



HEALTH AND SAFETY POLICY

AIM and Policy Statement

Our Lady's Abingdon (OLA) recognises and accepts its responsibility for providing a safe, healthy workplace and working environment for all its employees and pupils and any others affected by its activities – contractors, visitors, neighbours and members of the general public. We will work on those areas that are not fully implemented and will amend those where changes are needed to reflect changes in the law and best practice.

This policy recognises & interprets our responsibility for the health, safety & well-being of our staff, pupils, guests, visitors & contractors.

It is the policy of OLA to:

- Maintain a health & safety framework that guides & supports everyone in fulfilling their responsibilities for fire & health & safety
- Outline the responsibilities & arrangements we have for complying with our fire & health & safety obligations
- Endeavour to comply with all our relevant fire & health & safety legal duties
- Identify & prioritise areas of risk & plan for their effective management
- Seek competent professional advice, guidance & support
- Undertake regular reviews of fire & health & safety performance of all operational areas
- Learn from accidents & incidents
- Consult with staff on matters affecting their health & safety
- Employ staff, volunteers & third parties who are suitable & competent
- Provide information, instruction & training which enable staff, pupils, visitors & contractors to undertake their tasks safely
- Provide adequate levels of supervision determined by risk assessment that allow for the effective management of fire & health & safety
- Provide sufficient resources to enable the standards outlined in this policy to be met
- Review & if necessary amend this policy annually or when significant changes occur

PART 1 - ORGANISATION

1.1 ACCOUNTABILITIES

- 1.2 The Principal as the day-to-day manager accepts full responsibility for the School within the resources provided and in accordance with priorities set by the Governors. In the Principal's absence, this responsibility is delegated to the Deputy Head.
- 1.3 The Principal delegates operational autonomy for the safety of the day-to-day activities of the Junior School to the Headteacher of the Junior School.
- 1.4 Persons with a post of special responsibility such as the Deputy Head, Headteacher of the Junior School, Heads of Department in the Senior School and the Bursar will be required to develop suitable and sufficient risk assessments and to prepare, implement and monitor safety practices and procedures within their particular areas and within their sphere of control.
- 1.5 Class Teachers are expected to exercise effective supervision of the pupils, to know the emergency procedures, to check their classrooms are safe and equipment is safe before use, and to ensure safe procedures are followed.
- 1.6 The School Governors have overall responsibility for health and safety as defined in the national standard 'Health and Safety Guidance for School Governors and Members of School Boards'.
- 1.7 Without detracting from the primary responsibility of the Principal and other staff of the School, OLA has appointed a Health and Safety Advisor who will provide competent technical advice on health and safety matters where necessary.
- 1.8 No safety policy can be successful unless it actively involves everyone. All employees are reminded they have a duty under the Health and Safety at Work Act to co-operate with the Principal and his officers and to assist them in so far as is necessary in meeting their delegated responsibilities. To this end all employees are required to:
- Keep their own working area free of all unnecessary hazards.
 - Comply with all safety rules that may be in force.
 - Use all safety equipment or personal protective equipment which may be issued and report any defects found.
 - Report all hazards, injuries, dangerous occurrences to their line manager.
- 1.9 OLA recognises it owes a special duty of care to its pupils but likewise expects them to exercise personal responsibility for their own health and safety and that of their classmates, to obey all school rules in particular those on safety and emergencies, and not to wilfully misuse, or interfere with anything provided for their safety or the safety of others.

2.1 CONSULTATION

- 2.2 OLA encourages full and effective consultation on health and safety with all its employees by operating a health and safety committee which meets regularly to discuss health and safety issues and the safety performance of the school.

PART 3 - ARRANGEMENTS

3.1 RESOURCES

- 3.2 The Principal and the Bursar through the governing body allocate sufficient resources to overcome, so far as is reasonably practicable, deficiencies within their sphere of control

OLA is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- after undertaking a suitable and sufficient risk assessment.
- 3.3** The School implements such arrangements as are appropriate for its activities including:
- effective planning
 - effective organisation
 - effective control
 - effective monitoring and review of its preventative and protective measures.

4.1 GOVERNORS

- 4.2** The Governors' role includes the prioritising of health and safety matters and ensuring that major decisions form part of any school development plan.
- 4.3** Health and Safety is a standing item on the agenda of Governors' meetings.
- 4.4** The Governors have nominated one of their number to have the specific responsibility for overseeing health & safety on their behalf and chairs the Health & Safety Committee Meetings.

5.1 TRAINING NEEDS

- 5.2** Where appropriate, and after consultation with the employee, adequate health and safety training is given to enable the employee to carry out his/her duties: this applies to all employees, both teaching and non-teaching.
- 5.3** In particular, Health and Safety Training/Instruction is given:
- upon induction; and
 - when being exposed to new or increased risks because of:
 - increased responsibility
 - new or changed work equipment
 - new work systems
 - new technology.

6.1 RISK ASSESSMENTS

- 6.2** Risk assessment is fundamental to the health and safety policy of the school.
- 6.3** Staff who undertake risk assessments are considered competent due to their experience and knowledge.
- 6.4** Risk assessments are undertaken to identify significant risks associated with the school buildings, activities and people.
- 6.5** Generic risk assessments are used wherever possible so as to ensure a consistency of approach.
- 6.6** The risk assessment findings are recorded, communicated and acted upon.
- 6.7** Risk assessments are reviewed regularly and following a significant accident, a change in the law or a change in key personnel.

7.1 STAFF MEETINGS

- 7.2** Health and Safety is a standing item on the agenda of termly staff meetings and weekly LT meetings and are minuted.

8.1 HEALTH AND SAFETY DOCUMENTS

- 8.2** OLA on occasions may produce a variety of documents on health and safety issues and it is the joint responsibility of the Principal and Bursar to ensure that all teaching and non-teaching employees and (where necessary) Governors acquaint themselves with these documents.

PART 4 – PREMISES SAFETY

- 9.1 HAZARD AND MAINTENANCE**
- 9.2** OLA's Maintenance aims to keep a record of main hazards, or potential hazards that may be identified in the premises. These will usually be held electronically (e-mails to the Facilities Manager from staff) and where appropriate will be periodically reviewed by the School's Health and Safety Committee.
- 10.1 BUILDING EMERGENCIES**
- 10.2** A list of emergency contact persons and emergency isolation points is given as Appendix A.
- 11.1 ASBESTOS**
- 11.2** The location of all asbestos or suspected asbestos is identified and recorded.
- 11.3** A plan is in place to manage the potential risks from any asbestos or suspected asbestos.
- 11.4** The location of any known asbestos is identified by signage.
- 11.5** All persons, including staff and contractors, who are likely to work on or near the location of the asbestos, are informed of its location.
- 12.1 LEGIONELLA**
- 12.2** A combination of temperature control, physical checks and disinfection are in place to manage the risk of legionella from our water systems.
- 12.3** Any infrequently used outlets such as showers or taps are regularly cleaned and flushed through.
- 12.4** Records are maintained of our control systems.
- 13.1 HIRING OUT OF SCHOOL PREMISES**
- 13.2** As the Governors are deemed under Section 4 of the Health and Safety at Work Act 1974 to be controllers of the premises outside of school hours they require all hirers (whether charged or not) to complete and adhere to the School's conditions of hire agreement form.
- 14.1 CONTRACTORS**
- 14.2 Awarding Contracts**
- OLA recognises its responsibility for ensuring appropriate health and safety standards in any specifications and conditions of contracts awarded. A list of contractors for large projects usually drawn up by the architects or consultants in conjunction with the school. Smaller projects are carried out by contractors usually known to the School by previous works.-
- 14.3 Controls**
- In general all contractors and sub-contractors must report to the office as soon as they arrive on site.
 - The Facilities Manager manages the contractors whilst on site and uses a checklist recommended by our health and safety advisors (DE Ford Risk Management) when inducting them on site.
 - Any contractors used are assessed as competent, are DBS cleared if they have unsupervised access to pupil areas in term time and are capable of carrying out tasks required of them.
 - No work is commenced until agreement is reached on safety, taking into account the magnitude of the risks of the job and use of the area(s) where the work will be done.
 - Contract terms and insurances adequately protect the interests of the organisation.
 - Any work authorisation procedures, such as a hot work permit, are implemented where necessary for the safety of people and premises.
- 15.1 EMERGENCY PROCEDURES**

15.2 First Aid Procedures (Please also refer to First Aid Policy)

The Nurse or trained First Aider(s) on site should be consulted in the case of injury or accident. A number of persons are trained and appointed as First Aider to render first aid assistance if the nurse is not available. The School will maintain the qualifications of its First Aiders and in up to date condition. Notices are posted displaying the location of the nearest first aid room/equipment and any arrangements for contacting the Nurse, First Aider. It is the responsibility of the nurses to ensure the School has all the necessary first aid equipment. There is a defibrillator located in the Medical Room.

15.3 Accidents – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

Certain types of accidents and incidents are required to be reported to the enforcing authority as soon as possible. Please see Appendix B Accident reporting, recording and investigation.

16.1 FIRE SAFETY

16.2 Employees/Pupils/Visitors

The fire alarm system in the School is a sounder system. Fire exits and recommended routes are clearly signed, using pictogram symbols. Specific measures for people with special needs will be developed and implemented as required and documented on a PEEP. Visitors will make their way out the building by the nearest available exit door. If reasonably practicable the respective Principal's/Headteacher's secretary or other nominated person will take the visitors' book to the designated assembly area so that any visitors can be accounted for.

16.3 Fire Safety Folder

The Fire Reform Order Act applies to all workplaces, including Education establishments. The School's fire safety folder contains its fire risk assessment and the School makes any necessary arrangements to comply with its recommendations such as frequency of fire drills, testing of appliances, etc. A Fire Risk Assessment is carried out annually by a competent person.

17.1 EQUIPMENT SAFETY

17.2 Standards of Equipment Purchasing and Maintenance

It is the policy of OLA whenever practicable to purchase and maintain equipment to recognised British or European Standards.

17.3 Provision and Use of School Equipment

The Bursar and/or other Heads of Department as appropriate ensures that annual inspections are made of all powered and other equipment as appropriate and that suitable records are kept. When necessary, this equipment will be repaired and maintained to prescribed standards.

17.4 Electricity at Work Regulations - Electrical Testing

The Bursar through the Facilities Manager arranges an inspection of portable electrical equipment annually by competent persons and ensures that adequate records are kept. The fixed electrical installation within the School is tested at periodic intervals in accordance with the Electricity at Work Regulations 1994.

17.5 Gas Safety Regulations

All gas systems and appliances are be inspected annually by a competent person (Gas Safe registered) and any maintenance or repairs will be undertaken by such a competent person.

17.6 Control of Substances Hazardous to Health Regulations (COSHH)

- Risks to health from exposure to hazardous substances are risk assessed.
- Those responsible for managing work, including lessons likely to result in exposure to hazardous substances, are trained and competent and use guidance such as from CLEAPSS.
- Equipment provided to control exposure to hazardous substances is maintained in effective working order and inspected in accordance with statutory requirements.
- COSHH assessments are carried out by Heads of Departments and are available to all the relevant staff.

17.7 Play equipment

- Play equipment is designed, installed and used in accordance with the suppliers' requirements.
- Equipment is checked and maintained regularly.
- Play surfaces are to the correct safety standard for the equipment.
- Supervision is provided to all play areas.

18.1 PERSONAL HEALTH AND SAFETY

18.2 Health and Safety (Young Persons) Regulations

The School, when offering to take a work experience student or persons under the age of 18, will undertake the necessary risk assessments required to ensure that all placements are low risk.

18.3 Working at Heights

- Work at height is only undertaken when no other method is available and it is safe to do so following completion of a risk assessment.
- Findings of risk assessments are communicated to those that are affected.
- Suitable training and equipment is provided where work at height is unavoidable.
- Where possible work at height is carried out using scaffolds or mobile elevated work platforms.
- All access equipment is installed by trained personnel.
- Suitable exclusion zones are erected around the base of any platforms, scaffolds, ladders, etc to prevent persons from walking directly under an area where work is being carried out.
- All ladders and stepladders are inspected on a regular basis and a record is kept.

18.4 Food Safety

This School operates under the Food Safety Act and other Food Hygiene Regulations. Persons involved regularly in the preparation and/or serving of food will undertake appropriate training to comply with these requirements.

18.5 Lone Workers

The School will identify individuals "at risk" and make a suitable and sufficient risk assessment to ensure that appropriate arrangements are in place to overcome problems lone workers face on and off the School site.

18.6 Visitors to School

All visitors to school are required to report to the office and sign the Visitor's book. If they are new to the School, visitors are asked to take a procedure card to familiarise themselves with the various safety/emergency procedures that may affect them. All visitors should wear a distinctive identification badge when they are on the school site.

18.7 Violence to Staff and Pupils

OLA does not approve of any form of violence to staff or pupils and will treat all such incidents with the utmost seriousness. This may include reporting such incidents to the appropriate authorities as they occur.

18.8 Security

The School will take all reasonable steps to protect its staff and its pupils against trespassers and intruders. There are coded entrance doors and CCTV.

18.9 Manual Handling Operations Regulations

- Detailed risk assessments are carried out that require the moving and handling of people and equipment where there is a significant risk of injury.
- Moving and handling of pupils or of heavy or awkward loads is never done by lone workers unless aided by the use of lifting and handling equipment.
- All staff are shown the correct methods of the moving and handling aspects of their work.
- Manual handling training is provided for key support staff.

18.10 Health and Safety (Display Screen Equipment) Regulations

The regulations apply to identified members of the staff who can be classified as "users". The School will undertake the appropriate risk assessments and action the recommendations. Wherever practicable the School will seek to employ the same standards for pupils' use of DSE.

18.11 Personal Protective Equipment Regulations

OLA will provide and maintain all necessary and appropriate personal protective equipment which is required to ensure that its activities are carried out safely and without risk to health.

18.12 Stress

It is recognised nationally that stress related problems in education are costly. The School will positively examine stress levels throughout the School and take appropriate action as necessary.

18.13 Swimming

The School operates its swimming pool within the guidelines set out in the joint Health and Safety Executive/Sport England document "Managing Safety in Swimming Pools" and use these suggested standards in its own risk assessments.

18.14 Educational Activities/Visits

- All trips and activities are authorised, planned and risk assessed.
- Arrangements exist for obtaining informed parental consent in advance of any visit or activity.
- Supervisory ratios and the competence of supervision are determined by risk assessment.
- Visits and activities support the ethos and the educational identity of the School.

18.15 Minibus Use and Transporting Children in Staff Cars

- Transport provided by the School is suitable for the task, driver and passengers.
- Contracted transport providers are vetted on a regular basis.
- Checks are carried out on the suitability of drivers and vehicles used when driving on behalf of the School.
- A member of staff is an approved Minibus Driver Awareness Scheme (MiDAS) trainer and the school aims to train all staff who drive the school minibuses. The majority of minibus drivers have been trained under the scheme or another approved training scheme.
- Breakdown cover is provided.

18.16 Drug & medicines

- Medication will only take place with the written consent of parents/guardians
- Any 'over-the-counter' medication is strictly controlled by the school nurse
- Records are kept over the use of medication & we inform parents/guardians of the

- medication administered
- All staff responsible for the administration of medication are trained

18.17 Expectant & new mothers

- A detailed risk assessment is carried out with the member of staff who informs us that they are an expectant mother
- The precautions put into place for the expectant or new mother are suitable in the context of any medical conditions of which they have made us aware
- The risk assessment is reviewed periodically with the expectant or new mother to ensure that it takes account of any changing needs

18.16 Health & Safety in the Curriculum

- Pupils are taught about hazards & risk control as part of the School curriculum
- Pupils are included in the risk assessment process
- Lesson plans include health & safety requirements

18.17 Noise

- Assessments of exposure to noise are carried out on jobs where high noise levels are likely
- Suitable ear protection is provided for people exposed to excessive noise
- Relevant information, instruction & training is provided to people whose hearing may be damaged by exposure to high noise levels

18.18 Review of Safety Policy

The Governors will review this safety policy document periodically.

19.0 MONITORING HEALTH AND SAFETY.

A number of different checks are carried out on buildings & equipment to ensure the health & safety of our staff, pupils, & visitors. In addition we also:

- Monitor fire & health & safety performance by discussing these at our health & safety committee meetings, undertaking spot inspections, audits & benchmarking with our external advisors
- Review risk assessments
- Investigate fire & health & safety issues or hazards brought to our attention
- Keep up to date with information on fire & health & safety
- Investigate accidents & near misses
- Review fire & health & safety as part of our formal risk management process

APPENDIX A

EMERGENCY CONTACT PERSONS AND EMERGENCY ISOLATION POINTS

CONTACT	NAME	TELEPHONE
Electrical Heating Engineer	F Church	01235 834598
Property Maintenance	Chris Probets, Facilities Manager	07821 016545
First Aider(s)	<p>Mrs N Pond, Mrs E Smith (Nurses) Mrs S Bradley (Receptionist, Appointed person 3 day course) Mrs A Webb (Receptionist)</p> <p>There is an up to date list of all First Aid Trained Staff with the School Nurse.</p>	Ext 203 Ext 227 Ext 227
Fire Safety Manager	<p>Simon Hughes (Bursar)</p> <p>Chris Probets (Facilities Manager)</p>	07795 036500 07821 016545
Health and Safety Advisor	DE Ford Risk Management (Lead Adviser Kerstin Fenton) kfenton@fordriskmanagement.co.uk	07703 700954 01904 784141

ISOLATION POINTS	LOCATION
Water	Store room which is under Bursar's office- stop cock in cupboard in wall (Chapel side)

Electricity	Room under Bursar's Office.
Gas	<ul style="list-style-type: none"> • Staff Common Room for supply to Science Labs and Home Economics (Senior School) • By fire exit door near Ceramics room and stairs going up to Science labs (senior School) • Boiler House supply – in shed by St John's Road fence opposite Junior School • Kitchen supply – shed along Oxford Road boundary wall opposite Bursar's Office window and near garden entrance to Chapel

Useful Numbers for Major Emergencies

Fire:	999
Police:	999
Water:	0845 9200 800
Gas	0800 111999
Electricity:	0845 770 8090
Pool Maintenance:	Mike Bogue, Swimming Pool Manager: 01235 521045
Buckingham Pools:	01926 852351
Oxford Pool & Leisure Co:	01865 883322

APPENDIX B

Accident reporting, recording and investigation

Regulations

We are required to report certain types of accidents and incidents to the enforcing authority as soon as possible. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), places a legal duty on:

- Employers, the self-employed and those in control of premises to notify and report some types of accidents, diseases and dangerous occurrences to the relevant enforcing authority for their work activity.

The following incidents need to be reported or recorded:

- Deaths.
- Major injuries as specified on the Health and Safety Executive (HSE) website.
- Accidents must be recorded, but not reported to the HSE where they result in a worker being incapacitated for more than three consecutive days.
- Accidents must be reported where they result in an employee being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.
- Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances and there is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.
- Some occupational diseases as specified on the Health and Safety Executive website.
- Dangerous occurrences – where something happens that does not result in an injury, but could have done; a catastrophic event such as a fire or other incident, as specified on the Health and Safety Executive website.
- Gas incidences as specified on the Health and Safety Executive website.

Details are all available on www.hse.gov.uk/riddor/

All RIDDOR incidents should be reported using the preferred online method but a telephone service is also provided for reporting fatal and major injuries **only** - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Accident books

When someone is injured, you must enter basic details into the accident book (BI510). Since December 2004, this accident book has individual tear off sheets in order to comply with data protection legislation. Basically, you must not leave personal details available in a book accessible to other parties. The School's accident book is kept in the Medical Room.

Other accident books are available in the Junior School and in the Maintenance building.

When an accident occurs

All incidents that cause a major injury or loss must be reported to your insurer in addition to those that are RIDDOR reportable. We also recommend that you:

- Deal sympathetically with the injured party but do not admit any liability, as this may prejudice your position with your insurer.
- Attend to the injured person and make the area secure and/or safe again.
- Make an immediate written record of the incident by using the accident investigation form and by making an entry in the accident book. Take details from the parties involved and any witnesses.
- If feasible, take a photographic record or make a sketch of the scene. It is useful to show "scale" using a known object, or take measurements to show height, width, depth and distance.
- Contact the person responsible for health and safety in the School (the Bursar) as soon as possible after the incident whether you believe a claim will be made or not.
- Any correspondence concerning the incident from the other party and/or their solicitor must be forwarded to your insurer immediately on receipt. Do not enter into any correspondence with the other party or their solicitor other than to acknowledge receipt of the correspondence.
- Be sure to keep a record of your report as well as the date and means by which it was sent. Send a copy to the Bursar.
- Health and safety is on the agenda of staff meetings and LT meetings and the lessons learned from incidents and any additional precautions or instructions to prevent this happening again are discussed.

Other Records

If the other party should make a claim, their solicitor is likely to ask for:

- The accident book entry.
- Any relevant risk assessments.
- Any relevant information or warnings about the hazard that caused the accident.
- Records of inspection in relation to the subject area or item.
- Records of any complaints about the state of the area or item.
- Records of any other incidents, which have occurred in the same area or with the same item.
- Training records.

Any investigation by the enforcing authority will ask for some or all of these records. Their investigations may lead to formal enforcement procedures where they consider serious breaches of health and safety legislation have occurred. It is important to keep good records of routine inspections and safety checks in addition to instructions and warning notices for staff, volunteers and other users of the School.



Mr D Heavens
Governor & Chair of Health & Safety Committee



Mr E McCabe
Chair of Governors