

Ewelme CE School Health and Safety Policy

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 encourage good practice
- To take all reasonable precautions to protect people by reducing risks both on and off site
- To ensure prompt and appropriate action is taken in the event of a hazardous situation developing, and of an accident and/or emergency on or off site

Responsibilities

1. Governors

- To monitor the allocation of funds based on suitable and sufficient risk assessments
- To prioritise health and safety matters within the School Development Plan
- To oversee the purchase and maintenance of equipment to ensure that it meets British and European Standards
- To have a Health and Safety standing item on the agenda of all Governing Body meetings
- Members of the Premises Committee should carry out regular inspections as outlined in the Governors' Handbook
- To cooperate with OCC and other relevant bodies on matters of health and safety
- To nominate a Governor with responsibility for health and safety

2. Head Teacher – Mrs M Slatter

The Head Teacher has overall responsibility for the implementation and monitoring of Ewelme CE School health and safety policy. Specifically he will:

- Allocate sufficient resources to meet health and safety priorities identified in the SDP
- Ensure the attendance of school staff on appropriate health and safety training courses
- Liaise with the employer over health and safety issues and with the Health and Safety nominated Governor to ensure the implementation of agreed actions
- Ensure that health and safety is a standing item at staff meetings and that all members of staff comply with school health and safety procedures
- Organise and implement regular inspections in consultation with Trade Union representatives and the Health and Safety Governor
- Liaise with the Education Visits Coordinator and the Health and Safety Governor to ensure that all appropriate risk assessments are carried out correctly
- Implement a policy for the management of critical incidents
- Oversee the administration/paperwork for major building projects in line with LA/Diocesan/School procedures
- Undertake an annual health and safety training needs analysis of all employees
- Ensure that QCA/HSE health and safety curriculum requirements are being delivered in lessons
- Oversee termly fire drills

3. Health and Safety Representative [Mrs M Slatter]

- Liaise with Head Teacher and nominated Governor about staff training
- Support staff in completing risk assessments
- Support staff with personal safety issues including stress
- Liaise with the EVC to ensure that all off site visits are approved and appropriately staffed

4. Health and Safety Nominated Governor [Mr. A Nicholls]

- Liaise with the Head Teacher about staff training

- Monitor school practices and procedures
- Carry out termly fire drills, weekly fire tests, check extinguishers and maintain the Fire Safety Folder
- Carry out monthly water temperature tests and maintain the Water Hygiene Folder

5. Education Visits Co-ordinator [Miss N Talbot]

- Liaise with the Health and Safety Nominated Governor and the Head Teacher to ensure that all LA/School procedures for visits are being followed
- Check risk assessments are being completed and to help staff to do this.
- Check that all appropriate paperwork for school visits is being held in Health and Safety folder
- Liaise with School Secretary to ensure that appropriate personnel have up to date First Aid Training

6. School Secretary [Mrs. S Denton]

The School Secretary should ensure that:

- all office risk assessments are completed and reviewed and that paperwork is held in the Health and Safety folder
- signing in/out procedures are being followed by staff, pupils, parents and visitors
- hazard reporting and maintenance documentation is actioned
- Accident and Physical and Verbal Abuse documentation is completed and submitted to the LA Health and Safety Team
- 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
- there is adequate first aid cover available for on/off site activities and that first aid containers are maintained in accordance with up to date guidance
- the programme maintenance of plant and equipment is undertaken
- the electrical testing programme and associate paperwork is carried out annually
- accurate records of all equipment and resources are maintained
- all equipment and resources purchased meet County Council prescribed standards
- staff sickness and absence reporting is carried out in accordance with national and LA guidance

7. Bursar [Mrs S Denton]

The Bursar should ensure that the school follows the correct procedures when:

- selecting a contractor
- completing the Self Financed Improvement Project paperwork
- Liaising with contractors about Health and Safety issues
- Monitoring health and safety issues on-site regarding County Council or school appointed contractors
- Checking the building site daily

They should ensure that:

- Progress of building projects is reviewed weekly with the Head Teacher
- All contractors and employees are fully briefed on health and safety issues
- All risk assessments have been completed
- All maintenance employees are trained and competent to undertake their work safely
- Alert the Head Teacher to issues of security and lone working

8. Employees

All employees should:

- Cooperate with health and safety requirements set out in the policy
- Report all defects to the school office

- Complete risk assessments for activities both on and off site and hand to EVC or Health and Safety Governor
- Use but not mis-use things provided for their health, safety and welfare
- Refrain from undertaking unsafe acts
- Report serious accidents (resulting in a visit to hospital) on the LA form and bring the matter to the attention of the relevant person, as outlined in the flow chart attached to thee form. Report 'near misses' and less serious incidents in the school accident book
- Be familiar with the emergency plans and procedures for fire, first aid, bomb, security and off site issues
- Raise health and safety and environmental issues with pupils
- Be familiar with staff sickness reporting procedures
- Sign in and out when leaving the building during the school day

9. Visitors and Contractors

- Sign in at the school office on arrival and sign out when leaving the premises
- Be familiar with school health and safety procedures
- Know about any hazardous materials peculiar to the site
- Follow evacuation procedures in the event of an emergency

10. Pupils

- Behave in a way that does not put the health and safety of themselves or others at risk
- Wear school uniform and follow school rules
- Follow good health, safety and hygiene standards in line with school procedures
- Follow all safety rules including the instructions of staff in a given emergency
- Use, but not misuse, things provided for the health, safety and welfare of all others on the school site
- Comply with agreed school rules and code of conduct to ensure the health, safety and welfare of other pupils, members of staff and visitors

As the employers at Ewelme CE (A) School, the Governors have adopted this policy in accordance with the OCC Health & Safety Policies and Procedures.

Health & Safety Documents

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| <i>OCC Health & Safety Policy (Part I)</i> http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/123/part1/Part_One_Policy.pdf | 2003 |
| <i>Health & Safety Policy (Part II) Edition</i> http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/123/part2.pdf | 2004 |
| <i>Learning & Culture Health & Safety Policies and Procedures</i> Learning & Culture ▲ Resources ▲ Health & Safety ▲ Procedures ▲ | Current |
| <i>Learning & Culture Health & Safety Action Bulletins</i> Learning & Culture ▲ Resources ▲ Health & Safety ▲ Action bulletins ▲ | Current |
| <i>Health and Safety Guidance for School Governors and Members of School Boards</i> Health & Safety Commission (HSC) 1998 ISBN 0 7176-1218-8 | 1998 |
| <i>Management of Health & Safety in Schools</i> Health and Safety Commission (HSC) 1995 ISBN 0 7176 07704 | 1995 |
| <i>Managing Work Related Stress - A Guide for Managers and Teachers in School.</i> Health & Safety Commission (HSC) 1998 ISBN 0717612929 | 1998 |
| <i>Health and Safety of Pupils on Educational Visits</i> http://www.dfee.gov.uk/h_s_ev/index.htm | Current |
| <i>Out & About with Oxfordshire 3, Learning & Culture</i> http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/outabout/Out_And_About_3.pdf | 2003 |
| <i>Health and Safety On-Site Work</i> Learning & Culture ▲ Resources ▲ Health & Safety ▲ Procedures ▲ On site Works ▲ | 2002 |
| <i>Property Maintenance Manual, Corporate Property Group</i> | 2001 |
| <i>Developing your emergency / critical incident plan</i> Learning & Culture ▲ Resources ▲ Health & Safety ▲ Procedures ▲ Emergency Plans | 2004 |
| <i>Fire Safety Folder</i> Learning & Culture ▲ Resources ▲ Health & Safety ▲ Procedures ▲ Fire Safety ▲ | 2003 |
| <i>Water Hygiene Folder, Oxfordshire County Council, Corporate Property Group</i> | 2002 |
| <i>Safety Practice in Physical Education</i> British Association of Advisers & Lecturers in Physical Education. (BAALPE) 2004 ISBN 1 902523 68 7 | 2004 |
| <i>Make it Safe</i> National Association of Advisers & Inspectors in Design Technology (NAAIDT) (Primary) | 2001 |
| <i>Be Safe</i> Association for Science Education (ASE) (Primary), 3 rd Edition. ISBN 0 86357 081 X | 2001 |
| <i>Essentials of Health & Safety at Work</i> Health & Safety Executive (HSE) 1994. ISBN 0 7176 0716 X | 1994 |

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|---|-------------|
| <i>Safety in Science Education DfEE</i> Department for Education and Employment 1996 ISBN 0 11 270915 (Secondary) | 1996 |
| <i>Topics in Safety</i> Association for Science Education 2001 (ASE) ISBN 086357 3169 (Secondary) | 2001 |
| <i>Code of Practice for Health & Safety in Workshops of Schools and Similar Establishments</i> British Standards Institution BS 4163: 2000 | 2000 |

**HSE BOOKS, P O Box 199, Sudbury, Suffolk, CO10 6FS,
Tel: 01787 881 165 Fax: 01787 313995**

APPENDIX Ai

Persons Responsible at Ewelme **As from July 2010**

Lead Officer/Manager in Charge of Health and Safety/SLT Champion

Mrs Margery Slatter
Headteacher

Governor in Charge

Alex Nichols
Named Governor Responsible for H and S

Trade Union Representative

N/A

Office Staff in charge of periodical monitoring

Jenny Priscott
Administrator

Office Staff in charge of paperwork compliance

Margery Slatter / Sandra Denton
HT/Secretary

Co-opted Governor for Fire Safety/Urgent Management

Andrew Walker
Ex Governor/Local Resident

All teaching staff and all governors are encouraged to champion H and S issues through standing items on agendas at EVERY meeting.

Emergency Contact Persons

| | | |
|--|----------------------------|-------------------|
| Electrical & Heating Engineer: | MOUCHEL | Tel: 0800 7314637 |
| Property Maintenance Surveyor: | John Neville (Mouchel) | Tel: 07966310561 |
| First Aider: | Sue Armstrong | Tel: STAFF |
| Appointed Persons: | | Tel: |
| | | Tel: |
| | | Tel: |
| | | Tel: |
| School Health Nurse | Jackie Nice | Tel: 01491 208600 |
| Fire Warden: | .Andrew Walker | Tel: |
| Safety Representative(s): | Mrs Slatter / Alex Nichols | Tel: |
| Radiation Protection Supervisor: (if applicable i.e. Secondary) | | Tel: |

| Emergency Isolation Points: | Location |
|------------------------------------|-------------------------------------|
| Water Isolation Point: | In Kitchen |
| Electricity Isolation Point: | On wall at back of photocopier room |
| Gas Isolation Point: | N / A |

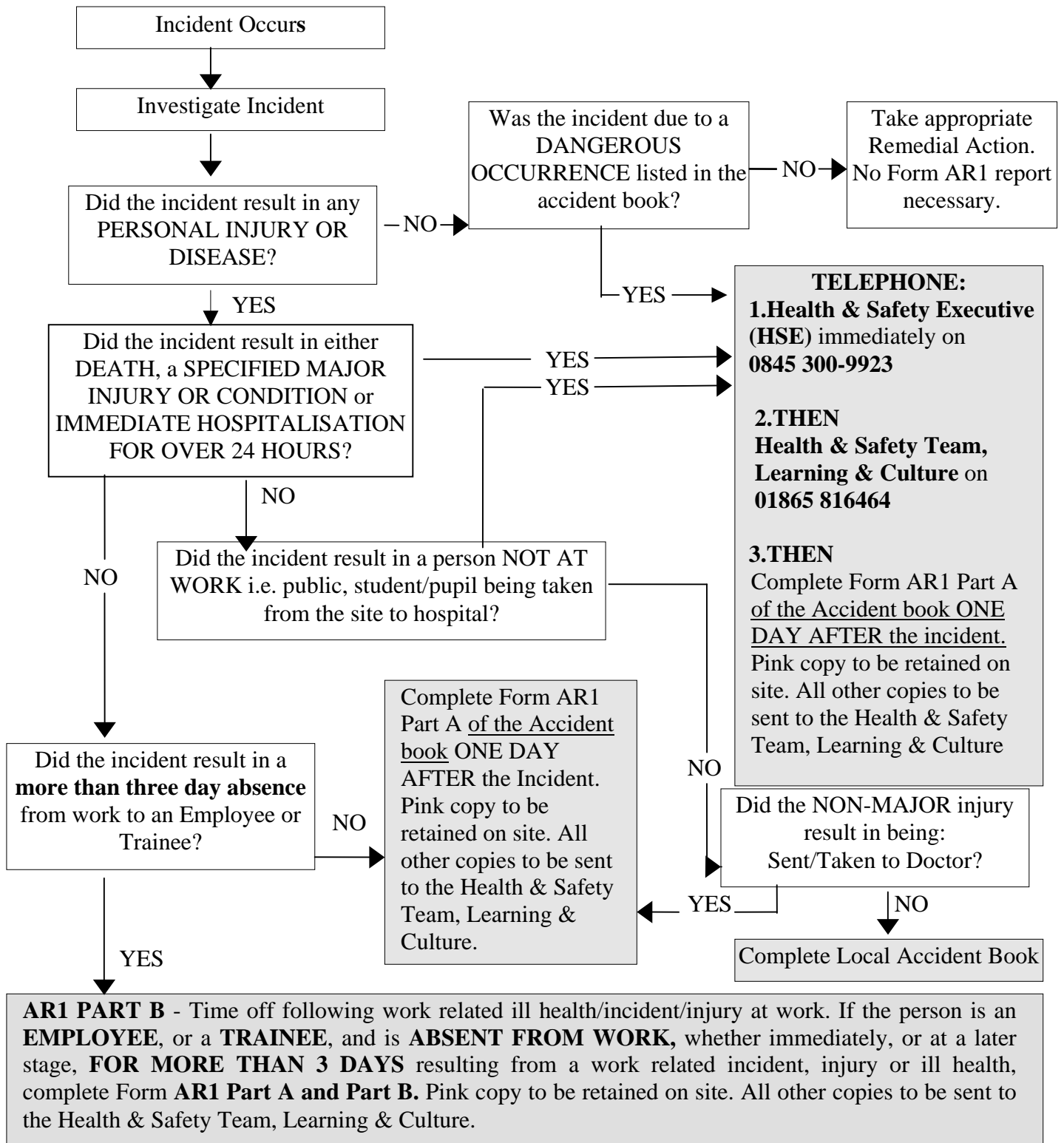
Useful Numbers for Major Emergencies:

**Fire Service Control
Mouchel Parkman**

**(01865) 379789
0800 7314617**

**Reporting Procedures for Injuries, Work Related
Diseases and Dangerous Occurrences
Regulations 1995**

FLOW CHART - RIDDOR 1995



**Reporting Procedures for Injuries,
Work Related Diseases and
Dangerous Occurrences Regulations**

REPORTABLE MAJOR INJURIES

1. ALL FATALITIES

2. MAJOR INJURIES

1. Any **FRACTURE** other than to fingers, thumbs or toes;
2. Any **AMPUTATION**;
3. **DISLOCATION** of the **SHOULDER, HIP, KNEE** or **SPINE**;
4. **LOSS OF SIGHT** (whether temporary or permanent);
5. A **CHEMICAL** or **HOT METAL BURN** to the **EYE** or any **PENETRATING INJURY** to the **EYE**
6. Any **INJURY** resulting from an **ELECTRIC SHOCK** or **ELECTRICAL BURN** (including any electrical burn caused by arcing or arcing products) leading to **UNCONSCIOUSNESS** or requiring **RESUSCITATION** or **ADMITTANCE OT HOSPITAL for more than 24 hours.**
7. **ANY OTHER INJURY**
 - a) leading to: **HYPOTHERMIA, HEAT-INDUCED ILLNESS** or to **UNCONSCIOUSNESS**;
 - b) requiring **RESUSCITATION**; or
 - c) requiring **ADMITTANCE TO HOSPITAL for more than 24 hours.**
8. **LOSS OF CONSCIOUSNESS** caused by **ASPHYXIA** or **EXPOSURE** to a **HARMFUL SUBSTANCE** or **BIOLOGICAL AGENT.**
9. Either of the following conditions which result from the **ABSORPTION OF ANY SUBSTANCE** by **INHALATION, INGESTION** or **THROUGH THE SKIN.**
 - a) leading to: **ACUTE ILLNESS** requiring **MEDICAL TREATMENT**
 - b) or **LOSS OF CONSCIOUSNESS.**
10. **ACUTE ILLNESS** requiring **MEDICAL TREATMENT** where there is reason to believe that this resulted from **EXPOSURE** to a **BIOLOGICAL AGENT** or its **TOXINS** or **INFECTED MATERIAL.**

ACTION REQUIRED

1. **IMMEDIATELY**

Telephone: Health & Safety Executive 0845 300 9923

2. **THEN**

Telephone: Learning & Culture Health & Safety Team 01865 816464

3. **Complete Accident Report Form AR1 and send to Health & Safety Team.**

N.B. FAILURE TO COMPLY MAY LEAD TO CRIMINAL PROCEEDINGS



Page.....of.....

Form RA1

RISK ASSESSMENT RECORD

| | |
|---|--|
| a.) Activity / Process / Operation | |
| b.) What are the Health & Safety Hazards? | |
| c.) What risks do they pose and to whom? (See checkpoint 2) | Estimate Risk Level H/M/L* (*see point 3) |
| d.) What measures have been taken to reduce the risks (See checkpoints 1,4,5 - 11) | Level achieved H/M/L |
| e.) What further action is needed to reduce the risk (state action/specify dates) | |

Name of Assessor

Job Title

Date of assessment.....

Review Date (13):

Signed by (12,13 &14)

Head of Establishment / Manager

Date

CHECKPOINTS

1. Has all health and safety information been obtained?
2. Consider the number of persons exposed
3. Estimate initial risk level - high, medium or low
4. Consider if elimination or safer substitution could be achieved.
5. Consider all necessary control measures including procedural and technical controls.
6. Are the above controls to the required standard and regularly maintained?
7. Have emergency action plans been considered?

8. Have employees (and other persons) been adequately trained/ instructed and informed?
9. Has adequate supervision been provided?
10. Consider if personal protective equipment is required.
11. Is health surveillance required?
12. What arrangements have been made for monitoring the assessment?
13. How often is the assessment reviewed?
14. Has the assessment been drawn to the employee's attention?

| |
|------|
| CPM1 |
|------|

CONTRACTOR PERFORMANCE MONITORING FORM

Monitoring Form

For Use by School Governors, Management Committees & Heads of Establishment

Use this form to comment generally on:

Contractor's overall performance, upon completion of a project or to report any specific problems.

Name of Contractor:

Details of Contract:

Quality of Work V. Good (5) Good (4) Average (3) Poor (2) V.Poor (1)

Attitude & Performance V. Good (5) Good (4) Average (3) Poor (2) V.Poor (1)

Health & Safety Standards V. Good (5) Good (4) Average (3) Poor (2) V.Poor (1)

Overall Comment/Problem(s):

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Signed: Post held: Date:

Establishment Name: Tel:

When an establishment has used a County Council approved contractor and wishes to comment on their performance, whether good or compliance, a copy of form CPM1 should be sent to the relevant County Council.



HIRING OF COUNCIL PREMISES

Applications must be accompanied by the correct payment and should be made at least 21 days in advance to the Head of Establishment. Applicants are advised not to make any arrangements regarding their booking until they receive a confirmation copy of this application.

| Name and Address of Establishment: | | | | |
|---|--------------------|---------------------------|--|---------|
| Name of Hiring Organisation/ Individual Hirer | | | | |
| Name and Address of Contact Person | | | Tel. No. (Day) Tel. No (evening) Email | |
| Type of Use: (e.g. Public Event/Club Meeting/Vocational Study/Personal Event) | | | Age Range | |
| Days and Dates of Hire | | | No. of occasions | |
| ACCOMMODATION REQUIRED (Details of Facilities Booked/Specify names/number as appropriate) | TIMES FROM - TO | FIXED RATE PER SESSION | RATE PER HR/MATCH | CHARGES |
| Hall | | | | |
| Rooms (state number required) | | | | |
| Sports hall/Gym | | | | |
| Changing Rooms>Showers | | | | |
| Kitchen | | | | |
| Sports Pitches | | | | |

| | | | | |
|--|---|--|--|---|
| Other facilities (give details) | | | | |
| VAT has been charged where appropriate and is included in the total charge. A VAT invoice may be issued, if required, upon separate application by the hirer | TOTAL HIRING CHARGE | | | £ |
| | PUBLIC LIABILITY INSURANCE FEE* (if applicable) | | | |
| | TOTAL CHARGE | | | |

Cheques to be made payable to:
And enclosed with this application

I have read, and will ensure observance by persons using the premises of, the Council's and School's conditions of hire (copies enclosed to be retained by hirer). I agree to be responsible for making good any loss or damage to the premises or equipment resulting from this hiring, and will ensure that the premises are in good order.

Insurance Cover

- (a) I have arranged public liability insurance cover for a minimum of £5.0 million. I enclose a copy of the certificate of insurance.*

OR

- (b) I agree to pay the additional fee for public liability insurance cover arranged by Oxfordshire County Council. (delete (a) or (b) which is not applicable).

Name (print in full) Date

Signature

Position held:

For official use

I approve this hire on behalf of the Governors of School and confirm that any necessary licence and insurance cover are held* for the event, stage performance, music, singing, dancing, leisure activity. (Delete which is not applicable).

Name (print in full) Date

Signature

Position Held: