



## St Peter's Church of England Middle School

### Health and Safety Policy

Complied by: Ravi Matharu – Interim Business Manager	Revision Number: 02- January 2017
Approved by: The Governing Body	Revision Date: (Annual); January 2018
Approved Date:	

Version	Date	Changes	Approved
2	23/01/2017	Review of Policy	
3	23/04/2018	Review of Policy – Minibus Policy added	

## STATEMENT OF INTENT

The Governing Body is committed to providing and maintains a safe and healthy environment for staff, students and visitors to The School, by creating a positive ethos in which everyone has a proactive view towards Health and Safety issues.

The Governing Body will implement a safety management system that will comply with all the relevant legislation, but particularly:

[The Health & Safety at Work Act 1974](#)

[Regulatory Reform \(Fire Safety\) Order 2005](#)

[Management of Health and Safety at Work Regulations 1999](#)

They will make certain that adequate training and resources are made available to allow staff to gain experience and become competent to implement and maintain the pertinent legislation. Where necessary the governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them. They will ensure that suitable and sufficient Risk Assessments have been carried out and that significant findings are recorded and the results are made known.

The Governors shall ensure so as reasonable practicable, that The Academy is maintained in a condition that is safe and without risk to health and that access and egress from The Academy is similarly safe and without risk. They will make sure that safe systems of work are in place so that no hazard arises from the proper use, handling, storage and transportation of equipment and substances.

In order to comply with the Provision and Use of Work Equipment Regulations 1998, The Governors will ensure that work equipment is suitable for the purpose for which it is provided, maintained in good order and inspected, where appropriate, by a Competent Person. They will ensure that adequate Health and Safety information is available and that sufficient training and supervision is given.

The Governing Body shall ensure, so far as reasonably practicable that the Health and Safety of persons not in their employ is not placed at risk whilst on the premises or arising as a result of our activities.

The organisation and arrangements of the Health & Safety policy shall include consultation between management and employees in accordance with the Health & Safety (Consultation with Employees) Regulations 1996.

The policy will be part of a controlled system that will audit and review The Academy and the arrangements for health and safety detailed in this document on an Annual basis. This monitoring shall be both active and reactive to determine immediate and underlying causes of failing. Performance will be measured against agreed standards to establish when and where improvements are needed.

All Staff have a legal duty under the Health & Safety at Work Act 1974 and under the Management of Health & Safety at Work Regulations 1999 not to knowingly or recklessly misuse or interfere with items provided for their health and safety. Further they have a duty to report without delay, any working situation that might present a serious and imminent danger or any shortcomings in Health & Safety arrangements.

All Staff have Legal Duty under the Health & Safety at Work Act 1974, to take care of their own health, safety and welfare whilst at work, and that of others who may be affected by their acts or omissions.

Whilst this policy is directly addressing The Academy and its Safety Management System, it is the position of the Governing Body that the Oxford Diocesan Schools Academy Trust Level Health and Safety Policy is also adopted as the Group Safety Policy for educational establishments.

Signature

Date

**Rebecca Saunders**  
**Chair of Governors**

## 2. Roles and Responsibilities

### 2.1.1 Directors/ Trustees

- Overall responsibility for all legal duties with regards to Health & Safety
- To appoint a competent person who will ensure that all safety legislation, procedures, training and monitoring are adhered to

### 2.1.2 Governing Body

- Inform the Board of Directors if the Governors are unable to take the necessary action to deal with a hazard
- Will, through the Governing Body Committee, provide support to the Safety Manager, Nominated person responsible for H&S and the Facilities Manager with regard to site specific safety
- Will support the Head teacher in the implementation of this policy

### 2.1.3 Head teacher

- Will take a lead role in supporting the implementation of this policy document
- To make certain that the necessary resources are given to ensure that the policy and any appendices are implemented
- Make recommendations to the Governors based on the nominated persons reports on ways to improve Health & Safety standards
- Consult and involve both Governors and Trade Union Representatives in all matters relating to the health, safety and welfare of the staff and students
- Oversee and support the activities of the person nominated with Health & safety responsibility
- To ensure induction training to all new members of staff and all training needs of both new and existing staff are assessed, relevant training is provided and a record of these is kept.
- To include health and safety items in the annual reports to the Governing Body
- To keep abreast of the changes in the Borough's Corporate Health and Safety Policy or The Oxford Diocese Schools Trust and Codes of Practice and pass on the information to the staff concerned.

### 2.1.4 Nominated person responsible for Health & Safety

- Overall responsibility for Health & Safety within The Academy with support from the Head teacher
- Ensure staff have access to this policy
- Monitor the effectiveness of the Health & Safety policy, safety procedures and practices in relation to The Academy and its premises
- Ensure the Academy is aware of its statutory and recommended Codes of Practice
- Where appropriate maintain contract with HSE, LA, OCC and any other relevant body
- Interpreting and keeping Governors and Staff informed of all new and developing legislation and other standards including dissemination of advice and information.
- Advising where improvement in Health & Safety standards are appropriate
- Arranging for regular H&S inspections, which cover buildings, equipment, services and fire arrangement to ensure conformity with regulations and safety policy
- Arranging for maintenance of statutory safety records in addition to health & safety records required by The Academy
- Advising on possible hazards when considering the introduction of new machinery, new materials or processes or changes in existing ones
- Oversee Facilities Management, Catering, Grounds, Lettings and Cleaning contracts
- Liaise with the Facilities Management Company and other contractors to ensure that any piece of work equipment supplied by a third party with the intended use by The Academy Staff conforms to the Provision and use of Work Equipment Regulations 1998.
- Ensure appropriate Risk Assessments have been carried out by a competent person and results known
- Overseeing and reviewing accident investigations and reporting to the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) as necessary
- Ensure where necessary the appointment of competent persons in accordance with legislation
- Advising staff of their responsibilities for accident prevention and avoidance of health hazards

- Ensure nominated person keeps records of all Safety training
- Arranging for provision of written safe systems of work
- Arranging for provision of protective personal equipment based on risk assessments required by the Person Protective Equipment at Work Regulations 1992
- Ensuring the provision of First Aid, Fire and Emergency procedures requirements
- Will oversee the person nominated for the lead role in First Aid
- Will oversee the conduct of a First Aid assessment of need
- Will oversee the activities of the person nominated for the lead role in a fire
- Ensuring that all risk assessments required by legislation are carried out by competent staff
- Will oversee the risk assessment from other teaching staff including PE, DT, ICT, Art, Food Technology, Science etc.
- To liaise with Staff who are given access to or work within premises of other organisations to ensure that none of the activities undertaken will put the health, safety or welfare of The School Staff or others at risk. Ensure suitable and sufficient risk assessments have been made and the school is aware of their findings
- Will arrange for provision of written procedures for contractors
- Will oversee and agree to all Lettings in regard to safety and use of building/s
- Will work alongside EVC Officer with regard to ensuring that all safety checks and mandatory documentation is completed for external trips and visits.
- Identifying Health and Safety training needs and advise appropriately;
  - Training to be provided for Induction of new employees
  - Repeated at regular intervals
  - On transfer or promotion to new duties
  - On introduction of new technology
  - On changes to systems of work
  - When a risk assessment identifies, a training need

#### **2.1.5 Welfare/ First Aid Officer**

- Take lead role in all matters relating to first aid
- Assist in conducting a first aid assessment of need
- Identify the level of first aid cover required
- Ensure that first aid training needs are identified and appropriate training sought
- Make sure that first aid boxes are sufficient in number
- Establish first aid boxes in appropriate locations
- Ensure that first aid boxes are appropriate for likely risk
- Keep first aid boxes correctly stocked with appropriate dressings etc. and ensure they are in date
- Maintain all statutory records are up to date
- Inform Staff of any health matters relevant to both staff and students

Epipens, when needed, are kept in the Medical Room unless a request for students to carry their own medication form has been completed by parents, when the Epipen will be carried by the pupil. The list of staff trained in their use is retained on the school MIS system. A list of all students with allergies and a photograph is displayed in the staff room and on the central medical file in the school office. These are updated as and when a child's condition dictates. They will always be carried on off-site activities by a person trained to administer the Epipen who must remain in close proximity to the child in question

#### **2.1.6 Fire Coordinator**

- Take a lead role in all matters relating to fire with the School and work with Competent Fire Person
- Conduct a suitable and sufficient assessment of risk from Fire in accordance with Regulatory Reform (Fire Safety) Order 2005
- Ensure that the fire procedure is clearly displayed throughout the premises
- Make the results of assessment known to the relevant persons
- Draw up an emergency action plan as a result of the risk assessment
- Be responsible for ensuring that fire evacuation practice drills are conducted

- Be responsible for record keeping of practice drills
- Review all fire safety matters on a regular basis
- Where necessary will liaise with the fire authorities or other competent bodies
- Will oversee Senior Fire Warden and ensure all fire wardens carry out their checks and have appropriate training.
- A Personal Emergency Evacuation Plan will be completed for any individuals with short or long term impairment

### **2.1.7 The Site Controller and Facilities Management Company**

- Must be aware of their duties under this policy
- To support the School in meeting its statutory duties
- Ensure they undertake reasonable care of themselves and others who may be affected by their acts or omissions
- No-one employed by FM Company intentionally or recklessly interferes with or misuses anything provide in the interest of Health & Safety
- All accidents, dangerous occurrences and near misses re reported immediately to both The School and to the FM Company in accordance with local codes of practice
- Be fully conversant with any fire procedures applicable to the area in which they are working
- Will assist with the safety or buildings including external fixtures and fittings and all sports, playground and grassed areas
- Ensuring that all current and new equipment and substance which come under the FM Company's control meet statutory requirements
- Check with the nominated person responsible for H&S that any piece of work equipment supplied y a third party which comes under the FM Company's control with the intended use by the School Staff conforms to the Provision and use of Work Equipment Regulations 1998
- Ensure the appropriate risk assessments have been carried out and the results known
- Any remedial action is carried out in a timely and reasonable manner and any unsafe equipment is safely immobilised
- Oversee the work of any contractors or sub-contractors which come under the control of the FM contract and are engaged on any building or maintenance work within the School grounds
- Ensure that all Contractors which come under the control of the FM contract are made aware of the safety procedures and hazards applicable to the areas in which they work
- Review Safe Systems of Work of all Contractors that come under the control of the FM contract to make sure that all work undertaken is carried out appropriately
- Assume responsibility for all cleaning activities carried out by FM Staff within the school including the production of COSHH risk assessments, where appropriate
- Produce risk assessments for all PPE used by them or any staff reporting to them
- Write and maintain Manual Handling risk assessments in accordance with the appropriate legislation
- Record risk assessments for all works that carry a significant risk of injury and ensure these are available for inspection
- Ensure all Firefighting detection systems and alarms are regularly inspected and tested and a log of the same retained
- Ensure all emergency lighting is regularly tested and inspected and a log of the same retained
- See that all inspections and statutory requirements are met under the relevant legislation covering maintenance of the site and that, in so far as reasonably practicable, any risk to those who may be affected is reduced or removed

### **2.1.8 Cleaning Contractors**

- Must be aware of their duties under this policy
- To co-operate with The School in meeting its statutory duties
- Ensure they undertake reasonable care of themselves and others who may be affected by their acts or omissions
- No-one intentionally or recklessly interferes with or misuses anything provided in the interest of Health & Safety

- All accidents, dangerous occurrences and near misses re reported immediately to both the School and to the Cleaning Contractor
- Be fully conversant with any Fire procedures applicable to the area in which they are working
- Produce risk assessments for all PPE used by them or any staff reporting to them
- All equipment provided for personal safety shall be used and maintained in a condition fir for that use and any defects reported immediately
- Assume responsibility for all cleaning activities defined by the contract within the School including the production of COSHH and Manual Handling risk assessments where appropriate
- Ensuring that all current and new equipment and substances which come under the cleaning contract's control meets statutory requirements
- Where a member of Staff identifies any condition which, in their opinion, is hazardous, the situation will be reported immediately to their supervisor and to the Facilities Management Company

### 2.1.9 Catering Contractors

- Must be aware of their duties under this policy
- To cooperate with the School in meeting its statutory duties
- Ensure they undertake reasonable care of themselves and other who me be affected by their acts or omissions
- No one intentionally or recklessly interferes with or misuses anything provided in the interest of Health & Safety
- All accidents, dangerous occurrences and neat misses are reported immediately to both The School and to the Catering Contractor
- Be fully conversant with any fire procedures applicable to the area in which they are working
- Produce risk assessments for all PPE used by them or any staff reporting to them
- All equipment provided for personal safety shall be used and maintained in a condition for that use and ay defects reported immediately
- Assume responsibility for all service catering activities defined by the contract within The School including the production of COSHH and Manual Handling risk assessments, where appropriate
- Ensuring that all current and new equipment and substances which come under the catering contract's control meets statutory requirements
- Where a member of Staff identifies any condition, which, in their opinion, is hazardous, the situation will be reported immediately to their supervisor and to the Site Controller.

### 2.1.10 Lettings

- Must be aware of their duties under this policy
- To cooperate with the School in meeting its statutory duties
- Ensure they undertake reasonable care of themselves and other who me be affected by their acts or omissions
- No one intentionally or recklessly interferes with or misuses anything provided in the interest of Health & Safety
- All accidents, dangerous occurrences and neat misses are reported immediately to both The School and to the Site Controller
- Be fully conversant with any fire procedures applicable to the area in which they are working
- Produce risk assessments for all PPE used by them or any staff reporting to them
- All equipment provided for personal safety shall be used and maintained in a condition for that use and ay defects reported immediately
- Assume responsibility for all service catering activities defined by the contract within The School including the production of COSHH and Manual Handling risk assessments, where appropriate
- Ensuring that all current and new equipment and substances which come under the catering contract's control meets statutory requirements
- Where a member of Staff identifies any condition, which, in their opinion, is hazardous, the situation will be reported immediately to their supervisor and to the Site Controller

### 2.1.11 Nominated Person to maintain training records

Ensure all records of training relating to Health & Safety are maintained and kept up to date

#### Nominated Persons

- Chair of Governors.....Rebecca Saunders
- Head Teacher.....Andy Snipp
- Nominated Person responsible for H&S.....Andy Snipp
- Fire Coordinator.....Andy Snipp
- Senior Fire Warden.....Business Manager -Ravi Matharu
- Facilities Management Team Leader.....Caretaker Rui Peters
- Senior Welfare Officer.....Administrator- Sarah Bedwell
- Training Records.....Business Manager- Ravi Matharu

### 2.1.12 Staff

Staff have a duty under the Health and Safety at Work etc Act 1974 to co-operate with the Head teacher to ensure this policy is implemented. They must use equipment in a safe manner and in accordance with the information, instruction and training given and take all reasonable steps to ensure health and safety of those affected by their activities. The Head teacher welcomes suggestions from staff for improving health and safety within the school.

Staff are expected to check equipment and classroom regularly and report their findings to their Head of Department.

- Must be aware of their duties under this policy
- To cooperate with the School in meeting its statutory duties
- Ensure they undertake reasonable care of themselves and other who may be affected by their acts or omissions
- Undertake relevant safety training as required by The School and adhere to it at all times
- No one intentionally or recklessly interferes with or misuses anything provided in the interest of Health & Safety
- All accidents, dangerous occurrences and near misses are reported immediately to both The School
- Be fully conversant with any fire procedures applicable to the area in which they are working
- All equipment provided for personal safety shall be used and maintained in a condition for that use and any defects reported immediately
- Liaise with the nominated person responsible for Health & Safety to ensure that new equipment or chemicals are not purchased until their hazards have been assessed in accordance with appropriate legislation
- Will check with the nominated person responsible for H&S any piece of work equipment supplied by a third party with the intended use by The School Staff conforms to the Provision and use of Work Equipment Regulations 1998. Ensure the appropriate risk assessments have been carried out and the results known
- Where a member of Staff identifies any condition, which in their opinion is hazardous, the situation will be reported immediately to the Site Controller or School Business Manager
- During the course of their normal duties, Staff will use equipment and facilities that are fit for purpose and proper for the intended purpose in a safe, correct manner only as provided in the following categories:
  - Arranged, provided and or otherwise approved by The School
  - Provided by a third party with specific authorisation that employees of the School may use them
  - Provided for unrestricted use by members of the public

### **3. Responsibilities of Heads of Departments**

Heads of Departments are responsible for drawing up safety procedures for their departments. These procedures should be reviewed regularly to ensure they are relevant and take account of experience. They must ensure their staff and students follow safe working practices at all times. They will ensure the equipment within their area of work is subjected to termly inspections and report defects to the Site Controller.

Heads of Departments will carry out a risk assessment of the activities within their Department in accordance with the guidance issued. They will ensure staff are made aware of their responsibilities. Heads of Department will carry out termly inspections of their departments and report their findings to the Head teacher.

Should an accident occur in a department, the Head of the Department will investigate the causes and will report the findings to the Head teacher and or the Site Controller as appropriate.

Heads of Department will consider the training needs of their staff and raise their requirements with the Head teacher.

### **4. Monitoring the Effectiveness of the Policy / Health and Safety Advice**

The implementation of this policy will be monitored by regular inspection by the Heads of Departments, the Site Controller and the Headteacher. In addition, the Borough Health and Safety Advisors will carry out an audit of the school once every 12 – 18 months. Health and Safety Advisors are also available for advice at any time. They can be contacted on 01628 796000 – 1 for HR then 4 for H&S.

### **5. Asbestos**

The school has been surveyed for asbestos. The School Business Manager and the Borough Building Services Unit hold the asbestos register.

The register must be referred to prior to any maintenance work being carried out by School staff or contractors. Furthermore, any damage to asbestos, or substances suspected to be asbestos, is reported immediately to Building Services on 01628 796476 and the area cordoned off until it is made safe.

### **6. Violence against staff**

The LA, Governors and the Headteacher will not tolerate acts of aggression against staff from any person. Such incidents will be dealt with in accordance with the LEA's policy on violence against staff. Should members of staff be subjected to violence they will receive all the support needed from the LEA and the School.

### **7. Work outside normal Hours- Lone Worker Policy applies**

When a member of staff is working outside normal working hours, the Site Controller will be informed so that appropriate security measures can be implemented. The Site Controller has been provided with means of communications and is able to call for assistance if needed.

### **8. Security**

Security is of great importance to the school. The Site Controller is responsible for ensuring all the security measures that have been put in place are working effectively and are regularly monitored. All breaches of security must be reported to the Headteacher who will take the appropriate action.

### **9. Administration of Medication**

Parents may request the School to administer medication to students during school time. In the event of such a request Parents will be asked to complete the Request for school to administer medication form and receive signed agreement from the School Business Manager. The school reserves the right to seek further advice from the Local Authority Health if this is felt necessary for certain medical conditions.



## 10. Adventure activities

Teachers organising activities away from the school site must carry out risk assessments to include travel to and from the site area, risk assess the activity and ensure that all activities are safe before taking the children off site. This can be checked with the Off Site and Adventure Advisory Services on 0118 9835922 (fax 9833454). The LA has issued separate guidance on off-site activities. Teachers organising such activities must familiarise themselves with the guidelines.

## 11. Seatbelts

Teachers organising school trips must ensure minibuses and coaches used to transport children are fitted with seatbelts and the drivers are competent and experienced. Please see The School Minibus Policy.

## 12. Risk Assessments must be reassessed annually or whenever the following occurs:

- Change in legislation
- Change in control measure
- Significant change in work carried out
- Transfer to new technology
- Original assessment is no longer valid

Assessments will be recorded and records maintained. Results of such assessments will be communicated to and be available for inspection by Staff affected by them.

All assessments will identify necessary protective and preventative measures.

## 13. Arrangements

The arrangements for the Health & Safety management system of St Peters Church of England School, are detailed within subject specific policies which give greater information on the procedures and protocols for compliance with the overall Health & Safety Policy and statutory duties.

## 14. Adopted Policies and Procedures

All Policies and procedures issued in the interests of Health & Safety will be regarded as supplementary to this policy.

## 15. Additional Policies and Procedures (NB required as per legislation)

1. C.O.S.H.H. LCoP (*Control of Substance Hazards to Health – Code of Practise*)
2. Control of Contractors LCoP
3. Critical Incident Policy
4. Department Policies: Science/ Design & Technology (*where appropriate*)
5. Display Screen Equipment Policy
6. Duty of Care Policy
7. Environmental Policy/ Recycling Policy
8. Electrical Systems and Equipment Policy
9. Field Trip Policy
10. Fire Policy
11. Lone Working Policy
12. Manual Handling Operations Policy
13. Medical Policy
  - a. Anaphylaxis Policy
  - b. Asthma Policy
  - c. Diabetes Policy
  - d. Epilepsy Policy
  - e. Medical Cover Policy
  - f. Drug Policy

- g. Sun Protection Policy
- 14. Taxis / Minibus Policy
- 15. Monitoring & Review Policy
- 16. Personal Protective Equipment Policy
- 17. Policy for safeguarding and promoting student welfare
- 18. Risk Assessment Policy
- 19. Safe Access Policy
- 20. Slips, Trips and Falls Policy
- 21. Smoking Policy
- 22. Work Experience Policy
- 23. Working at Heights Policy
- 24. Waste Policy

### 15.1.1 Specific Arrangements

- 1. All Risk Assessments required by legislation
- 2. Workplace monthly inspections
- 3. H&S departmental audits
- 4. Department Safety Policies
- 5. Written safe systems of work
- 6. First Aiders and Accident reporting
- 7. First Aid Risk Assessment of Need
- 8. Emergency Evacuation Plan
- 9. Fire Risk Assessment
- 10. Provision of information on Asbestos
- 11. Inclement Weather Plan

### 15.1.2 Legislation

- 1. Health & Safety at Work Act 1974
- 2. Management of Health and Safety at Work Regulations 1999 (2006)
- 3. Health & Safety (Display Screen Equipment) 1992 (2002)
- 4. Provision and use of Work Equipment Regulations 1998
- 5. Control of Substance to Health 2002 (<http://www.hse.gov.uk/pubns/books/l5.htm>)
- 6. Personal Protective Equipment at Work Regulations 1992
- 7. Control of Asbestos at Work Regulations 2012
- 8. Ionising Radiation 1999
- 9. Control of Legionella Bacteria in water systems (L8) 2013
- 10. Electricity at Work Regulations 1989
- 11. The Control of Noise at Work Regulations 2005
- 12. Manual Handling Operations Regulations 2002
- 13. Health & Safety Regulations (Safety Signs and Signals) 1996
- 14. Gas Safety (Management) Regulations 1996
- 15. Pressure Systems Safety Regulations 2000
- 16. Health & Safety (Consultation with Employees) Regulations 1996
- 17. Regulatory Reform (Fire Safety) Order 2006
- 18. Health & Safety (First Aid) Regulations 1981
- 19. Safety Representatives and Safety Committees Regulations 1977
- 20. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- 21. Working at Height Regulations 2005
- 22. Work Control of Vibration at Regulations 2005
- 23. Equalities Act 2010