



OAKWOOD  
COMMUNITY SCHOOL

# Oakwood Community School Health and Safety Policy

## Contents

Statement of intent

1. Statement of Safety Policy
2. Statement of Safety Organisation
3. Responsibilities
  - 3.1 The Proprietary Board
  - 3.2 Headteacher
  - 3.3 Members of staff
  - 3.4 Contractors
4. Arrangements for H&S
  - 4.1 Accident and Incident Reporting and Investigation (Adverse Events)
  - 4.2 Codes of Practice and Safety Rules
  - 4.3 Consultation Arrangements
  - 4.4 Contractors
  - 4.5 Display Screen Equipment (DSE)
  - 4.6 Education Visits and Journeys
  - 4.7 Electrical Appliances
  - 4.8 Emergency Preparedness
  - 4.9 Fire and Emergency Arrangements
  - 4.10 First Aid
  - 4.11 Hazardous Substances (COSHH)
  - 4.12 Health Surveillance
  - 4.13 Information, Instruction, and Training Arrangements
  - 4.14 Management of H&S
  - 4.15 Manual Handling
  - 4.16 Monitor, Audit and Review
  - 4.17 Personal Protective Equipment (PPE)
  - 4.18 Personal Safety
  - 4.19 Premises Surveys
  - 4.20 Risk Assessments
  - 4.21 Trainees, Agency Workers and Seconded Workers
  - 4.22 Visitors and the Public
  - 4.23 Work Equipment
  - 4.24 Workplace (Health, Safety and Welfare) Arrangements
  - 4.25 Supporting Children with a Medical need

- 4.26 Building Security and CCTV
- 4.27 Enforcement of H&S
- 4.28 Home Working
- 4.29 New and Expectant Mothers
- 4.30 Stress (Wellbeing)
- 4.31 Work- related Placements
- 4.32 Minibuses
- 4.33 Lone Working
- 4.34 Legionella
- 4.35 Working at Height

*The Equality Act 2010 requires public bodies, in carrying out their functions, to have due regard to the need to:*

- *eliminate discrimination and other conduct that is prohibited by the Act*
- *advance equality of opportunity between people who share a protected characteristic and people who do not share it*
- *foster good relations across all characteristics - between people who share a protected characteristic and people who do not share it.*

*In the development of this policy due regard has been given to achieving these objectives.*

## Statement of intent

The Proprietary Board of The Oakwood Community School believe that ensuring the health and safety of staff, pupils and visitors is essential to the success of all. As such, the Proprietary Board accept their responsibility under the Health & Safety at Work Act 1974 and subordinate Health & Safety (H&S) legislation.

Oakwood School is committed to:

- a. Providing a safe and healthy learning and working environment
- b. Preventing accidents and work related ill health
- c. Compliance with statutory requirements as a minimum
- d. Assessing and controlling risks from curriculum and non-curriculum work activities
- e. Ensuring safe working methods and providing safe working equipment
- f. Providing effective information, instruction and training
- g. Consulting with employees and their representatives on health and safety matters
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective
- i. Setting targets and objectives to develop a culture of continuous improvement
- j. Ensuring adequate welfare facilities exist throughout the organisation
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A copy of all H&S policies and other related policies will be available to all employees via the School website.

## **1. Statement of Safety Policy**

The Proprietary Board will take all reasonably practicable steps to ensure the health, safety and welfare of all employees, students, visitors and any persons affected by the School's undertakings, including by the action of applying this policy to all operations of the School.

The arrangements outlined in this statement and other safety provisions aim to prevent accidents and ensure safe and healthy working conditions. The Proprietary Board, Headteacher and Estates teams at the site, will, so far as is reasonably practicable (SFAIRP), be responsible for ensuring that appropriate structures and systems are in place to enable all reasonable steps taken to identify and reduce hazards to a minimum. All staff and students must appreciate that their own safety and that of others also depends on their individual conduct and vigilance whilst on the School site or whilst taking part in School sponsored activities.

## **2. Statement of Safety Organisation**

The School's arrangements for carrying out the policy includes the following principles: The

Proprietary Board:

- Have the over-arching legal responsibility of being the employer in terms of health and safety law and legal duties
- Are responsible for strong and active leadership from the top, with a visible and active commitment to health and safety and ensuring that arrangements are adequately resourced
- Are responsible for the integration of good health and safety management within all business decisions
- Are responsible for the engagement of the School's employees in the promotion and achievement of safe and healthy working conditions with an effective system of 'upward' communication
- Are responsible for the provision of high quality information, instruction and training to all Trust employees
- Are responsible for assessment and review, i.e., identifying and managing health and safety risk and access and following competent advice, monitoring, reporting and reviewing performance
- Are responsible for ensuring that health and safety and risk management is an agenda item at Board meetings and Local Governing Body meetings.

The Proprietary Board delegate the operational delivery of health and safety to the Headteacher, who will in turn manage through their reflective reports (see section 4).

## **3. Responsibilities**

### **3.1. Proprietary Board**

The primary role of the Proprietary Board is to provide support and challenge on matters of health, safety and welfare to the Headteacher and Estates Staff based on the principles of best practice of good governance.

Collectively, the Proprietary Board will, so far as is reasonably practicable:

- Promote best practice and a positive view of health, safety and welfare within the School.
- Monitor the provision of adequate resources to successfully implement the School's H&S policy.
- Monitor the provision and adequacy of H&S information, instruction and training.
- Monitor the identification, evaluation and control/mitigation of risk within the operational activities of the school.
- Provide and receive regular reports on the H&S performance of the school and their compliance with the Health and Safety Policy.
- Assess and ensure the adequacy of the H&S budgetary
- Receive and acknowledge any accident or incident reportable under the requirements of RIDDOR 2013.
- Monitor School performance to ensure it is using and keeping up to date with the web-based health and safety monitoring system.

### 3.2. Headteacher

The quality assurance of day-to-day H&S management is delegated to the Headteacher. He/She will achieve this with support from the Estates Managers, along with the involvement of School staff members and the wider maintenance department. They will, so far as is reasonably practicable:

- Ensure operational H&S procedures, monitoring standards, instructions and codes of practice issued by the Proprietary Board are understood and put into practice.
- Implement the operational H&S monitoring programme and ensure that governors with responsibility for H&S are issued with details of termly progress.
- Comply with legal requirements concerning the health, safety and welfare of all affected by School activities and ensure that advice is obtained from the Proprietary Board and is acted upon.
- Ensure that risk assessments are undertaken and controls implemented.
- Ensure that all staff are adequately informed, instructed, supervised and trained in H&S matters.
- Ensure that any defects in the premises are reported and made safe without delay.
- Take action where any employee fails to carry out H&S duties assigned to them.
- Investigate any significant accident with the Proprietary Board and complete the appropriate accident report.
- Ensure that all incidents involving Violence and Aggression towards staff are reported to Proprietary Board.
- Ensure that appropriate action is taken to implement any recommendation made by HM Inspectors of H&S, fire prevention officers and similar law enforcement officers.
- Liaise with and provide information to safety representatives and deal with matters arising from any reports submitted.
- Maintain an up to date file of all current H&S advice issued by the Proprietary Board.
- Ensure that a fire drill is carried out once per term, with the fire log book completed accurately as soon as the drill has taken place.
- In conjunction with the Proprietary Board, monitor the standard of H&S performance throughout the School.
- Ensure that where minibus transport is provided, drivers have a current driving licence, are fit to drive and possess the necessary authorisation.
- Allocate adequate resources to implement the Trust's Health and Safety Policy.
- Promote a positive view of H&S.
- Communicate standards to be met and procedures to be followed.
- Staff, students and visitors receive adequate and appropriate information, instruction and training in H&S matters.
- Identify and evaluate risk control measures to minimise risk to all. □ Review H&S and compliance activities on a termly basis.
- Provide reports on H&S matters to the Proprietary Board. (The Proprietary Board will contact external agents i.e. HSE)
- Make appropriate decisions about remedial action found necessary by inspections of the School liaising with the Proprietary Board.
- Purchase and maintain H&S equipment for use by School staff.
- Display the First Aid Policy and a list of first aiders on the premises.
- Act upon advice from the Proprietary Board in formulating policies and practice for the School.
- Ensure welfare facilities are safe and healthy operational places of work.
- Obtain the appropriate public entertainment licence for operational functions held in the School.
- Ensure that supervision, training and instruction is provided so that all staff, students, contractors or visitors can perform their School related activities in a safe and healthy operational manner.
- Ensure appropriate Proprietary Board H&S training.

### 3.4. All Members of Staff

- Take care of their health, safety and welfare and that of others;
- Be familiar with the H&S policy and H&S regulations;
- Ensure H&S regulations, rules, routines and procedures are being applied effectively by both staff and students;
- Co-operate with their employer to enable them to comply with statutory duties for H&S;
- Use correctly any work item provided by the School in accordance with the training and instruction given;
- Familiarise themselves with the H&S aspects of their work and avoid putting themselves at risk
- Understand their responsibilities under the relevant provisions of H&S legislation and to ask for advice and guidance when in doubt;
- Report any defects in the premises, plant, equipment and facilities which they observe;
- Report any accident or incident that may have caused injury to a person or damage to plant or property and where applicable, with completion of the appropriate form;
- Report all incidents of aggression and violence at work;
- Attend training appropriate to their employment and act on instruction and training provided to enable them to work safely;
- Know and be able to implement emergency procedures and first aid including emergency procedures for accidents out of normal School hours;
- Prevent activities from going ahead if safe working procedures are not available;
- Ensure that protective equipment is made available and used where necessary in the correct manner;
- Plan any external visits in accordance with school guidance on organising school visits and journeys;
- That they do not undertake any task/s which they consider that they have not got the competence for or have not received the appropriate training.

### 3.5. Contractors

The Proprietary Board will seek to only employ those contractors who are competent to undertake work on their behalf in agreement with Estates team, Headteacher and Proprietary Board. To achieve this, contracts will only be given to those contractors who are able to demonstrate an understanding of health and safety and the ability to manage their work safely. Where deemed appropriate, sizable and larger type projects which may fall under the Construction and Design Management (CDM) regulations 2015 may be outsourced to a building consultant, who in turn would manage works on behalf of the Proprietary Board.

- An authorised person appointed to let contracts for works on School premises must ensure that the contractor is one from a relevant approved list or one who has qualified his/her competence.
- The appointed person must ensure that the contract includes a specification of the works to be carried out and any rules applicable to the premises and the work which are required for the maintenance of safety.
- To avoid any confusion in communication the contractor must have one appointed person to liaise with on H&S issues with the appointed person at the School.
- The appointed person responsible for liaison with the contractor must ensure that, prior to the commencement of any work, the contractor has been briefed on any aspect of the premises, including the Asbestos Management Plan, or any School activities which could present a risk.
- The appointed person must ensure that the contractor has prepared method statements and risk assessments which define the safe method of working before any works commence.
- The appointed person must ensure that during the works there are arrangements in place to monitor the contractor for safe working. This is specifically in connection with any risks which may arise to staff, students, visitors or other contractors.
- Prior to starting works, an agreement should be made with the contractor for the use of any facilities at the School site, such as welfare, toilets and first aid.

- Prior to works commencing, the appointed person must provide advance notification of the planned work to the staff and students who may work in, or travel through, or be adjacent to, the area in which the contracted works are being undertaken.
- The appointed person must ensure that the contractor has made appropriate arrangements at the completion of the works (including at the end of each working day), for staff and others who may reoccupy and use the area/equipment concerned.
- At the conclusion of each contract the appointed person should assess the performance of the contractor to determine whether their retention on an approved list is appropriate.

#### **4. Arrangements for H&S**

##### **4.1. Accident and Incident Reporting Investigation (Adverse Events)**

- All accidents / incidents will be reported through the appropriate process:
  - Pupil Minor Accident
  - Employee Accident
  - Non-Employee Accident
  - Report on Violence And Aggression.
- An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.
- An **incident/near miss** is an unplanned event that does not cause injury or damage but could do so.
- Investigations, reporting and recording of accidents/incidents and dangerous occurrences are to be carried out immediately after the adverse event has taken place, with the relevant documentation being completed in full. The Proprietary Board will provide support and quality assurance via the Estates Team.

##### **4.2. Codes of Practice Safety Rules**

The Department for Education (DfE), the H&S Executive (HSE) and relevant codes of practice are to be consulted and adhered to, as instructed by WAT.

##### **4.3. Consultation Arrangements**

Employees not represented by appointed Safety Representatives have rights to consultation with employers under the H&S (Consultation with Employees) Regulations 1996.

##### **4.4. Contractors**

Contractors will ensure effective liaison with the Proprietary Board / Headteacher or Estates Manager. All Parties must understand their responsibilities in relation to H&S.

##### **4.5. Display Screen Equipment (DSE)**

The school must comply with legislative requirements as stated with the H&S (Display Screen Equipment) Regulations 1992.

##### **4.6. Educational Visits and Journeys**

- The Headteacher will ensure that all visits and journeys organised by School staff obtain the necessary approval.



#### **4.7. Electrical Appliances**

- The school must comply with the Electricity at Work Regulations 1989 and the Provision and Use of Work Equipment Regulations 1998.
- Estates team are responsible for the electrical testing of all school portable appliances.
- Last and next due test dates must be displayed on all tested appliances. The Estates Team at sites will retain records from the competent person who conducted the testing.
- Electrical fixed installation testing of premises will be undertaken at intervals of no greater than five years.
- Electrical testing of fire alarms will be undertaken as per the schedule in the Fire Log Book.

#### **4.8. Emergency Appliances**

- The Headteacher will, in collaboration with the Proprietary Board, ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the School site. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
  - (i) Save life
  - (ii) Prevent injury
  - Minimise loss

- This sequence will be regularly rehearsed by staff and students. The result of all such rehearsals will be reported to the Proprietary Board.

#### **4.9. Fire and Emergency Arrangements**

The Proprietary Board will determine a procedure for emergency evacuation.

- The local fire service or independent fire office, will undertake a fire risk assessment for the School as required by the Regulatory Reform (Fire Safety) Order 2005, as advised/ directed by the Estates team or named representative. Frequency of inspection and review of assessments depends upon the individual building risk categorisation.
- The Headteacher must ensure a termly evacuation drill of the School premises. All persons with disabilities using the building must be specifically catered for in relation to their evacuation procedures. Evacuation drills are to be recorded in the School Fire Log Book.  
The Headteacher will ensure that all staff members attend where appropriate, fire awareness training.

#### **4.10. First Aid**

- The Headteacher will implement a first aid policy which complies with the minimum standard as required by the H&S (First Aid) Regulations 1981.
- The number of first aiders will be in accordance with the Schools first aid risk assessment.
- Supplies of first aid material will be held throughout the School. These locations will have been determined by the Proprietary Board. They will be prominently marked and all staff will be advised of their position.
- Adequate first aid provision will form part of all off site activities/trips and including any events / community use of School facilities out of School hours.

#### **4.11. Hazardous Substances (COSHH)**

- The School must comply with the legislative requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002, Control of Lead at Work Regulations 2002.
- The Proprietary Board and Estates Team will ensure that COSHH assessments are in place for all hazardous substances on site and that these are circulated to the relevant staff.

#### **4.12. Health Surveillance**

- When needed the Proprietary Board will facilitate access to an Occupational Health Service which promotes physical, mental and social wellbeing for employees, seeking to protect employees from factors adverse to their health.
- The Occupational Health Service will provide adequate health surveillance provisions as required by the Management of H&S at Work Regulations 1999 to those employees who are exposed to hazards. □ The Proprietary Board /Headteacher will identify staff requiring referral.

#### **4.13. Information, Instruction and Training Arrangements**

- H&S information, instruction and training form an integral part of the overall training within school. The H&S information, instruction and training needs of all members of staff will be the subject of periodic review by the Proprietary Board and any necessary refresher training carried out. Staff should have sufficient knowledge, skills and information to carry out their work in a safe and healthy manner. The

Headteacher will ensure that all H&S training provided to their staff is recorded and that records of training are maintained.

- The Proprietary Board will periodically review the H&S information, instructions and training provided to staff. Staff will receive the above, sufficient to operate in a safe, healthy manner.

#### **4.14. Management of H&S**

- The Proprietary Board and Headteacher, so far as is reasonably practicable, ensure that a high level of H&S performance is established, maintained and promoted throughout the school. Monitoring the implementation of H&S policies will form part of meetings held with the Proprietary Board.

#### **4.15. Manual Handling**

- The school is committed to complying with the legislative requirements of the Manual Handling Operations Regulations 1992.
- With support from the Estates team, the Headteacher will identify all activities within the school that involve manual handling and the staff who carry out these tasks as part of their normal working day. They must also make provisions for those staff who carry out manual handling activities on an occasional basis.
- The School's first priority is to avoid the need for manual handling where reasonably practicable.
- Employees who habitually carry out manual handling operations will be provided with suitable and sufficient training.

#### **4.16. Monitor, Audit and Review**

- The Proprietary Board will implement a safety audit of School sites and also advise the Headteacher and Leadership Team regarding procedures for monitoring work activities.

#### **4.17. Personal Protective Equipment**

- The School will comply with the Personal Protective Equipment Regulations 1992.
- The Estates Team will identify and issue Personal Protective Equipment (PPE) based upon risk assessment considering all working activities that may require PPE.
- Where the need for PPE has been identified and is unavoidable the Estates Team will ensure staff follow the guidance and implement control measures as referenced in the Safety Assurance System.

#### **4.18. Personal Safety**

- The School recognises that there are risks to employees within their work but expects that generally employees can fulfil their duties without threat or fear of violence or aggressive intimidation.
- The Headteacher is responsible for people and services and will assess, through risk assessment, the risk of aggression, violence or potential violence and take all reasonably practicable measures to eliminate or reduce this.
- Employees will not go alone into a potentially dangerous situation or unnecessarily put themselves at risk.

#### **4.19. Premises Surveys**

- The Estates Team will ensure that a termly survey of the School premises and site is undertaken. This survey will identify any housekeeping, defects, maintenance and repair type issues requiring remedial actions.
- An Action Plan with timescales for remediation will be agreed with the Headteacher

#### **4.20. Risk Assessments**

The Estates Team, in conjunction with the Headteacher, will implement risk assessments to comply with the Management of H&S at Work Regulations 1999. These risk assessments will ensure the identification, assessment and control of hazards and risks in the School settings. The relevant Estates and/or School member of staff will be supported to undertake this activity to a satisfactory standard.

#### **4.21. Trainees, Agency Workers and Seconded Workers**

Trainees, agency workers and seconded workers will be afforded the same level of commitment to H&S as any employee.

#### **4.22. Visitors and the Public**

Visitors will be made aware of (and accompanied) within areas of the site where risks are known, wherever possible.

#### **4.23. Work Equipment**

The Proprietary Board will ensure the school complies with of the Provision and Use of Work Equipment Regulations 1998, Lifting Operations and Lifting Equipment Regulations 1998 and will ensure all work equipment (hired or owned) is registered and inspected in accordance with statutory requirements.

#### **4.24. Workplace (Health, Safety & Welfare) Arrangements**

The School is committed to establishing and maintaining a safe and healthy workplace for all its employees and others who may enter their premises, in accordance with the Health, Safety and Welfare (Workplace) Regulations 1992.

#### **4.25. Supporting Children with a Medical Need**

- The Proprietary Board will agree and implement a policy which outlines arrangements for managing children with medical needs.
- Students may at some time have a medical condition that may affect their participation in School activities. For most this will be short term, though for others it could be that if their conditions are not properly managed it may limit their access to education.
- It is acknowledged that staff in charge of students have a duty of care and that in an emergency, action will be taken to safeguard the welfare of the student.

#### **4.26. Building Security and CCTV**

- See model Building Security standards.
- See model CCTV Policy

#### **4.27. Enforcement of H&S**

- The Proprietary Board requires all contact with enforcement officers to be recorded, matters of concern addressed and actions required to be undertaken.
- The enforcement agencies applicable are:

- (i) Environment Agency
- (ii) Fire and Rescue Service
- (iii) Police
- (iv) Environmental Health
- (v) HSE.

If the School is contacted by any of the above agencies it will contact the Headteacher or Proprietary Board.

Enforcement agencies have the authority to issue prohibition notices. A notice will normally only be issued when the work activities involve, or are likely to involve, a risk of serious personal injury or ill health to employees, persons in our care, or members of the public.

#### **4.28. Home Working**

The School will ensure that a risk assessment is undertaken for any employees working from home.

#### **4.29. New and Expectant Mothers**

- The School recognises the increased risks to new and expectant mothers. It will extend existing risk assessments to cover new and expectant mothers and implement controls measures as appropriate to reduce the risks. Employees will be informed of any additional risks they may face as a new or expectant mother.
- Risk assessments will be reviewed when an employee notifies the Headteacher that they are pregnant and will be revised where necessary. Additional control measures will be applied for six months after the birth (or where necessary) until such time as the new mother is no longer breastfeeding.

#### **4.30. Stress (Mental Well-being)**

The School is committed to protecting the health and welfare of its employees and will ensure that it complies with UES guidance on stress management.

#### **4.31. Work-related Learning**

- The Headteacher will ensure, so far as reasonably practicable, that it fulfils its statutory responsibilities in respect of the H&S of students undertaking work experience placements from the school.
- The Headteacher will ensure, so far as reasonably practicable, the effective management of all H&S matters affecting the operations and activities of key stage 4 students on work experience and will have systems in place to:
  - (i) prepare students for work experience
  - (ii) monitor students whilst on placement
  - (iii) review the work experience placement following its completion by the student.

#### **4.32. Minibuses**

- The School will ensure that it complies with the Best Practice Guidance on the Safe Use of Minibuses.
- The School will ensure that all employees driving minibuses have the appropriate licence and have successfully completed the Driver Assessment Test, where a Driver Assessment Test is applicable.

- The School will ensure that it has adequate insurances for people-carrying vehicles. For the avoidance of doubt, the Proprietary Board does not by default provide vehicle minibus insurance. The Estates Team and HR should be contacted with any specific vehicle insurance requirements.

#### **4.33. Lone Working**

- All lone working will be subject to risk assessments and the application of sensible controls to minimise the risks arising from those assessments.
- The Headteacher will ensure that risk assessments are carried out for those persons within their purview working alone and that the identified precautions are taken.
- All staff are reminded of the potential risks associated with lone working and are required to follow any identified procedures. Any issues experienced by lone workers are to be investigated / actioned by the Headteacher.

#### **4.34. Legionella**

- The Approved Code of Practice (ACoP) for the Control of Legionella Bacteria in Water Systems (Revised 2013) must be followed at the School.
- A robust system of risk assessment, monitoring, checks, inspections and recording will be ensured to support this compliance at the school.

#### **4.35. Working at Height**

Both the Estates Team and Headteacher are responsible for ensuring:

- The Working at Height Regulations 2005 are being complied with at the school.
- Suitable safe systems of working must be implemented for working at height which should include suitable information, instruction and training for employees.
- The Estates Team will identify and oversee the required provision for all relevant employees of suitable working at height equipment. Regular inspection regimes of equipment to safeguard and prevent any falls from height will be undertaken and recorded.