Health and Safety Policy

Oxlow Bridge School

Partnership Learning

Approved by: Sam Beezley (H&S Governor) & The Full Governing Body
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1. Statement of Intent

The Governing Body of Oxlow Bridge considers the successful management of health and safety to be a key objective and an integral part of school activities. We are committed to reducing and preventing workplace injuries, ill health and unnecessary losses and liabilities so far as is reasonably practicable.

Oxlow Bridge is committed to:

- Compliance with all applicable legislative and regulatory requirements.
- Providing a robust, systematic and sustainable health and safety management system.
- Ensuring health and safety roles and responsibilities are understood and communicated throughout the school.
- Identifying our health and safety risks and ensuring provision of suitable and sufficient risk control measures.
- Providing appropriate and relevant information, instruction, training and supervision.
- Consulting with staff on health and safety issues.
- Providing a healthy and safe workplace.
- Providing appropriate emergency arrangements, equipment and facilities.
- Continual improvement in all areas of health and safety management.

We expect all employees, contractors and visitors to take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.

The Governing Body accepts their health and safety responsibilities and are committed to developing a culture that supports the effective management of health and safety at all levels.

The Governing Body will provide the necessary physical and financial resources, provide active leadership and obtain any necessary expert advice in order to demonstrate our commitment to and support for the health and safety policy.

This policy will be reviewed annually.

2 Responsibilities

2.1 Governing Body/Trust

The Governing Body/Trust, as the employer is responsible for Health and Safety and therefore ensuring compliance with relevant legislation. This includes legal duties as controllers of the premises.

Governor's duties include:

- Taking reasonable steps, to make sure that the school buildings, grounds, equipment and materials are safe and do not put the health, safety and welfare of persons at risk whilst they are on the premises.
- Ensuring that appropriate arrangements are in place to comply with statutory requirements.
- Ensure that statutory requirements are considered in determining the allocation of resources.
- Ensuring that the policies and procedures for recruitment, induction, staff development, performance management and capability used by the school include health and safety competence and capability.

- Ensuring health and safety is part of the performance management of the Headteacher.
- Ensuring that the Headteacher has an appropriate workload, in support of a reasonable work/life balance, having regard to his/her health and welfare.
- Having regard to their own competence and capability before offering advice or undertaking work that may affect the health and safety of school activities.
- Ensuring that anyone appointed to undertake construction and maintenance work on the school premises is competent to do so and that any construction work is carried out in accordance with the Construction, Design and Management (CDM) Regulations.
- Ensuring that a property consultant is used to assist with the appointment of a competent CDM co-ordinator before any notifiable construction or demolition work is undertaken on the site. (NB: This is to ensure construction work is carried out in accordance with the requirements of the Construction, Design and Management (CDM) Regulations. Notifiable projects are those likely to last more than 30 working days **and** have more than 20 workers working at the same time at any point on the project **or** exceed 500 person days).
- Taking an active part in monitoring health and safety standards in the school, by requiring the Headteacher to provide regular reports on health and safety performance to the Governing Body. Such reports should provide information on action taken in response to outcomes of:
  - School health and safety inspections, monitoring checks and incident investigations.
  - Health and safety investigations and inspections carried out by enforcing bodies (e.g. HSE, Fire and Rescue Service, Environmental Health). Other serious incidents investigated by the Headteacher or other member of staff.
  - Any surveys carried out by the school, which provides data that relates to employee health, safety and wellbeing (e.g. Outcomes from Education Support Partnership Programme if used).
- Appointing a Governor who understands the educational visits system and who will agree the higher risk visits (e.g. overseas, adventurous or residential).

2.3 The Headteacher

The Headteachers responsibilities include:

- Ensuring there are appropriate arrangements for implementing the school's Health, Safety and Wellbeing Policy.
- Ensuring that the Policy and arrangements are effectively communicated.
- Ensuring systems are in place for consultation with all employees and that Trade Union appointed safety representatives can carry out their functions.
- Demonstrating health and safety leadership by ensuring health and safety is given equal importance to service delivery.
- Ensuring there are appropriate arrangements in place for co-operation and coordination with other users of the school site and that, where necessary joint health and safety arrangements are recorded and agreed.
- Ensuring appropriate arrangements are in place for communication of health and safety to all employees, agency workers, contractors, visitors, volunteers and pupils.
- Ensuring that all employees are competent and have the capability to carry out their role/function.
- Ensuring records of health and safety training are maintained by the school.
- Ensuring that health and safety standards information is made available to relevant employees.
- Ensuring the school's health and safety standards are implemented.
- Ensuring there are arrangements in place for managing risks arising from the school's activities or premises, which are not covered by standards referred to above.
- Ensuring that risk assessments relating to hazards, to which directly managed employees are

exposed, are carried out, recorded and control measures implemented.
- Ensuring that managers who they directly line manage, carry out their health and safety responsibilities.
- Ensuring systems are in place for monitoring and reviewing health and safety in the school and any actions arising from this are implemented.
- Ensuring there is system in place for reporting and investigating accidents / incidents and that all employees are aware of it.
- Regularly (at least annually) reporting school health and safety performance to the Governing Body.
- Ensuring there are arrangements in place for the management of the premises on a day to day basis.
- Ensuring premises management tasks are delegated to a suitably competent site manager or co-ordinator, or a competent property consultant.
- Ensuring that if they are not the schools named Educational Visits Co-ordinator, they appoint a member of the school's Senior Management Team to undertake the role (and ensure they given training and time to undertake the role).

2.5 School Health and Safety Co-ordinator

Below are the *duties* which may be delegated to another member of staff. However, the *responsibility* remains with the Headteacher.

The Site Manager has been appointed as the School Health & Safety Co-ordinator and will:

- Establish arrangements for the effective co-ordination of health and safety throughout the school in liaison with the Trust Estates team
- Support the Headteacher in co-ordinating the development, review and revision of the School's health and safety standards.
- Set up arrangements for consulting with employees on health and safety (e.g. through health, safety and wellbeing committee meetings or team meetings).
- Set up arrangements for the effective communication of health, safety and wellbeing information relevant to the school.
- Ensure health and safety concerns raised by employees are brought to the attention of the appropriate senior manager.
- Ensure that the Headteacher / school senior management team is kept informed of health and safety issues by including them on the agenda of management group meetings.
- Co-ordinate the identification of health and safety training and development needs to meet the requirements of the school's Policies and Standards.
- Ensure records of health and safety training and development undertaken by employees is kept on record in the school.
- Support the establishment of adequate arrangements for:
    - First aid;
    - Fire and emergency evacuation;
    - Reporting of health and safety incidents, hazards and concerns;
- Oversee the management of premises related health and safety risks to employees and other premises users, or visitors.
- Co-ordinate and ensure compliance with premises related standards and assessments.
- Co-ordinate arrangements for monitoring of health and safety standards within the school; An external company is employed to carry out regular risk assessments for health and safety and fire safety.

2.6 All managers and supervisors

All employees with management and supervisory responsibilities are responsible for the implementation of the Health and Safety Policy in their area of control. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have authority to take action. That is if they have the authority to make a general decision about some aspects of the work, they are responsible for the health and safety implications of that decision.

Their responsibilities include:

- Ensuring the Health, Safety and Wellbeing Policy is implemented in their area of responsibility.
- Ensuring managers under their control carry out their health and safety responsibilities.
- Identifying opportunities to improve the health, safety and wellbeing within the school, and promoting risk awareness and the development of safe behaviours.
- Ensuring all relevant health and safety information is communicated effectively to the correct employees and take account of their views.
- Ensuring the health and safety competence and capability of employees under their control (identifying any training needs as part of performance management).
- Ensuring relevant health and safety standards and risk assessments are implemented in their area of control.
- Ensuring, in their area of control, risk assessments are carried out, recorded and the control measures implemented.
- Undertaking risk assessments relating to hazards to which directly managed staff are exposed (this will include stress risk assessments).
- Reviewing the effectiveness of health and safety standards at controlling risks and feeding back areas of concern to their line manager, Headteacher or Governing Body.
- Ensuring health and safety issues identified via risk assessments or monitoring activities that cannot be addressed are raised with their line manager.
- Ensuring health and safety monitoring is undertaken in their area of control, in accordance with the school's requirements.

2.7 All employees

All employees are responsible for:

- Looking after their own safety, and the safety of others, affected by their work.
- Co-operating with the school, by following safe working practices and carrying out their health and safety responsibilities as detailed in the school's policies, risk assessments and health and safety standards.
- Reporting to their line manager any hazards they identify and any inadequacies in health and safety procedures.
- Taking part in any health and safety training and development identified as necessary by the Headteacher or their Line Manager.
- Using work equipment provided correctly, in accordance with instructions or training.
- Ensuring that if they organise projects or activities involving pupils or other non-employees, risks are assessed as part of the planning stage and control measures implemented.
- Reporting health and safety incidents, in accordance with the School's health and safety

Incident Reporting Procedure.

And, with respect to Safety Education:

- All employees are responsible for contributing to the safety education of pupils through the curriculum.
- All teachers and support staff are responsible for the effective supervision and safety of pupils under their care. This includes ensuring that pupils follow health and safety instructions.

2.8 School Visits

The School undertakes educational visits and the Headteacher is the school's Educational Co-ordinator and has:

- sufficient and relevant experience in running visits;
- the competence to train and monitor others; and
- the authority to agree or not to agree to visits.

Where the school has any part in organising events, trips or activities beyond the school gate it recognises that it has a responsibility. The school's pastoral responsibilities cannot be delegated to other external providers.

The school has developed a policy on visits beyond the school gate which includes:

- Emergency, accident and critical incidents planning.
- Supervision and staffing including competence, safeguarding and training. All those involved in any supervision for the school are subject to this policy.
- The visits system, including the school approach to planning, informing, signing off and supporting visits.

The school EVC will:

- Ensure they have attended EVC Training (and refresher training at least every 3 years);
- Ensure that establishment managers, visit leaders, assisting staff, voluntary helpers and all staff involved in off-site activities and visits have had access to training / instruction at an appropriate level to ensure that the school's guidance and establishment procedures are properly understood and followed. This may involve training on visit planning, group management, use of external providers, pre-visits risk management and safeguarding;
- Organise the training of Visit Leaders and Assistant Leaders (including voluntary helpers);
- Ensure that Leaders and Assistant Leaders are competent to carry out the tasks they are assigned;
- Ensure that activities and visits are led by competent and confident leaders. The Visit Leader needs to be both accountable and competent. Being accountable implies being an employee and thus part of a chain of specified roles and responsibilities. Being competent requires that the leader can demonstrate the ability to operate to current standards of recognised good practice;
- Manage training of all those connected with visits, including having a deputy trained to take over as EVC in case of absence;
- Understand where visits can be signed off by the EVC on "everyday risk" and when further advice is necessary;
- Ensure that off-site activities and visits meet guidance requirements;
- Ensure that DBS checks are in place as required.

- Ensure that the establishment policy provides sufficient guidance to Visit Leaders about information for parents and parental consent;
- Support the governors as required with information, visit approvals and other decisions;
- Check that there is a 24/7 emergency contact(s) with the base for each and every visit and that emergency arrangements are in place;
- Ensure that there is an establishment procedure for recording "incidents / accidents / near misses", including any resulting learning points and action;
- Ensure that where the accompanying staff includes someone with a close relationship to a group member, there are adequate safeguards to ensure that this will not compromise group management;
- Ensure that medical and first aid issues are addressed;
- Ensure that emergency arrangements are in place including emergency contact access to all relevant records, including medical and next of kin information for all members of the party, including staff;
- Undertake monitoring of Visit Leader planning and sample monitoring of visits;
- Ensure that individual activities and visits are reviewed and evaluated and that this process includes reporting of accidents and incidents, (including under the Reporting Injuries, Diseases and Dangerous Occurrences Regulations [RIDDOR] where necessary).
- Ensure that policies and procedures are reviewed on a regular basis. A review should follow any serious incident or systems failure. Risk management documentation must be updated if necessary.
- Understand when it is necessary to seek clearance for some visits from the Governing Body. This is likely to be when a visit is first proposed, before a financial commitment is made and for specific types of visits e.g. overseas expeditions.
- Keep records of individual visit plans (a legal document), as well as reference material for the school, in addition to keeping records e.g. reports of health and safety incidents.

2.9 Contractors and Visitors

- Visitors to the school, including contractors, clients, service providers and members of the public must comply with the school's health and safety procedures and requirements.
- All contractors and visitors must be made aware of the site-specific arrangements and emergency procedures and are the responsibility of the member of staff being visited.

3. Competent Health and Safety Advice

The school accesses competent health and safety advice via the Trust Estates team, to assist the school with discharging its responsibilities.

The Health & Safety advice includes:

- Access to standards, generic risk assessments and guidance. (These standards are based on legislation, industry standards and best practice and produced by competent health & safety advisers).
- Access to a telephone and e-mail support desk for queries.
- Further support, such as audits and site visits

4. Occupational Health

4.1 Occupational Health Advice

The school has access to / contracted with Partnership Learning in relation to competent occupational health advice.

The service includes:

- Pre-employment health screening and advice on reasonable adjustments to enable employment of applicants with disabilities and health conditions;
- Support in the prevention of work-related absence through advising on health-related risk assessment;
- Statutory health surveillance (for exposure to noise, vibration, hazardous dusts and substances);
- Advice at the early stages of occupational ill health, thereby reducing the risk of an absence becoming long term or recurring;
- Support where employees are sick, examination and advice on whether return to work is appropriate and, if so, what adjustments may be needed;
- Advice for employees and possible recommendation for further specialist advice/treatment;
- A second opinion on a GP report and liaising with the GP on any differences of opinion;
- Assessing the employee's eligibility for ill health retirement or disability benefits.

4.2 Counselling

The Trust have contracted with Education Employee assistance scheme to make a counselling service available to its employees.

4.3 Wellbeing

The school undertake individual staff occupational risk assessments through their own employed risk assessor, usually after obtaining advice from Occupational Health.
There is a designated wellbeing team of staff, led by the Headteacher and their work is embedded across the school and regularly reviewed. Please see our separate wellbeing policy.

5 Catering

The school catering service is delivered via a Trust wide contract and therefore has access to competent food safety advice. This includes access to a competent food safety adviser.

6 Health Protection

The Barking and Dagenham Health Protection Team (HPT), which is part of Public Health England (PHE), provides advice on communicable diseases and infection control in schools. In the first instance, schools should refer to the HPT's guidance – 'Communicable Diseases in Schools / Nurseries and Centres for under 5's' or PHE general guidance 'Infection control in schools and other childcare settings.

Further assistance may be available from the school nurse at a local NHS clinic or through contact with HPT directly. The specialist school nursing team also offer advice and signposting, particularly with regard to individual pupil health issues.

7 Property Consultants

The school manages its property and premises via Partnership Learning Trust. The Headteacher has delegated general premises management to the Premises Manager who has received appropriate training.

Where major building or maintenance / improvement works are being carried out, the Trust estates team will oversee this.

8 Health and Safety Arrangements

8.1 General Arrangements

The detailed arrangements for implementing this Policy are contained within health and safety standards and generic risk assessments.

A brief summary of arrangements for managing health and safety is given below:

8.2 Local Arrangements within the school

Local arrangements have been implemented in the school covering:

- Employee health and safety competence and capability.
- Failure to comply with health and safety requirements through performance management and disciplinary processes.
- Fire and emergency evacuation (including fire risk assessment).
- First aid.
- Communication and consultation of health and safety.
- Reporting of health and safety incidents, hazards and concerns.
- Requirements to carry out risk assessments including for Stress, VDU's, Violence, Lone working, Manual handling, Educational visits, one off events and projects, Curriculum activities and any other areas / activities where it has been identified that there are significant risks.
- Managing the risks to Young People on Work Experience Placements and risks to Pregnant Workers.

- Control of asbestos (including asbestos management plan) and legionella.
- Working at height.
- Statutory inspection and maintenance of work equipment, plant and service.
- Control of (health and safety vetting and monitoring) contractors.
- Monitoring compliance with and reviewing effectiveness of health and safety assessments and procedures.

8.3 Health and Safety Standards (Status)

How we do things safely is detailed in the health and safety standards, policies and generic risk assessments. It is important that managers and employees follow these, as they are the way the school ensures it is meeting its legal obligations for health and safety. Your contract of employment (Conditions of Service) requires that you co- operate with the school by complying with its standards for health and safety. Failure to do so can result in disciplinary action. It may also expose the school, or individuals within the school to the risk of prosecution.

8.4 Health and Safety Risk Assessments

Risk Assessment is a legal requirement. The health and safety standards, generic risk assessments and guidance are prepared following an assessment of the likely risks in the area to which they relate and in general form the basis of most routine risk assessments. However, as generic assessments they have limitations and it is the responsibility of the Headteacher and all managers to ensure assessments are modified and extended to take account of local circumstances, or separate risk assessments produced for activities where one does not exist if there is a significant risk.

For all managers this includes:

- Ensuring controls detailed in standards and generic risk assessments are implemented in their area of control;
- Ensuring specific risk assessments are undertaken (e.g.: VDU, Stress, Manual Handling, curriculum activities) in their area of control;
- Undertaking risk assessments relating to hazards to which directly managed staff are exposed (this will include stress risk assessments).
- Ensuring risk assessments are carried out as part of the planning of new projects or initiatives that may have health and safety implications.

9 Health and Safety Competence and Capability

Competence is the ability to do the job required to the necessary standard. It is not just training, but also experience of applying the skills and knowledge, which needs to be gained under adequate supervision.

The school considers health and safety competence requirements as an integral part of:

- Recruitment and selection
- Employees changing role
- Induction
- Temporary employees, agency workers and volunteers

- Performance management
- Procedures when employees fail to perform on health and safety.

Performance management: The school follows a nationally set performance management review system that is focused on improving teacher practice and pupil achievement. Health and safety is considered as part of the performance management process and where appropriate health and safety objectives are included.

In respect of the Headteacher, account is taken of the results of health and safety monitoring, Ofsted reports and self-evaluation forms (SEFs). Where these show areas that need development, health and safety is included as a specific objective under leadership.

Reference should be made to Headteacher, manager and employee responsibilities in this policy document.

For non-academic staff health & safety is considered as part of the performance management process.

Training (legal requirement): There is a legal requirement to take account of an employee's health and safety capabilities when giving them tasks. More specifically there is a requirement to provide employees with adequate health and safety training on recruitment and on being exposed to new risks (for instance due to a change of job role).

The school ensures that employees are given access to training and development appropriate to their role and risks they are exposed to.

Training and development can be delivered in a variety of ways. In some cases, formal training will be needed. In other cases, it can be achieved through coaching by another member of staff or reading relevant health and safety standards.

The school keeps a record of Health & Safety training undertaken by employees.

10 Communication

It is recognised that good communication systems are essential to ensure that everyone knows:

- about the health and safety arrangements within the school;
- about the risks associated with their work;
- what they need to do to protect themselves and others from harm; and
- how they can contribute to a safe school, by raising health and safety concerns.

The school ensures that health & safety information is communicated through the following ways: daily notice boards, weekly briefings, team meetings, email communications.

11 Health and Safety Consultation

Employees need to be involved in health and safety decisions that affect them and the risk assessment process. Consultation involves not only giving information to employees, but also listening to them and taking account of what employees say before making any health and safety

decisions. The law requires that employees must be consulted before implementing changes that may affect their health and safety and with regard to risk assessments that cover their work activities.

Consultation within the school takes place through the following methods:

- In the first instance all employees can raise health & safety concerns directly with their line manager.
- All employees also have the right to raise health & safety concerns with a trade union appointed health & safety representative, who can take the matter up on their behalf.

12 Health and Safety Monitoring and Auditing

The school has established the following systems to discharge its responsibility for health and safety monitoring in the establishment.

- **Audits:** The school will ensure that a health & safety audit of the establishment is carried out at regular intervals via the Trust.
- **Internal Monitoring:** The school ensures that the health and safety checklists generated by the Trust are regularly reviewed and actions updated.
- **Health and Safety Incident Investigation:** The school has an internal system for reporting incidents. The incident numbers and details are reviewed by the school's Senior Management. Serious incidents are reviewed by a senior member of staff and the findings reported to the Governing Body and Trust.
- **Other Monitoring:** There are systems in place within the school which ensure that the following monitoring is also carried out:
  - Termly inspections of the premises (all curriculum / work areas and general areas).
  - Monitoring of contractor operations under the school's control.
  - Routine checks on equipment and electrical, gas, mechanical and other services.
  - Hazard reporting system which is reviewed regularly to assess the types of issues being identified and whether they are being dealt with effectively.

13 Health and Safety Performance Reporting and Review

The Trust, Governing Body and Headteacher review the health and safety performance of the school at least annually. This takes the form of a health and safety performance report produced by the Headteacher which is presented to the Governing body for review, comment and action and includes information and statistics on:

- School health and safety inspections, monitoring checks and incident investigations.
- Health and safety investigations and inspections carried out by enforcing bodies (e.g. HSE, Fire and Rescue Service, Environmental Health).
- Any surveys carried out by the school, which provides data that relates to employee health, safety and wellbeing

14 Consequences of Non-Compliance with the School's Health and Safety Policies and Standards

It is a requirement for all employees to fulfil their responsibilities as outlined in this policy. Where

there is a failure to comply with the policy, whether observed in routine activities or through established health & safety monitoring systems, an appropriate response is required to hold managers and employees to account and remedy the failure. A number of options are available depending on the severity of the circumstances:

- As part of the normal line management process
- Through performance reviews
- For serious breaches, through disciplinary action. If sufficiently serious, this could include dismissal for gross misconduct.

The school's HR policies give full details on disciplinary and misconduct procedures.

15 Review and Revision

The Governing Body will ensure that this Health and Safety Policy is reviewed annually and revised as necessary in the light of changes in circumstances and/or legislative requirements.

Appendix 1: Health and Safety Local Arrangements Notice

School:	Oxlow Bridge
Headteacher:	Candice Hubbard Webb
Health & Safety Governor:	Sam Beezley
School Health and Safety Coordinator:	Site manager – Peter Norris
Educational visits co-ordinator:	Headteacher
TU Health and Safety Representative / Employee Representative:	n/a
Report health and safety accidents / incidents to:	Admin – Fatma Salahi
Report hazards to:	Site manager – Peter Norris
Person(s) responsible for undertaking H&S inspections:	Annual Health and Safety Risk Assessment carried out by Trust
Person responsible for co-ordinating fire evacuation arrangements:	Headteacher
Fire marshals:	Fatma Salahi, Nilima Khatun, Peter Norris, Candice Hubbard-Webb, Denise Norris
Fire assembly point(s):	Front of school car park
Day and time of weekly fire alarm tests	Wednesday afternoons from 4pm
First aiders / appointed persons:	Fatma Salahi, Nilima Khatun, Ria Yeasmin, Gemma Parker

Where to find:	**Location:**
Accident / Incident report forms	Main office/staff room
Hazard book	Outside site managers room
Health and Safety Standards and Information for schools	https://www.gov.uk/government/publications/health- and-safety-advice-for-schools/responsibilities-and-duties- for-schools

Appendix 2: Getting help on health and safety

Key Contacts	Name(s)	Contact No. / email
Health & Safety Executive		Tel: 0300 003 1747 https://www.hse.gov.uk/index.htm
Asbestos / legionella / contractor management advice	Refer to School office	
Employee assistance scheme	Counselling	Tel: 0333 013 3267
Other contacts		
School's Property Consultant	Trust estates team – contact Marc Auden	
School's food safety advisor	Contractor TBA	
Occupational health advice	OccHealthNet	
School nurse	Specialist school nursing team leader – Rebekah Turner	
Barking and Dagenham Health Protection Team (Infection control advice):	TBC	

Appendix 3: How to raise a health & safety concern

