



HEALTH AND SAFETY POLICY

Drafted by: <i>(name)</i>	Peter Robinson
Committee Member responsible:	John Gould
Reviewed by: <i>(names)</i>	Peter Robinson School Life Committee
Adopted by Committee: <i>(date)</i>	26 March 2011
Last reviewed: <i>(date)</i>	February 2011
Date of next review:	March 2012
Signed: <i>Clerk of School Committee</i>

SIBFORD SCHOOL
SIBFORD FERRIS
BANBURY
OXON
OX15 5QL

HEALTH AND SAFETY POLICY - A GENERAL STATEMENT

Next Review date – March 2011

Recommended to and accepted by School Committee – 7th June 2003

Part B - Organisation – updated – November 2010

General Statement of Health and Safety Policy

1. The Committee of Sibford School recognise the provisions of the Health and Safety at Work, etc Act 1974(s.3(1)) in particular the Management of Health and Safety at Work Regulations 1999(SI 1999 No. 3242) and accept their responsibility as employers for providing, so far as is reasonably practicable, work places and work practices which are safe and healthy for all their employees, pupils and visitors.
2. The Committee will fulfil this responsibility by paying particular attention to the provision and maintenance of proper
 - A. places of work with safe access and egress
 - B. plant, equipment and systems of work
 - C. arrangements for the use, handling, storage and transport of articles and substances
 - D. information, instruction, training and supervision
 - E. environments for safe and healthy working.
3. Without detracting from the primary responsibility of the Head for ensuring safety, the Committee will continue to keep under review their arrangements for providing competent technical advice on safety and health matters where this is necessary.
4. The Committee are committed to ensure that the School operates in accordance with the policy which follows and where necessary additional resources will be provided.
5. The Committee recognises the need for the involvement of both teaching and non-teaching staff in achieving a successful safety policy, and will co-operate with employee safety representatives and provide them with any reasonable facilities and training.

6. The Committee will ensure appropriate committee arrangements for the consideration of safety matters.

7. The Business Manager is expected to report to Committee as necessary and at least three times a year on all significant health and safety matters affecting the School.

8. Employees are reminded of their duties to take care of their own safety and that of other employees, pupils and other persons who might be affected by their work activities and the duty to co-operate with the Committee to enable the Committee to carry out their health and safety responsibilities successfully.

9. A copy of this statement is issued to all employees. It will be reviewed and added to or modified from time to time and as necessary. Details of the organisation and arrangements for carrying out the policy are to be found in parts B and C of this document.

HEALTH & SAFETY POLICY - PART B - ORGANISATION

ORGANISATION FOR HEALTH & SAFETY SIBFORD SCHOOL

As Head of the School, I am responsible for ensuring compliance with the School's health and safety Policy which comprises three parts, the General Statement, the Organisation for Health and Safety and the Arrangements for safety.

My responsibilities are set out in the Annexes, which follow at the end of this part of the policy. I have delegated some parts of the duties connected with my responsibilities to others and this document describes these delegations and also describes the advisory arrangements within the School.

1. Executive Responsibility for Safety

Every Head of department and employee with a supervisory role is responsible for ensuring in accordance with the law the health and safety of employees, pupils and other persons in their area of responsibility and also anyone else who may be affected by their work activities. In particular, the responsibilities listed in the Annex sections B, C, D, E, F, G, H, K and O are assigned to such persons for their areas.

Peter Robinson, the Business Manager, is delegated powers of overall executive authority and responsibility for duties in collaboration with the appropriate departmental Head or supervisor.

All those with executive responsibility should notify me of any planned, new or recently identified significant risks in their areas and also of the control measures needed.

Every Head of department and employee with a supervisory role should report to me any significant breach of the safety arrangements.

When Heads of departments, supervisors or others in charge of areas, employees, pupils or visitors are to be or are absent for significant periods, adequate substitution must be made in writing.

The following employees have executive responsibility throughout the School to ensure compliance with the Policy as it applies to their special function:

The Business Manager is responsible for making arrangements for visitors (who may be contractors) and this will involve carrying out suitable risk assessments as appropriate.

Control of electrical safety in accordance with this Policy is vested in Peter Robinson.

Control and maintenance of the minibus fleet is vested in Richard Eeles.

2. Advisory Responsibility for Safety

I have appointed those listed below to advise me on matters of health and safety within the School. If their advice is not taken by any employee of the School, I must be informed.

The Safety Coordinator, Peter Robinson, the Business Manager, is responsible for advising me on the measures needed to carry out School work without risks to health and safety, co-ordinating any advice given by specialist safety advisors and those with enforcement powers, monitoring health and safety within the School and reporting any breaches of the health and safety policy to me.

3. The School has specialist advisors:

- a. Fire Alarms – Executive Fire Protection
- b. Electrical – Allianz Cornhill Engineer
- c. Asbestos – Amity Insulation Services Ltd
- d. Oil and Gas – Curtis and Carder
- e. Fire Fighting Appliances – Executive Fire Protection
- f. Security – Broadsword Services
- g. Ladders and Towers – Universal & Power Ltd
- h. Catering Equipment – MD catering services and PKL
- i. Refrigeration – Consort Refrigeration and Air Conditioning Ltd
- j. Catering – Thomas Franks
- k. Kitchen Cleaning – Deep Clean Hygiene Solutions Ltd
- l. Play area- RosPA
- m. Tree surgery – Acreman Abroculture.
- n. Portable Appliance Testing – PAT pro
- o. Water testing – Legionella – Eaton Environmental
- p. Plumbing – Clive Jarvis

The Fire Officer Kevin Wyles has been appointed to provide general advice on fire control activities. In accordance with the Fire Regulations 2006 the Business Manager and Fire Officer will be responsible for undertaking necessary Fire Risk Assessments and maintain records previously maintained by the fire service listed in the Annexe under J and

L, and the appropriate parts of B, C, D, E, G, H, K and Kevin Wyles is the designated person in accordance with the revised regulations.

In the case of a practice fire evacuation or actual alarms the Fire Officer along with senior members of Staff has executive authority to clear the building and to manage such roll calls or checks as may be necessary up until the time when responsibility is handed over to the attending fire service officer or the practice is satisfactorily completed.

□□ In addition, a School Safety Committee has been set up.

The members are: Michael Goodwin - Head, John Gould – School Committee, Mark Higgins – Catering, Vacant – Teaching Staff, Anne Gilbert – Laundry, Angie Wiffen – Swimming Pool, Peter Robinson – Business Manager, Tricia Everett – School Nurse, Jayne Turner – Caretaker, Percy Turner – Grounds, Kevin Wyles – Fire and Maintenance, Bernard Haynes – Maintenance, Di Howes – Science and Associate staff, Janet Friday – Junior School, Richard Eeles – Transport.

The purpose of the Committee is to consult with employees on matters concerning health and safety, to monitor the effective implementation of the safety policy within the School and regularly to review the contents of the safety policy. It will meet on the second Wednesday of every half term.

7. Other Functions – First Aid and RIDDOR

The following persons are responsible for first aid: Tricia Everett. Who is also responsible for checking the contents of first aid boxes, eye wash stations and body fluid disposal boxes.

All accidents, occupational ill health, dangerous occurrences and near misses, should be reported immediately to Peter Robinson. Notification incidents and occurrences to the Health & Safety Executive at Priestley House, Priestley Road, Basingstoke, RG24 9NW (Tel: 01256 404000) is the responsibility of Peter Robinson.

8. Appointed Safety Representatives

Employees in Sibford School who wish to consult their safety representatives should contact Peter Robinson, the Business Manager, on 2210.

9. Individual Responsibility

All School employees, pupils and all other persons entering onto the School's premises or who are involved in School activities are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors (including contractors) should ensure that the visitors adhere to the requirements of the School Health and Safety Policy where appropriate.

You must

- a) Make sure that all work is carried out in the approved way and in accordance with School policy.
- b) Protect yourself and others by using any guards or safety devices provided and by wearing the personal protective equipment provided.
- c) Adhere to all instructions in respect of health and safety.
- d) Warn your immediate supervisor of any new hazards to be introduced and recently identified risks found in present procedures.
- e) When appropriate, give your visitors (including contractors) a named contact within the School with whom to liaise.
- f) Offer any advice and suggestions that you think may improve health and safety.
- g) Report all fires, incidents and accidents immediately to Peter Robinson, Business Manager.
- h) Familiarise yourself with the location of fire fighting equipment, fire alarm points and fire escape routes, together with the fire procedures.
- i) If you are in doubt about any matter of health and safety consult your supervisor, the Safety Coordinator, or if necessary, me.

10. Specific Arrangements

The following areas/activities present identified and significant risks in this School:

Science Department – Consult John Charlesworth, Head of Science.

Design and Technology – Consult Vic Stannard

Kitchen – Consult Mark Higgins – Thomas Franks

Electrical – Consult Peter Robinson or Kevin Wyles.

Minibuses – Richard Eeles.

Play area – Peter Robinson.

Michael Goodwin

Head