



Nettlebed Community School
 High Street, Nettlebed, Oxon, RG9 5DA
 Tel: 01491 641328
 Email: office.2504@nettlebed.oxon.sch.uk
 Headteacher: Mrs Bethany Greenwood

Health and Safety Policy

STATUS:			
RECOMMENDED		STATUTORY	✓
REVIEW FREQUENCY		Annual	
DATE OF POLICY		March 2019	
DATE OF LAST REVIEW		April 2018	
REVIEW DUE		March 2020	
COMMITTEE		Full Governors	
Signed: Chair of Governors			
Date:			



Part 3 HEALTH AND SAFETY POLICY

Our aim is to make every day a safe, healthy and happy one for everyone at Nettlebed Community School, whether learning, working or visiting. The purpose of this policy is to provide a path to fulfilling that aim, and to ensure that prevention of harm and elimination of risk is a fundamental consideration in everything that we do. Requisite actions and responsibilities are detailed below:

RESPONSIBILITIES

1. GOVERNORS

To monitor the allocation of funds based on suitable and sufficient risk assessments.
Prioritise health and safety matters within the School Improvement Plan.
Purchase and maintain equipment to British and European Standards.
Have health and safety as a standing item on the agenda of all meetings (delegated to Finance & Personnel Committee).
Carry out regular inspections as outlined in the Governors' Handbook.
Cooperate with the employer, Oxfordshire County Council (OCC) on matters of health and safety.

Reviewing Performance and the Governing Body:

A governor with special responsibility for health and safety will be appointed at each Annual General Meeting. This Governor is currently Mr Matt Tebbutt.
The governor will undertake a health and safety review with the headteacher each term, to review the risk assessment register, track progress on actions outlined in the school development plan and undertake an inspection of the school premises. A summary of this review will be included in the headteacher's report to governors.

2. HEADTEACHER

Management of Health and Safety:

The headteacher shall have overall responsibility for management of health and safety and will ensure that the school operates within the requirements of legislation and this policy. Where specific responsibilities have been delegated to another member of staff, they will be included in the individual's job description.

County Council Policies:

Copies of all County Council policies relating to health and safety will be available in the school office, and the headteacher shall be responsible for their adherence.

Risk Assessment:

The headteacher will maintain the risk assessment register and undertake improvement actions as identified. All significant actions will be included in the school development plan and reviewed with the governing body.

Accidents:

A record of all accidents will be maintained in the school office. All members of staff shall be responsible for ensuring accidents are so recorded. All significant accidents and any accident that involves a head injury (however minor) will be reported to parents/carers by telephone immediately. If both parents/carers cannot be spoken to directly a message will be left and an email sent to the parent distribution list account. The child will then be monitored closely until they are collected at the end of the school day.



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Traffic Movements:

Other than for staff access to the car park, cars are restricted from using the road between the car park and the school without the express permission of the headteacher. Commercial vehicle movements will only take place outside of picking up and dropping off periods.

Bus Duty:

Bus picking-up times will always be supervised by a member of staff. A rota will be maintained in the school office to ensure adequate staffing.

The Walled Garden:

Due to its specific hazards, the walled garden will be locked at all times when not in use. Pupils will not enter the area unless supervised. The pond area is enclosed by an additional fence and access is via a small wooded gate. The key for this area is kept in the school office and can only be accessed by staff members.

Play Equipment Inspections:

Play equipment in the playground will be visually inspected at least daily by the member of staff on playground duty. Any damage or any equipment in an unsafe condition will be reported to the headteacher immediately and a written record made.

First-Aid:

The headteacher shall be responsible for assessing the numbers of first-aiders required in conjunction with the County Council health and safety team. Appropriate training will be provided for all first-aiders. The first-aid box will be situated in the school office. Special instructions for children with specific medical conditions will be readily available next to the first aid-box.

Medication:

Any child requiring medication during the school day will have a Healthcare Plan drawn up in consultation with their parents/carers and the school nurse. All prescribed medication will be kept in a locked cabinet in the school office. It will be administered by suitably qualified members of staff who will maintain a log of all medication administered. See administering medicine policy.

Fire:

Fire drills will be conducted each term. The headteacher will ensure that necessary contracts to maintain fire-fighting equipment and alarm systems are in place.

Use of Display Screen Equipment:

Members of staff identified as users of Display Screen Equipment through risk assessment will receive information on reducing the risks and will be afforded reasonable break time, at the user's own discretion, during periods of continual use. Continuous use of a computer by pupils will be limited to 1 hour.

Internet Access:

The internet is made available to all pupils under adult supervision. Access is through the Exa (managed by Turn IT On). The Exa Surf Protect web-filter service is employed to ensure inappropriate web-sites cannot be accessed. This filter is regularly updated by the provider to exclude access to unsuitable websites. Children will not be permitted to use public chat rooms and will only send e-mails to known recipients. All parents and children are required to sign up to an internet protocol by which they agree to adhere to these safety stipulations.

Trips and Visits:

All visits off school premises will be organised in accordance with County Council policy. No child will be taken off the school premises without the consent of a parent. This is done by checking a permission box when making a trip payment via ParentPay. An Off Site Activity Consent Form is completed by parents at the start of Foundation and held on file. Parents are requested to appraise the school of any changes to medical condition or medication. The governor with responsibility for



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health and safety will be kept informed of impending trips, and afforded the opportunity to review the health and safety plans.

New starters:

All new employees will receive a copy of this policy as part of the induction process.

Legionella Prevention:

Monthly temperature tests will be conducted on a representative sample of taps and the results recorded in the Water Hygiene folder. Any variation from the recommended temperatures will be notified immediately to the head teacher.

Thermostatic mixing valves will be routinely serviced.

Showers will be flushed weekly and shower heads de-scaled monthly.

Portable Appliance Testing:

Portable appliance testing programme will be conducted during each summer holiday. All equipment will be marked and dated to record that the test has taken place.

Cleaning and Treatment Chemicals:

Manufacturer's Safety Data Sheets will be available to cleaning staff and will be filed in the school office. The cleaning cupboard will always be locked unless in use.

Toxic and Flammable Products

No toxic or flammable educational products (Tipp-Ex, pastel fixative, spray paint, etc.) will be stored in the stock cupboard as this area is normally left unlocked for easy access by staff. Any such products will be stored in the locked cupboard in the staffroom.

Child Protection

See separate Child Protection Policy.

Health & Safety in the Curriculum

Each curriculum area has been risk assessed and forms the Curriculum Risk Assessment document. It can be found with the general school risk assessment document. Matters of general health and safety for pupils are covered within the PSHCE schemes of work.

Pupils Dress

Children are required to dress in a manner appropriate to the activity they are taking part in. This is set out in the School Prospectus, the School Welcome Pack and letters relating to individual activities e.g. School Trips.

Food Technology

Health & Safety procedures are referred to in the Curriculum Risk Assessment.

Sun Protection

Parents and children are reminded of the need to provide suitable hats and to apply sun screen before the child comes to school. They are required to supply a bottle of water which teachers will encourage children to drink during the day and water is available in the dining room during lunch times. Shady areas are being created in the outdoor play space and children are encouraged to sit in shady areas when being instructed for sport and when playing sedentary games.

Lone Working

Lone working in school is discouraged. Staff will make arrangements to work in pairs and inform the headteacher of their intention to be on the premises during school closure. Where unavoidable, (for example, where the caretaker is working alone in the school holidays) the following actions are required:

Inform an associate of their work schedule
Carry a mobile phone



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Make pre-arranged calls to their associate at checkpoint times
Avoid working at height.

Working at Height

No employee will be permitted to work at height whilst on their own. All work carried out at height must be carefully planned and a suitable step ladder or platform used. No employee may work at a height greater than 2m except to access the loft. In this instance, the correct ladder supplied for the purpose must be employed and the securing hooks fully in place. All staff must familiarise themselves of the information contained in the HSE leaflet "Keeping Safe When Working at Height"

3. SCHOOL SECRETARY

Visitors to School and Contractors:

All visitors and contractors, who arrive during normal school hours, must first report to reception and sign the visitor's book. They will be issued with a visitor's badge so they may be identified as a bona-fide guest of the school. All staff will have the responsibility to inform the headteacher immediately if they believe that a person is trespassing on school premises.

4. ALL STAFF

In pursuit of the aims of this policy, all pupils and staff are expected to act responsibly while at school, and at all times to consider the risks to themselves and others through their actions. Any hazard, risk or dangerous condition should be reported to the headteacher. All contractors will supply a health and safety risk assessment for the work concerned as part of the tender process.



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Annex to Health & Safety Policy Part 3

Key H & S Personnel

Role	Name	Position
H & S Champion	Bethany Greenwood	Head teacher
H & S Governor	Sarah Soles	Member of Resources Committee
Reception	Tracy Sedwell	School Secretary
H & S Operative	Geoff Watts	Site Controller

Key Health & Safety Responsibilities

Action	Frequency	Person Responsible
Carry out water temperature testing	Monthly	Site Controller
Carry out shower flushing	Weekly	Site Controller
Carry out fire alarm point testing	Weekly	Site Controller
Clean and maintain floors	Daily	Site Controller
Maintain Hygiene Products in Cloakrooms	Daily	Site Controller
Maintain Contaminated Waste Bins	Monthly	Site Controller
Carry out fire alarm system checking	Quarterly	Pyrotec
Carry out fire fighting equipment checks	Annually	Chubb
Ensure Portable Appliances are Tested (PAT)	Annually	Headteacher
Update General Risk Assessments	Annually	Headteacher
Update Curriculum Risk Assessments	Annually	Headteacher
Carry out Fire Evacuation Practices	Termly	Headteacher
Update all H&S Policies	Annually	Governors
Carry out checks to first aid equipment	Monthly	Headteacher
Ensure Maintenance Schedule is fulfilled	6 monthly	Headteacher
Ensure tree safety	Annually	Headteacher
Maintain COSHH sheets	As required	Site Controller
Check Play Equipment	Daily	Duty Staff
Maintain Play Equipment	Annually	Headteacher
Maintain PE Equipment	Annually	Headteacher
Carry out inspection of premises (Structural)	Termly	
Carry out site safety inspection	Termly	Governor
Identify new hazards	As required	All Staff
Named Person for Child Protection		Headteacher
Carry out sand disinfection	Annually	Site Controller
Check fire exits are clear	Weekly	Headteacher
Arrange for safe disposal of non-hazardous waste	Weekly	Site Controller