



Oak View Academy

Believe, Expect, Succeed

HEALTH & SAFETY POLICY

1. HEALTH AND SAFETY POLICY STATEMENT

1.1.1 The Oak View Primary Academy recognises its duty of care for the health, safety and well-being of its employees. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable. In discharging this responsibility it will take into account its parallel obligations for the Health and Safety of pupils, visitors and others who might be affected by its operations.

1.2 The provisions in this Policy are intended to ensure that Health and Safety is an integral part of the general process of risk management which the school operates. Thus, Health and Safety will be included in the school's review and planning process as an issue essential to the development and maintenance of the School's management systems.

1.3 The purpose of the Policy is:

- To provide the necessary authority and support for staff as they make their respective contributions to health and safety.
- To set out duties and responsibilities.
- To recognise the partnership necessary with the LA to ensure that all statutory duties in this field are met.
- To emphasise the importance of keeping hazards under control by making an assessment of operating risks.

1.4 The Academy Trust is committed to securing the health, safety and well-being of employees, pupils and others affected by the school's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense, but also as a legal duty. *Under section 7 of HASAW act 1974*

1.5 All employees, regardless of seniority, have a duty to take care of themselves and others that might be affected by their acts or omissions (*section 7 HASAW act 1974*) Staff should use equipment and working methods approved by their supervisor / senior colleague. Special care should be taken with the health and safety issues of any new venture.

2. ORGANISATION AND ARRANGEMENTS FOR IMPLEMENTING THE POLICY

2.1 The Headteacher Fiona Whittaker has overall responsibility for the implementation of this Policy. To facilitate this, the Head has designated Jo Maddock to be the Health and Safety Coordinator and Gordon Burdell to be the named Health and Safety Academy Trustee. Each staff member will recognise and accept a personal role in ensuring that arrangements for Health and Safety are effective within his or her respective area. Collectively, the Academy Trust requires Health and Safety to be taken into account in the proposals which come before it and will seek to encourage a positive climate in which Health and Safety can flourish.

Risk Assessment (*ref indg 163 rev 3 2011*)

2.2 The underlying process, which secures this Policy, is risk assessment. Assessments of significant risks will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the Headteacher and all staff to ensure that relevant risk assessments are maintained and kept up to date. Where no guidance exists on a specific topic, staff will follow the LA risk assessment process.



Oak View Academy

Believe, Expect, Succeed

HEALTH & SAFETY POLICY

Consultation

- 2.3 Employees with concerns should normally raise them with the Headteacher or Health and Safety Coordinator. However, the Academy Trust welcomes the support of trades unions in health and safety matters and staff should feel free to contact the appropriate trade union appointed safety representative. Requests for external help should be raised initially with the Headteacher or Health and Safety Coordinator, who will seek advice from a Cheshire West and Chester Health and Safety Adviser, on any concerns of employees, which cannot be resolved locally.

Contractors and School Partnerships

- 2.4 Visitors to the school will be asked to sign in by the person who admits them, and to read the school fire policy. All staff is responsible for ensuring that school doors are safely locked when not in use. Contractors carrying out work for the School will be vetted for their Health and Safety performance. They will be required to act in accordance with this Policy and the School's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Headteacher to ensure that the Academy Trust and users are sufficiently and suitably informed and consulted on issues relevant to risk control.
- 2.5 School linked partners and hirers, will exchange health and safety policies and Procedures with the School and ensure that the health and safety of all school staff and users will be protected to a level which is reasonably practicable and equivalent in standard to the School. In particular, partners will be required to provide school staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with school's activities.

Inspection and Monitoring

- 2.6 The Headteacher / Health and Safety Coordinator will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school Annual Risk Assessment and Safety Review. Feedback from this process will be referred to the Academy Trust.

Accident / Incident Reporting (ref RIDDOR regulations 2013)

- 2.7 Every injury should be reported in the school accident file, located in the School Office. An injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity. Where the accident falls within the LA Accident reporting criteria, the County Accident Form/ Prime system must be completed by the relevant member of staff signed by the Headteacher and sent to the Health and Safety Team.

Training and Information

- 2.9 Training and development needs will be evaluated and appropriate briefing and training provided. Health and Safety training will be available to employees and records maintained by the School Bursar. The Health and Safety Manual will be made readily available to employees on the Intranet for the employees concerned to refer to them.



Oak View Academy

Believe, Expect, Succeed

HEALTH & SAFETY POLICY

3.0 **Lone Working Precautions** *(ref indg73 rev 3 2013)*

Do not work at heights on a ladder or steps or do any tasks involving hazardous tools or materials. Secure the doors and close the windows to prevent intruders and carry a phone for emergency use. Know the location of the nearest fire exit and how to open it in an emergency. Know the location of the nearest first aid kit. Ensure someone knows where they are and their estimated time of arrival home and provide an emergency contact number. If staff become aware of intruders or vandals, do not challenge them. Instead, call the Police. Staff must not work alone if they have a medical condition that might cause them to become incapacitated or unconscious.

3.1 **LEGIONELLA** *(ref L8 Fourth edition 2013)*

Monitoring of water temperatures will take place, and be recorded on a monthly basis. External body testing will be done annually and recorded.

3.2 **POLICY REVIEW**

This Policy will be reviewed annually. The Governing Body will receive a summary report covering key issues, based on the Annual Risk and Safety Review, at least annually.

Review date September 2020

Next review date September 2021