

## HEALTH & SAFETY POLICY

This policy applies to the whole school including the EYFS.

### 1. Introduction and Policy Statement

As a school we recognise we have a duty of care under the Health and Safety at Work etc Act 1974 in respect of the health, safety and welfare of our employees. We also have responsibilities in respect of its pupils, visitors, contractors and anyone else who may be affected by school activities under the 1974 Act and the Occupiers Liability Acts of 1957 and 1984. This policy also follows DfE non-statutory advice *Health & Safety: responsibilities and duties for schools (2018)*.

The health, safety and wellbeing of all of our children at Oakwood School is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times.

### 2. Responsibilities

Governors are accountable for the health and safety of school staff and pupils; to this end they retain oversight of all health & safety matters through the Buildings and Grounds Committee, attended by the Maintenance Manager, Bursar and Headteacher.

Accountability for compliance with health and safety is delegated to the Bursar. He has the day-to-day responsibility for managing health and safety risks effectively and is able to give sensible guidance about managing the health and safety risks at the school. The Head and the Bursar regularly communicate to ensure that relevant statutory requirements are being complied with and that no places, people or school activities are overlooked. The Bursar and Maintenance Manager meet weekly.

Where appropriate the Bursar delegates line management responsibility for certain aspects of Health and Safety in specific areas of the school, for example the kitchens, swimming pool, science labs, maintenance and school grounds. Periodic site inspections are arranged as appropriate to need and in accordance with regulatory guidance.

Staff complete all necessary training in accordance with regulations, overseen by the Bursar (training typically includes Fire Safety, First Aid, Manual Handling etc.). This training may be provided by external agencies and through the schools' Educare CPD package.

Health and safety at Oakwood is supported by the following additional policies:

- **First Aid Policy:** first aid for staff and pupils and supporting medical needs; recording and reporting accidents to staff, pupils and visitors – including Reporting of

Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR); how the school will investigate accidents and incidents to understand causes;

- **Educational Visits and Activities Policy:** policy and procedures for off-site visits, including residential visits and any school-led adventure activities; emergency plan and communications plan, known to the trip leaders;
- **Critical Incident and Crisis Management Policy:** dealing with health and safety emergencies, including procedures and contacts;
- **SEND Policy:** occupational health services;
- **Fire Safety Policy:** fire safety, including testing of alarms and evacuation procedures
- **Food Hygiene Policy**
- **Security, Access Control, Workplace Safety and Lone Working Policy**
- **Vehicle Policy**

### **3. Arrangements for Risk Assessments**

As a school we prioritise the need to identify hazards (anything with the potential to cause harm to persons or property) and measure and evaluate risks (the likelihood of harm and the resulting consequences) to members of staff (not forgetting temporary staff, cleaners, young, inexperienced staff, those with disabilities) and others (pupils, contractors, suppliers, visitors, members of the public) who may be affected by the many and varied activities of the school.

Having identified each hazard, a risk assessment is made to identify, prioritise and implement the control measures necessary to remove the hazard altogether or, if this is not possible, to reduce the risk to the level required by law. Further details can be found in the **Risk Assessment Policy**.

All external activity providers are asked to provide evidence of meeting appropriate safety standards and having liability insurance. The school checks they are an appropriate organisation to use and this may include checking:

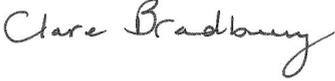
- their insurance
- they meet legal requirements
- their health and safety and emergency policies
- their risk assessments and control measures
- their use of vehicles
- staff competence
- safeguarding
- accommodation
- any sub-contracting arrangements they have
- that they have a licence where needed.

### **4. Monitoring, Training and Review**

This policy will be reviewed annually.

## 5. COVID-19

In light of the current COVID-19 pandemic, a COVID-19 specific Risk Assessment can be viewed by clicking the link: [COVID-19 Risk Assessment](#)

Reviewed: January 2021	By:	Clare Bradbury, Headteacher Ian Brittain, Bursar
Signed: 	By:	Clare Bradbury Headteacher
Next Review Date:		August 2021