




**Comper Foundation Stage School**

**Health and Safety Policy**

**2022-2023**

<b>Updated:</b>	September 2022	
<b>Review:</b>	September 2023	
<b>Signed CoG</b>		Date: 23/09/2022
<b>Print CoG</b>	JESPER EKELUND	Date: 23/09/2022
<b>Signed HT</b>		Date: 23/09/2022



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<b>Print HT</b>	<b>CATHERINE KING</b>	Date: 23/09/2022
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## Health and Safety Policy 2020-2021

Adapted from Oxfordshire County Council Health and Safety Model Policy (August 2019)

### STATEMENT OF POLICY

It is the policy of Comper Foundation Stage School to maintain high health and safety standards in order to protect members of staff, pupils, visitors and contractors at the premises, and others who may be affected by school's activities elsewhere. We operate within the overall Oxfordshire County Council Health and Safety Policy for Schools.

All Oxford County Council and safety advice and guidance, contacts and procedures can be addressed through the Intranet:

<http://schools.oxfordshire.gov.uk/cms/content/health-and-safety-toolkit>

N.B In this policy the 'Health and Safety Team' refers to the Headteacher, Business Manager and Health & Safety Administrator.

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

### ORGANISATION

#### 1. RESPONSIBILITIES OF GOVERNORS

- To appoint a Health and Safety Governor who will ensure the Health and Safety Policy is appropriate and is implemented.
- The Governor will work with the Health and Safety Team to ensure a written Health and Safety Policy for the school which is reviewed annually.
- Monitor and keep under review the Governing Body's Health and Safety Policy, making recommendations for amendments or modification as appropriate
- Prioritise health and safety matters within the School Improvement Plan.



- In conjunction with the Health and Safety Team make sure that buildings, equipment and materials are safe and of no risk to health, reporting or making recommendations to the full Governing Body as appropriate
- In conjunction with the Health and Safety Team, monitor and generally keep under review the state of repair of the school buildings
- With the Business Manager & H&S Administrator, carry out an annual Health and Safety audit of the school building and premises
- Complete all necessary documentation and discuss the findings with the Headteacher
- Monitor any necessary reporting systems to allow staff, pupils and others where appropriate to bring to the attention of the Health and Safety Team any items of concern
- In conjunction with the Health and Safety Team, maintain the list of necessary repair and maintenance items to be undertaken
- In conjunction with the Health and Safety Team initiate any emergency repairs that may arise from time to time, for example, following break-ins, vandalism, etc.
- To monitor the allocation of funds based on suitable and sufficient risk assessments.
- Consider and recommend to the full Governing Body any desirable improvement projects that might form the subject of bids for resourcing to the Local Authority or from private school funds, and in connection with this obtain any necessary estimates and feasibility studies
- Purchase and maintain equipment to British and European Standards
- Be responsible for coordination, progress and successful completion of any self-help projects approved by the Governing Body
- Oversee that arrangements are established to ensure that the school site is kept free from litter and any potential health and safety hazards
- Ensure that Risk Assessments are in place for all activities identified as having a potential hazard: agree with the Health and Safety Team the areas to be assessed; receive, check and modify the assessments; and approve and sign them
- All Risk Assessments will be reviewed annually and re-signed
- Monitor the Accident Book and any Accident Reports termly
- Monitor the Near-Miss Book termly
- Monitor any incidents of violence or abuse to staff
- Note any problems and follow-up as appropriate.
- Cooperate with the employer, Oxfordshire County Council (OCC) on matters of health and safety.

## **2. 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:  
(<https://schools.oxfordshire.gov.uk/cms/content/health-and-safety>)
  - ☐ Ensuring good communications by including health and safety issues in Staff briefings, bulletins and meetings;
  - ☐ Organising and implementing termly 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 criteria for performance management / appraisal scheme;
  - ☐ Formulate and implement a policy for the management of critical incidents.

### **3. HEAD WITH SLT & H&S Administrators**

- Include health and safety in all new employees' induction.
- Undertake an annual health and safety training needs analysis of all employees.
- Monitor departmental documentation, risk assessments, practices and procedures.
- Encourage and support employees in completing risk assessments for pupils giving cause for concern.
- Ensure that QCA / HSE health and safety curriculum (as appropriate for early years) requirements are part of children's learning
- Support employees with personal safety issues including stress.
- Ensure off site visits are approved and appropriately staffed.
- Review departmental coordinators risk assessments annually.

### **4. OFFICE ADMINISTRATOR with H&S responsibilities**

- Is 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 and submitted to the Health & 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;
- ☐ Adequately trained first aid cover is available for on /off site activities and Periodic checks are made of the first aid arrangements and containers

## **5. FINANCE TEAM**

- Maintaining accurate records of all equipment and resources.
- Purchase and maintain all equipment and resources to County Council prescribed standards.

## **6. LEADERSHIP TEAM**

- Produce health and safety risk assessment guidance and documentation as appropriate especially in Art, Design & Technology, ICT, Science, PE and off-site activities and EYFS outdoor area facilities
- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person.
- Advising colleagues on the completion of risk assessments and ensuring they are carried out, reviewed periodically and recorded.
- Annually undertake training needs analysis for their teams.
- Ensure health and safety is a standing item on all agendas.
- Check that pupils are aware of health and safety issues and that these are being continually reinforced.

## **7. SCHOOL BUSINESS MANAGER & H&S Administrator (Site Manager position currently vacant -to be appointed)**



The Business Manager is line manager for premises staff and cleaning contractor. The Business Manager & The Health and Safety Administrator are the School's Health & Safety staff representatives.

**The Business Manager & The H&S Administrator have specific responsibility for:**

- Ensuring that only work that is within his/her training or competence is undertaken
- Securing specialist support for work that is outside his/her training or competence. Liaising with the school Health and Safety Committee
- Carrying out a weekly visual Health and Safety check of the premises, and bringing any areas of concern to the Headteacher
- Ensuring the weekly testing of the fire alarm, check fire extinguishers and maintain the Fire Safety Folder;
- Ensure monthly testing of emergency lighting, recording the tests and reporting any deficiencies to the Headteacher
- Ensuring regular testing of water temperatures as required by the Water Services Hygiene Manual and maintain Water Hygiene Folder
- Organising the planned programmed maintenance of plant and equipment.
- Arranging for the annual electrical testing programme.
- Alert the Head of Establishment to issues of security and lone working.
- Undertaking, in liaison with the Headteacher, and recording, where required, school specific risk assessments
- Undertaking Health & Safety Induction training with new members of staff and regular volunteers
- Ensuring that all new members of staff are given a copy of the Health and Safety Policy and related documentation, and are asked to sign to say that they understand their responsibilities
- Ensuring all new members of staff, on their first day, are instructed on the school's fire procedure
- Ensuring that all staff are aware of their particular responsibilities in the event of fire
- Ensuring that risk assessments are made available to each member of staff, and that all staff members have read and confirmed their acceptance to work in accordance with the risk assessments
- Arranging appropriate training for staff (e.g. fire safety)
- Arranging and implementing practice emergency evacuations (fire and critical incident, including lockdown) and assessing and reporting on the effectiveness
- Propose amendments to processes, where necessary
- Ensuring that adequate numbers of fully trained first aid staff are available, and that qualifications are up-to-date
- Ensuring the maximum level of security consistent with the ethos and policies of the school
- Ensure all employees and contractors are fully briefed on health and safety site issues.
- Ensure all maintenance employees are trained and competent to undertake their tasks safely



- Arranging annual checks and testing for the maintenance of all identified equipment and keeping the Annual Schedule up-to-date
- Maintaining the school Accident Book and arranging for statutory Accident Reports to be completed in accordance with Local Authority advice and guidance
- Maintaining the Critical Incident Plan
- Review progress with HT weekly

- Ensure that the school follows the County Council procedures:

- ☐ when selecting a contractor;
- ☐ when completing a Self-Financed Improvement Project (SFN 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.

## 8. ALL EMPLOYEES

Teachers within the school have a responsibility for the health and safety of themselves and pupils under their control. In particular teachers are responsible for:

- Being familiar with, and adhering to, the School's Health & Safety Policy.
- Undertaking lessons and school activities in accordance with any national, LA or school guidelines relevant to the health and safety of the staff and pupils.
- Be familiar with the emergency action plans for fire, first aid, bomb, security and off site issues and ensure that they know their role in any incident response plan
- Maintaining good standards of housekeeping and cleanliness in the activities and areas under their control.
- Ensuring where pupils need to wear any protective clothing or equipment for particular lessons or activities, that the use of such clothing or equipment is rigorously enforced.
- Ensuring that any special equipment for which they have particular responsibility is maintained in a safe condition and is suitable for the purpose for which it is used.
- Ensuring that where there are health and safety considerations in relation to a particular lesson or activity, the lesson plan addresses these issues and is adhered to
- Ensuring that any off-site outing or activity for which they are responsible, only takes place following completion of a Visit Checklist, relevant Risk Assessments and authorisation by the Headteacher and is in accordance with a plan which specifies an adequate level of supervision and health and safety arrangements to ensure that pupils or others are not put at risk
- Attending any required health and safety training provided by the school or the LA





- Undertaking, as required by the Headteacher, any formal health and safety monitoring or inspections, in order to assist the school to maintain adequate health & safety standards
- Ensuring that a thorough daily outdoor area inspection is undertaken and that the area is clear of hazards and the equipment is safe for the children to use each day. Any concerns should be raised immediately with the HT or another member of SLT and unsafe areas cordoned off or unsafe equipment removed.
- Generally reporting, promptly, any deficiencies in health and safety standards that they are not able to correct by reporting directly to the Headteacher, Business Manager or H&S Administrator
- Reporting promptly to the Headteacher, Business Manager or H&S Administrator any accident to themselves at work, whether first-aid treatment is given or not
- Reporting promptly to the Headteacher, Business Manager or H&S Administrator incident of violence or abuse to themselves or any other person within the school premises.
- Checking and maintaining the contents of the First Aid box in their classrooms

## 9. VISITORS and CONTRACTORS

- 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.
- Follow the COVID 19 Visitor protocol (shared before arriving on site)

## 10. Children

- Behave in a way that does not put your 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 your health, safety and welfare.

## ARRANGEMENTS

### STANDARDS OF GUIDANCE

Mandatory common standards and guidance are contained in the County Council's Children, Education and Families Directorate Health & Safety Policy, that gives information on a number of health and safety issues of relevance to the school. Where internal guidance does not cover a specific issue, the school will adopt the practices or standards recommended in Health and Safety Executive, or Department of Education publications, or relevant British or



European Standards. It is a requirement that these policies and practices are followed closely and that due regard is given to them in the planning and delivery of the school's activities.

### **PROFESSIONAL HEALTH & SAFETY SUPPORT AND ASSISTANCE**

Advice on health and safety issues is available to the school through the Safety Officer for Education at the Local Authority on 01865 323432

### **FIRE SAFETY PROCEDURES**

- The fire procedure is displayed on the notice boards in each classroom and in central areas
- New members of staff will be instructed in the fire procedure and their responsibilities by the Health and Safety Representative on their first day of employment
- The Headteacher will ensure a fire/emergency evacuation drill is held at least once a term and the details are recorded
- Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance, which is organised by the school
- All fire escape routes will be kept free from obstructions together with all fire exit doors
- The fire alarm and emergency lighting will be tested every Friday morning and recorded by the Health and Safety administrator
- The Fire Risk Assessment is reviewed annually by the Health & Safety Committee.

Health and Safety Checks			
Daily	Weekly	Monthly	Annually
Visual Check of Premises	Fire Alarm Points Water Temp	Emergency Lighting Fire Fighting Equipment	Portable Electrical Equipment PE Apparatus Security Alarm Emergency Lighting Fire Extinguishers Water Hygiene Testing Convector Heaters Thermostatic Mixing Valves Storage Tanks Projector Safety Tree Survey Air



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			Conditioning Unit Gas Suppression System Urinal Flushing Controls
<b>Other:</b> Water Flush (After holidays) Boiler Check			