

(Fitzharrys School has adopted the OCC model 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 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 developing, and of an accident and / or emergency occurring on or off site.

## RESPONSIBILITIES

### 1. NAMED PERSONS AND THEIR ROLES

Role	Named person	Outline of responsibilities
Headteacher	Jonathan Dennett	Overall responsibility for H&S
Site Manager	Martin Roberts	Day to day management of H&S Responsible for Fire Folder Manages spot-check inspections of cleaning
Deputy Site Manager	Andrew Grant	Deputises for Site Manager
Finance Manager	Romaine Young	Manages fire marshals and leads on evaluation of fire drills
Senior Administrative Officer	Angelique Davis	Manages first aid provision Educational Visits Coordinator Manages spot-check of catering services
Deputy Head	Will Speke	Line manager to Heads of Department who have day-to-day management of teaching staff
Assistant Head	William Browne	Health and safety officer. Manages spot-check inspections of H&S Line manager to ICT

		manager who is responsible for PAT of ICT equipment
Assistant Head	Ali Williams	Responsible for behaviour management, child protection. This directorate reports abuse of staff to OCC. Line manager to Heads of Department who have day-to-day management of teaching staff
Headteacher's PA	Carole McKivitt	Safeguarding Oversight of staff welfare
Lead governor for H&S and Chair Resources and Well-being committee	Caroline Bullock	Governor oversight
Senior member of staff for science	Clare Forder (Rachel Harris during maternity leave)	Day-to-day H&S responsibility for science area
Senior member of staff for technology	Josephine Summers	Day-to-day H&S responsibility for technology and arts area
Catering manager	Joan Cove (Aspens)	Day-to-day H&S responsibility for canteen.

## 2. GOVERNORS

- To monitor the allocation of funds based on suitable and sufficient risk assessments.
- Prioritise health and safety matters within the School Progress Plan.
- Purchase and maintain equipment to British and European Standards
- To have health and safety as a standing item on the agenda of the relevant governor and committee meetings.
- Carry out calendared regular inspections, at least twice per year.
- Cooperate with the employer, Oxfordshire County Council (OCC) on matters of health and safety.
- Nominate a Governor with responsibility for health and safety.

## 3. 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 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 a criterion for performance management / appraisal scheme and
- ❑ Formulate and implement a policy for the management of critical incidents

#### **4. *As a Leadership Team we ensure that the school***

- Includes health and safety in all new employees' induction.
- Undertakes an annual health and safety training needs analysis of all employees.
- Monitors departmental documentation, risk assessments, practices and procedures.
- Encourages and supports employees in completing risk assessments for pupils giving cause for concern
- Ensures that QCA / HSE health and safety curriculum requirements are being delivered in lessons
- Supports employees with personal safety issues including stress
- Ensures off site visits are approved and appropriately staffed
- Reviews departmental coordinators risk assessments annually.

#### **5. *The Administration Leadership Team***

- Is required to ensure that:
  - ❑ All office risk assessments are completed and reviewed (Angelique Davis)
  - ❑ Visitors are registered to wear a badge and are briefed on the emergency procedures; (Rachel Perks)
  - ❑ Hazard reporting and maintenance documentation is actioned (Martin Roberts)
  - ❑ Accident and Physical and Verbal Abuse documentation is completed and submitted to the Health & Safety Team (awareness – Angelique Davis)
  - ❑ All appropriate risk assessments guidance and hiring documentation is completed for community use of the site (Martin Roberts)
  - ❑ All community users are registered and made aware of emergency procedures; (Martin Roberts)
  - ❑ Adequate trained first aid cover is available for on/off site activities and periodic checks are made of the first aid arrangements and containers (Angelique Davis)
  - ❑ Organise the planned programme of maintenance of plant and equipment (Martin Roberts)
  - ❑ Arrange for the annual electrical testing programme (Martin Roberts)
  - ❑ Maintaining accurate records of all equipment and resources. (Martin Roberts and Peter Ashley)

#### **7. *FINANCE MANAGER***

- Purchase and maintain all equipment and resources to County Council prescribed standards

## **8. TEAM LEADERS**

- Produce health and safety risk assessment guidance and documentation as appropriate especially in Art, Design & Technology, ICT, Science, PE and off-site activities
- 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 issues are raised using school systems
- Check that pupils are aware of evacuation routes
- Check that pupils are aware of health and safety issues and that these are being continually reinforced.
- Members of their team wear their identity badges.

## **9. SITE MANAGER**

- 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.
- Carry out daily checks of the site and take appropriate remedial action.
- Prioritise and process the maintenance forms.
- Review progress with the Assistant Head weekly.
- 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
- Carry out termly fire drills, 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 Head of Establishment to issues of security and lone working

## **10. ALL EMPLOYEES**

- Cooperate 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 your health, safety and welfare.
- Do not undertake unsafe acts.
- Inform Head of Establishment of any “Near-Misses”.
- Be familiar with the emergency action plans for fire, first aid, bomb, security and off-site issues.
- Raise health, and safety and environmental issues with pupils.
- Wear their identity badges
- Comply with school safety policy
- Comply with school work/life balance policy
- Comply with OCC’s ‘whistle-blowing’ policy.

## 11. 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 at all times whilst on site.
- Follow evacuation procedures in the event of an emergency.

## 12. STUDENTS

- 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.

### Policies associated with this Health and Safety Policy: (ref Staff Handbook)

Contents	Section Number	Owner
Administrative Support	<a href="#">115</a>	AXD
Aims of the School	<a href="#">10</a>	JJD
Anti-Bullying Policy	<a href="#">17c</a>	AJW
Asbestos	<a href="#">15</a>	MJR
Behaviour Policy	<a href="#">17</a>	AJW
Behaviour Map	<a href="#">17b</a>	AJW
Complaints Procedure	<a href="#">27</a>	JJD
Confidentiality	<a href="#">28</a>	JJD
Copying copyright materials	<a href="#">29</a>	AXD

Curriculum Policy	<a href="#">30</a>	WAB
Dignity at Work policy	<a href="#">70</a>	JJD
Directed Time	<a href="#">34</a>	JJD
Discipline, Capability and Grievance Procedures	<a href="#">35</a>	JJD
Duties Instructions	<a href="#">37</a>	WAB
Duties – Rota	<a href="#">37a</a>	WAB
Duties – Paid lunchtime supervision	<a href="#">37b</a>	WAB
Emergency Closure of Fitzharrys school in the event of bad weather	<a href="#">33</a>	JJD
Emergency Management Policy	<a href="#">40</a>	JJD
Emergency Telephone Chain	<a href="#">41</a>	CM
End of Day Procedure	<a href="#">118</a>	MJR
Environment Policy	<a href="#">42</a>	JJD
Equal Opportunities	<a href="#">43</a>	AJW
Fire Drill and Emergency Evacuation Procedures	<a href="#">45</a>	WAB
First Aid and Sick Children	<a href="#">71a</a>	AXD
First Aid Protocols – student collapses	<a href="#">71b</a>	AXD
First Aid Protocols – suspected broken limbs	<a href="#">71c</a>	AXD
First Aid Protocols – student suffers cut or burn	<a href="#">71d</a>	AXD
Fitzharrys School adopted model OCC Health and Safety policy	<a href="#">74</a>	JJD
Health and Safety	<a href="#">48</a>	WAB
Health and Safety - Visitors to the School	<a href="#">48a</a>	CM
ICT – Working with ICT	<a href="#">51</a>	WAB
ICT Policy	<a href="#">50</a>	WAB
Induction – Wider Workforce	<a href="#">73</a>	CM

Induction Policy	<a href="#">53</a>	WRS
Job Description – Classroom Teacher	<a href="#">56</a>	JJD
Job Description – Head of Subject	<a href="#">57</a>	JJD
Job Description – Headteacher	<a href="#">58</a>	JJD
Job Description – Leadership Team	<a href="#">59</a>	JJD
Job Description – Year Leaders	<a href="#">60</a>	JJD
Lettings Policy	<a href="#">21</a>	JJD
Library Policy and Practice	<a href="#">68</a>	WRS/KNB
Medical Policy	<a href="#">71</a>	AXD
Meeting structure, communication and consultation	<a href="#">26</a>	JJD
Minibus Use	<a href="#">72</a>	AXD
Our rules for all pupils	<a href="#">95</a>	AJW
Overview of Staff Policies and Procedures	<a href="#">9</a>	JJD
Policy on Physical Contact with Children and Young People	<a href="#">85</a>	JJD
Race Equality Policy	<a href="#">87</a>	AJW
Raising concerns at work “Whistleblowing”	<a href="#">18</a>	JJD
Risk Assessments	<a href="#">93</a>	WAB
Room Bookings	<a href="#">20</a>	RP
Safeguarding Policy	<a href="#">1</a>	CM
Safeguarding Children Policy	<a href="#">24</a>	AJW
Schools Gender Equality Policy	<a href="#">69</a>	JJD
SEN Policy	<a href="#">101a</a>	JCS
Stress Management – Risk Assessment	<a href="#">5b</a>	JJD
Stress Management – Risk Assessment	<a href="#">5d</a>	JJD
Stress Management – Risk Assessment (blank)	<a href="#">5c</a>	JJD

Stress Management – Risk Assessment WWF	<a href="#">5a</a>	JJD
Stress Management Policy	<a href="#">5</a>	JJD
Substance Use and Misuse	<a href="#">36</a>	AJW
Visits from school	<a href="#">111</a>	AXD
Work/Life Balance – Headteacher	<a href="#">114</a>	JJD
Work/Life Balance and Workforce Reform	<a href="#">113</a>	JJD

***Date adopted by the Governors*** .....

***Date of Review*** .....

***Signed: Head of Establishment*** .....

***Chair of Governors*** .....