Ensure that staff can access training to ensure their competence for their tasks.
  - 1.9 Accept the duties that they may hold as a client where they arrange for work through contractors or volunteers. Follow relevant guidance for the selection of competent contractors and **will** seek assistance/advice when necessary. Ensure that volunteers receive adequate instruction and supervision to work safely.
  - 1.10 Report all incidents/accidents, using the Accident Reporting Module in EEC Live and ensure appropriate follow up action has been carried out.
  - 1.11 Review on an annual basis, all accidents and incidents reported to identify trends.
  - 1.12 Consult with the school council and inform pupils of their responsibilities for Health and Safety.
  - 1.13 Recognise the role of safety representatives appointed by recognised trade unions and co-operate with them so that they may undertake their health and safety related functions, including reasonable paid time off for consultation inspection and investigations.

The following individuals are recognised as safety representatives at the school.

Name (1) Mr S Millard  
(2) Miss Emma Wilkes

Trade Union Mr A Reynolds (NEU)

The Governors and Head Teacher will draw this policy to the attention of all staff, and review every three years.

Signed: ..... Chair of Governors: Kate Hellard

Dated:

Signed: ..... Head Teacher: Emma Wilkes

Dated:

## **2. ORGANISATION IN SUPPORT OF HEALTH AND SAFETY**

2.1 Academies and Schools can be organised in a variety of ways, i.e., on a Head Teacher/ Governing Body/Senior Leadership Team/Departmental basis. The key members are responsible for seeing that their Area of responsibility/Department staff follow the academy's policy, and in particular in respect of:

2.1.1 Identification and control of risks associated with any hazardous or dangerous substances.

2.1.2 Selection of equipment suitable for its purpose, and ensuring that it is properly used.

2.1.3 Identifying and securing the training needs of members of their Area/Department

2.1.4 Provision of suitable personal protective equipment when required and ensuring that it is properly used.

2.2 The Head Teacher and Governors recognise the importance of all staff being competent and possessing the necessary current skills, knowledge and qualifications for the use of specialist equipment or facilities.

2.3 The Governors will monitor safety performance within the academy against the standards of the academy's chosen Health & Safety advisor, and produce an annual summary of their findings.

2.4 With regard to premises issues this will include a check of the academy buildings, in conjunction with their property surveyor and prioritisation of needs on the school's AMP. Also ensuring that appropriate training needs of person responsible for premises is delivered.

- 2.5 Governors to agree delegation for approval of off-site visits and activities and review on an annual basis.
- 2.6 The Governors have appointed **Mr T Cutting** to have a watching brief for health and safety issues, and bring to their notice such issues that require their attention.

Assistance on health and safety issues is provided by Jon Saunders at 'Educating Safely LLP'

### **3. Appointment of Appropriate Persons**

The Academy has appointed appropriate persons for their delegated areas of responsibility within the academy (see Table A). They should ensure that new staff have the necessary skills and qualifications on appointment, or are able to receive the necessary training and certification, after appointment or on change of responsibilities or work methods.

### **4. Guidance for Schools/Academies**

The following guidance, produced by the Local Authority and other providers, is available for schools to use for their own standards:

- [Guidance for Schools Volume 4](#)
- [EEC Live](#)

- 4.1 The Governors adopt the standards of the following publications, which are endorsed by the Children and Young People's Directorate as standards for its schools:

- Safe Practice in Physical Education, published by BAALPE - 2012 Edition
- Building Bulletin 100: Design for Fire Safety in Schools: DCSF 2007 link: <https://www.gov.uk/government/publications/building-bulletin-100-design-for-fire-safety-in-schools>
- Health and Safety of Pupils on Educational Visits: published by Department for Education 2014, link: <http://www.education.gov.uk/schools/adminandfinance/healthandsafety/f00191759/departamental-advice-on-health-and-safety-for-schools>
- Guidance on First Aid for Schools: published by Department for Education, 2014; link: <http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid>
- Supporting Pupils with Medical Needs: published by Department for Education, 2017; link: <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

**TABLE A**

**DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL**

Name of School: **Oakfield Academy**

Head Teacher: Miss Emma Wilkes

Delegated Senior Manager: Mr David McGrath & Mrs Sarah Wells

Premises Manager: Mr Simon Millard

Area	Location of Policy/Guidance	Name of person responsible
<b>ACCIDENTS/INCIDENTS (NEAR MISSES):</b>		
Incidents/Injuries	<a href="#">Accident Reporting</a> (EEC Safety Suite)	Mr S Millard Miss L Riddick Mrs R Bourne
<b>EMERGENCY PROCEDURES:</b>		
Critical/Major Incidents	<a href="#">Critical Incidents in Schools</a>	Miss E Wilkes / Mr S Millard
Emergency Procedures	<a href="#">School Closures</a>	Miss E Wilkes
Updating your Contingency Plan	<a href="#">Dealing with Major Incidents</a> <a href="#">Major Incidents Out of Hours</a>	Miss E Wilkes / Mr S Millard
<b>EXTERNAL VISITS:</b>		
External Visit Co-ordinator	<a href="#">Outdoor Education and External Visits Website</a> <a href="#">EEC Safety Suite&gt;External Visits Management</a> <a href="#">Policy for Offsite Visits and Activities – in school</a>	Mr S Millard / Mr D McGrath
<b>MEDICAL:</b>		
Hygiene Control	<a href="#">Guidance for Schools: Volume 4</a>	Mr S Millard

Area	Location of Policy/Guidance	Name of person responsible
Infection Control	<a href="#">Health Protection Agency Guidance</a>	Mr S Millard / Miss E Wilkes
Medicines in school	<a href="#">Guidance for Schools: Volume 4</a>	Mrs R Bourne
Needlestick Injuries	<a href="#">H &amp; S Policy Manual</a> - HS007	Mrs R Bourne
New and Expectant Mothers	<a href="#">H &amp; S Policy Manual</a> - HS017	Mrs S Wells
Pupils with medical needs	<a href="http://www.six.somerset.gov.uk/sixv3/content/view.asp?did=2629">http://www.six.somerset.gov.uk/sixv3/content/view.asp?did=2629</a>	Mrs R Griffiths / Mrs R Bourne
<b>RISK ASSESSMENTS:</b>		
Computer Use	<a href="#">DSE Assessment Form</a> , Managers Guide, User Guide and also training course and descriptions	Mrs S Wells / Mr S Marr
COSHH	<a href="#">H &amp; S Policy Manual</a> Hazardous substances COSHH Assessment Form (F08)	Mr S Millard
Employee or Volunteer Driver	<a href="#">Driver Risk Assessment F14a</a>	Mrs S Wells / Mr S Millard
First Aid	<a href="#">H &amp; S Policy Manual</a>	Mrs R Bourne
<b>SITES AND BUILDINGS:</b>		
SCC Overarching Guidance document	Corporate Property Standards and Guidance <a href="http://www.six.somerset.gov.uk/sixv3/content/view.asp?did=24714">http://www.six.somerset.gov.uk/sixv3/content/view.asp?did=24714</a> including construction work/contractors on school site	Mr S Millard
Asbestos	Asbestos Register - in School	Mr S Millard
Electrical Safety <ul style="list-style-type: none"> <li>• Portable Appliance Testing</li> </ul>	<a href="#">Guidance for Schools: Volume 4</a>	Mr S Millard

Area	Location of Policy/Guidance	Name of person responsible
Equipment Maintenance <ul style="list-style-type: none"> <li>• Lifting Equipment</li> <li>• PE Equipment</li> <li>• CDT Equipment</li> <li>• LEV</li> </ul>	Contact academy's approved contractor - Contracts available for purchase by schools.	Miss Pullen Ms Lesley Peat Mr S Millard
Fire Safety <ul style="list-style-type: none"> <li>• Arson Prevention</li> </ul>	<a href="#">H &amp; S Policy Manual</a> Contact Dawn Barrowman, ext 5548, e-mail: <a href="mailto:dbarrowman@somerset.gov.uk">dbarrowman@somerset.gov.uk</a>	Mr S Millard
Gas Appliances <ul style="list-style-type: none"> <li>• Boilers</li> <li>• Kitchen</li> </ul>	Contact academy's approved contractor .	Mr S Millard/ Mrs P Nightingale Mr N Morris (Edwards & Ward)
Minibus Safety	<a href="#">Guidance for Schools: Volume 4</a>	N/A
Pressure systems – eg, steam ovens/stills	School responsibility - contact Insurance	Mr S Millard / Mr N Morris (Edwards & Ward)
Safety Glazing	<a href="http://www.six.somerset.gov.uk/sixv3/content/view.asp?did=13346">http://www.six.somerset.gov.uk/sixv3/content/view.asp?did=13346</a>	Mr S Millard



**TABLE B**

**Establishment: Oakfield Academy**

**Documents relating to this Policy are listed below along with the locations in which they can be found:**

<b>Document</b>	<b>Location (E.g., office, web address)</b>
<b>Asbestos Register</b>	Premises Manager's Office
<b>Risk Assessments</b>	EEC website (eeclive.co.uk) Shared resources directory under SEN on network
<b>Weekly Staff Briefing Notes</b>	Head Teacher's PA directory folder under Staff Briefing
<b>COSHH Safety Data Sheets &amp; Risk Assessments (F08)</b>	Kept in associated departments; Master copies in Premises Manager's Office and on main server
<b>Employee/Volunteer Driver (F14a)</b>	Business Manager's Office
<b>Electrical Safety (PAT)</b>	Premises Manager's Office
<b>Service &amp; Testing Documents e.g. Boiler</b>	Premises Manager's Office and County Hall
<b>Accident Reporting – pupils &amp; staff</b>	Reprographics (bump book) Head Teacher's PA office Premises Managers office

**Document Prepared by** ..... (Signature)

Miss Emma Wilkes

Head Teacher

Date:

Reviewed January 2019

## TABLE B

The monitoring/review arrangements in place are summarised below:

### **External Monitoring**

Safety Audit

Inspection Report (CHSU)

Accident/Incident Reports

Safety Representation Reports (Recognised Trade Union/Professional Association)

Property Services Report – Capital Support

Fire Risk Assessment / Regular test visits and termly fire drill practice

Legionella Risk Assessment

### **Internal Monitoring**

H&S Governor reports on H&S at Full Governors Meetings

Annual Safety Self review

Self Audits