Oxfordshire County Council Health and Safety Policies and Procedures part 1 and 2 are adopted by the Governors of St. Andrew's Church of England VC School

ST. ANDREW'S CHURCH of ENGLAND PRIMARY SCHOOL
HEALTH AND SAFETY POLICY PART III

INTRODUCTION
This Health and Safety Policy is produced and published as a requirement of and complementary to the documents Part 1 and Part 2 of the Oxfordshire County Council (OCC) Health and Safety Policy. It explains how this school works and co-operates with OCC to meet the requirements of
The Health and Safety at Work etc Act 1974. It is based on the model policy document for schools provided by OCC (March 2006).

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 of a hazardous situation developing, and of an accident and / or emergency occurring on or off site.

RESPONSIBILITIES

Governors
- To monitor the Headteacher's 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 on the agenda of all meetings.
- Carry out regular inspections as outlined in the Governors' Handbook.
- Cooperate with the employer, Oxfordshire County Council (OCC) on matters of health and safety.
- Nominate a Governor with responsibility for health and safety.

Headteacher
To take overall responsibility for the implementation and monitoring of the establishments health and safety policy by:
- Line managing the Leadership Team;
- 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;
- Regularly checking the Health and Safety website:
- Ensuring good communications by including health and safety issues in staff briefings, bulletins and meetings;
- Organising and implementing inspections in consultation with Trade Union Safety Representatives and Governors;

- 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 procedures for the management of critical incidents such as fire
- Include health and safety in all new employees' induction
- Undertake health and safety training needs analysis for all employees
- Monitor school documentation, risk assessments, practices and procedures and keep under review
- Ensure adequate trained first aid cover is available for on /off site activities
- Carry out termly fire drills (6 x during the academic year).
- Produce health and safety risk assessment guidance and documentation as appropriate especially in Art, Design & Technology, Computing, Science, PE and off-site activitie/visits
- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person.
- Advise colleagues on the completion of risk assessments and ensuring they are carried out, reviewed periodically and recorded.
- Ensure that the school follows the County Council procedures:
  - ✓ when selecting a contractor
  - ✓ when completing a Self-financed Improvement Project (SF1 Form)
  - ✓ when liaising with contractors over health and safety matters;
  - ✓ when monitoring health and safety issues on-site regarding either county council or school appointed contactors.
- Ensure all employees and contractors are fully briefed on health and safety site issues.
- Complete all relevant risk assessments.
- Ensure all maintenance employees are trained and competent to undertake their tasks safely

Deputy Headteacher
- Encourage and support employees in completing risk assessments for pupils giving cause for concern
- Support employees with personal safety issues including stress
- Ensure off site visits are approved and appropriately staffed

Office staff
are required to ensure that:

- All office risk assessments are completed and reviewed
- Visitors are registered, wear a badge and are briefed on the emergency procedures;
- Hazard reporting and maintenance documentation is actioned
- Accident and Physical and Verbal Abuse documentation is completed
- 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;
- Checks are made of the first aid arrangements and containers (6 x during the academic year).

Bursar

is required to:
- Organise the planned programmed maintenance of plant and equipment.
- Arrange for the annual electrical testing programme
- Maintain accurate records of all equipment and resources.
- Purchase and maintain all equipment and resources to County Council prescribed standards

Caretaker

is required to:
- Carry out daily checks of the site and take appropriate remedial action.
- Prioritise and process the maintenance forms.
- Review progress with the Headteacher
- Carry out weekly fire tests, check fire extinguishers and maintain the Fire Safety Folder
- Carry out monthly water temperatures tests and maintain the Water Hygiene Folder;
- Alert the Headteacher to issues of security and lone working

All employees

are required to:
- Co-operate with health and safety requirements.
- Report all defects on the maintenance forms and return them to the office.
- Complete and action risk assessments for all potentially hazardous on/off site activities.
- Use, but not misuse things provided for their health, safety and welfare.
- Not undertake unsafe acts.
- Inform Headteacher of any "Near-Misses".
- Be familiar with the emergency action plans for fire, off site emergencies etc.
- Raise health, and safety and environmental issues with pupils.
- Check that pupils are aware of health and safety issues and that these are being continually reinforced

Visitors and contractors

are required to:
- 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.

Pupils

are required to:
- Behave in a way that does not put their 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 their health, safety and welfare.

Appendix 1 – Current personnel in posts

Headteacher	Mrs Annette Mashru
Assistant Headteachers	Mrs Kendra Gerish/Ms Kayleigh Churchman
Chair of Governors	Mr Seb Hearmon
H&S Governors	Resources Committee
H&S Governor	Mr Seb Hearmon
Bursar / Business Manager	Mrs Jo Wootton
Caretaker	Mr Kevin Cummins

Appendix 2

Further information/clarification provided by Jean Noonan, Health and Safety Manager for Oxfordshire County Council 21.05.2015 in response to the Chair of Resources (Mr. Colin Furlong) queries.

I can assure you that we are all aware that schools' Part 3 policy documents are important and of their relevance in the event of challenge. Whilst it may be important that 'and & comas' (sic) (presumed to mean commas) are included as you note it is also important that the management of health and safety includes a pragmatic approach to ensure a satisfactory outcome.

The fundamental point to understand that the document the Council has provided and made available to schools via the internet is a model. To be useful to any school it needs to be tailored to the exact organisational structure of each school and reflect the managerial and other operational responsibilities pertinent to each. The model itself has never been intended to be the final policy document of any school – it is the basis on which they develop their own policy which will be discussed and agreed by the school's Governing Body which is what I hope has happened at St. Andrew's.

The model can be seen as a 'one size fits all' since it is the basis for individual schools to then tailor it to their circumstances. It is not possible for our team to write each school's policy document. The team are not in the position to have the detailed knowledge of each school's management organisation and arrangements to undertake this nor are there not sufficient staffing resources to do this. Additionally the school based policy needs to be owned by the school – it is theirs and they need to involved in its development to ensure they manage the health and safety of children, staff, governors and visitors as I hope they do at St Andrew's.

Whether it is necessary to rewrite the model is debatable. It was originally agreed with unions and other representatives and as a model it remains just that. If schools wish to develop their own format so long as it sets out their policy in managing health and safety and is followed that would be deemed acceptable.

The use of the term Risk and Method Statements (R & Ms) or indeed Risk Assessment Method Statements (RAMS) or just Risk Assessment within the policy document will be at the choice of individual establishments. The Part 3 policy document is an overall statement of how health and safety will be managed – it is not intended or required to be a detailed indication of how each individual activity will be undertaken. Such detail will be included in procedures and processes developed to meet the requirements of the policy. If detailed method statements or risk assessments are included within a policy document then any change to the method or assessment requires rewriting of the policy and approval by the governing body. A change to a risk assessment as part of the procedure for managing risk can be signed off by the appropriate individual identified within the policy. Additionally due to the very nature of a changing educational environment the risks are

dynamic and control measures will change throughout the school year as pupil's knowledge and perception of risk changes. An approach of rigid method statement utilisation may be appropriate in a process based environment but not necessarily in schools where circumstances are so often ever changing.

I note your concern that individuals along with the County Council can face prosecution in the event of a serious accident occurring. Whilst this is true any prosecution of an individual is unlikely unless they have been negligent or purposely contravene the law. Education is in general a low risk sector and those delivering educational services are, by and large, quite skilled in identifying the risks involved in what they do and what reasonably practicable control measures they need to put in place to minimise those risks. The school's policies and procedures should be supporting staff and others to ensure this continues.

You also provided a detailed document indicating your particular concerns over St. Andrew's Part 3 policy. I comment below on points you raise but have not highlighted every grammatical or spelling error.

Policy
The copy of the policy I have seen does indicate adoption of the County Council's Parts 1 and 2 documents which I believe covers you 'acting as agents'. I am satisfied that the policy, as seen, is adequate in setting out how the school will manage its health and safety responsibilities
Objectives
The sentence you have written, if Governors accept it, should have only one comma. This should be between 'developing'and 'an'. The others are not required.
Responsibilities – Governors
Point 1: The policy requires the Head to allocate the resources. Governors monitor that she has done this they do not, according to the policy, allocate the resources themselves.
Point 4: The agenda content should be discussed with the Chair and Clerk of the Governing Body.
Point 5: There are documents available from DfE website and from Governor Services outlining Governing Body responsibilities.
Point 7: Kai is shown on the Staff/governors subject links page of the school's webpage as being the Governor link for health and safety and Annette the Staff Lead. There does not appear to be a conflict of interest.
Responsibilities – Headteacher
Point 3: The policy is that the Headteacher ensures attendance. 'Who' (sic) (presumed How) this is done would be determined in a management procedure or process which is determined by management. Appropriate courses would be determined through a training needs analysis, supervision and educational sector developments and best practice.
Point7: Annette only needs to consult with TU Safety Representatives if such reps have been appointed by the unions. Check needs to be made locally.
Point 9: Annette would need to advise if she ensures that appraisals include health and safety, how she ensures it is done and whether that is formally recorded.
Point 12: Presumably the policy should read 'Undertake health and safety training needs analysis for all employees'
Point 15: The policy document I have seen specifies six times during the academic year.
Point 16: To produce guidance on undertaking risk assessment is not confusing. It would be advice on how to do it, what to include, how to share it, how to review it and the like. To impose a method statement for an activity where risks and control measures may differ throughout the school due to the different developmental stage of those involved defeats the objective of an individual's personal and educational development and of local operational management.
Point 18: The risk assessment should be dated and show who undertook the assessment. Sharing should take place and a methodology for ensuring that introduced. The review period for many

activities in schools will not be set in stone. Often the degree on necessary control for an activity will change throughout the year and at an annual review point may be too long a period to use.

Point 19: Need to check with school staff on how they access these.

Point 21: Annette does not have to write every risk assessment. The school policy says she will complete all relevant risk assessments. What may be relevant for her would be determined locally.

Responsibilities – Deputy Headteacher

Presumably health and safety would be included in the risks assessment process since it is a requirement included in the school's Health & Safety Part 3 policy.

Need to check with the Head teacher as to whether Bex is competent in giving support. That support may only be sign posting to other sources of support or it may be implementing other procedures.

Responsibilities –Office staff

Office staff are capable of ensuring things are done. Ensuring something is done can be the responsibility of anyone who is given that role or responsibility either through a policy document or their job description.

Point 1: The norm is to undertake a risk assessment and put in place control measures commensurate with the risks. We do not by and large use the term Method Statement outside of construction activities. Office staff, as with many County Council employees and other individuals, are quite competent to undertake risk assessments and do not need to refer the task to someone else. Members of staff are empowered to undertake risk assessments appropriate to their competency.

Point 2: The comma is now in the policy document I saw. The briefing may be a notice, be incorporated on the badge or verbal advice. What actually happens is not known and should be checked on site.

Point 3: Presumably incorporated into their job description or in the normal operating procedures of the school.

Point 4: There is accident documentation and there is physical and verbal abuse documentation. 'And', therefore, does not appear too often. Whether they are required to ensure the documentation is completed will depend upon their job description or upon site specific roles, responsibilities and procedures.

Point 7: The policy is that office staff will ensure that periodic checks are made. The period will be determined in a site developed procedure as will the requirement to record the date, any replenishment needed and those undertaking the task.

Responsibilities – Office manager/Bursar

Point 4: These appear on the County Council's Schools web pages.

Responsibilities – Caretaker

Point 1: The school will have developed a list of those checks to be undertaken and should have in place a procedure to detail these and any necessary resulting actions.

Point 5: The definition of lone working is included in the County Council's health and safety procedures available on the web site.

Responsibilities – All employees

Point 2: Since employees may not be aware if someone else has reported a defect they should report all defects they become aware of.

Point 3: The policy document does not refer to R&M assessments at point 3.

Point 4: The term 'things' is the term included in Section 8 of the Health & Safety at Work etc. Act 1974. It means more than work equipment – it covers 'anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions'.

Point 7: 'Etc.' means other unspecified occurrences requiring emergency actions.

Points 8 and 9: It is everyone's' responsibility to raise pupils' awareness and knowledge about their and others'health, safety and welfare and the environment. Educating pupils is not the sole realm of teachers.

Responsibilities- Visitors and Contractors

These points can only be addressed by the school.

Responsibilities – Pupils
All pupil responsibilities are in accordance with their developmental age. They will understand more as time progresses as will their levels of responsibility.
Point 4: As previously indicated 'things' is the term used in the legislation.

Jean Noonan
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Chair of Governors: .……………………………. Seb Hearmon