Education
Health and Safety Arrangements
Part 3

Statement of Intent

We, the undersigned fully endorse Oxfordshire County Council's Health and Safety Policy, and as the Directors responsible for the running of the services, we are committed to the objectives of this arrangements document and will aim to provide the necessary resources for its effective implementation.

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CONTINUOUS IMPROVEMENT

1. Policy Structure

The policy framework will ensure the effective management of all activities process and consists of:

- Health and Safety Policy – Part 1 Statement of Intent
- Health and Safety Policy – Part 2 Roles and Responsibilities.
- Health and Safety Arrangements – Part 3 Arrangements for managing significant risk

2. Health and Safety Procedures and Guidance

Corporate Health and Safety Procedures and Guidance is available on the intranet and can be found in the Health and Safety A-Z

School specific Procedures and Guidance is available on the 'Schools intranet' or by contacting the Schools H&S Team.

3. Health and Safety Governance Board

Health and safety policy and governance is developed and monitored by the H&S Governance Board which is represented at Director/Deputy Director level and reports to CLT through the Corporate Lead for Health and Safety. The board will seek assurance that health and safety is being properly managed and will ensure systems and arrangements are in place for identifying weaknesses and significant risks. The board will approve the Corporate Lead Statement on Health and Safety as part of the Annual Governance Statement and escalating any significant concerns to the Corporate Governance Assurance Group.

At least annually Directors/Deputy Directors will report to the Health and Safety Governance Board to give assurance that health and safety is being managed for their area of responsibility. See Annex I for key areas where assurance is required.

4. Risk Registers

Operational risk registers are maintained by Directorates and co-ordinated by the relevant Risk Lead. The Directors/Deputy Directors ensure significant health and safety risks are identified and reported as part of the risk management process and raised with the H&S Governance Board to ensure mitigation is put in place.

THE HEALTH AND SAFETY OF OUR EMPLOYEES

5. Management of Service H&S Risks for Education

The operational management of Children's Services is split into three areas – Children's Social Care, Safeguarding and Education. This Part 3 covers the activities and responsibilities within Education which includes:

- Maintained Schools
- Learner Engagement
- Learning and School Improvement
- Education and Sufficiency

Health and safety legislation requires employers to protect people other than those at work including volunteers and pupils from risks to their health and safety arising out of, or in connection with, work activities.

Maintained schools and other education provision deliver services which can present a variety of significant risks to staff and pupils. Whilst an essential and integral part of the educational process is to identify and manage risk, ensuring appropriate health and safety management exists within the school and educational environment remains a responsibility of the Council as the employer.

Day to day health and safety management of employees, pupils, premises and activities is delegated to Governing bodies and Headteachers who are required to put in place local school specific policies, procedures and arrangements in order to fulfil the statutory and Council obligations.

However, in community, voluntary controlled, community special schools and maintained nursery schools the Council, as the employer, retains its responsibilities under sections 2 and 3 of the Health & Safety at Work Act to ensure the health and safety of employees and others affected by its activities. School health and safety support services are provided by the Schools H&S Team via a traded service. Monitoring of health and safety management in schools is undertaken by them as part of this service. Outcomes are reported to the Deputy Director for Education and Directorate Leadership Team.

Where failure to satisfactorily manage health and safety in schools and other educational provision services is identified the Health and Safety Team will draw such failure to the attention of the Deputy Director and appropriate senior managers for information and to provide appropriate guidance and support.

Under section 29(5) of the Education Act 2002, local authorities have powers to direct health and safety matters relating to school premises or school activities taking place elsewhere in maintained schools. The Council will only use these powers when a school's health and safety arrangements are inadequate and direct intervention is required.

Comprehensive support and training is available from the schools H&S Team for Headteachers and Governing Bodies to ensure that they are conversant with their responsibilities and comply with all requirements.

For Academies, Free Schools and Voluntary Aided Schools (where the Governing Body is the employer), all health and safety responsibilities lie with the Governing Body or Trust Board.

For Education / Schools the main risk areas are:

Significant Risk Areas in Education / Schools	
People	**Environmental**
Design Technology Display screen equipment Driving for work Lone working Moving, handling & lifting Off-site visits / school trips Physical education incl. swimming Pregnant/new mothers Scalding Science Slips, trips, falls Special Educational Needs Stress Transporting/escorting children Use of equipment, aids Violence and aggression Work equipment / hoists etc. Working at height	*e.g. School Premises* Asbestos Chemicals Classroom safety Contractors on site Electrical Fire safety First aid Gas Glazing Indoor/outdoor play equipment Lifting equipment (hoists etc.) Security Slips, trips, falls Use by early years/young children Water hygiene (Legionella) Vehicle movement on site

List not exhaustive

6. Risk Assessment Responsibilities

There is a legal requirement for risk assessments to be conducted and it is the responsibility of each manager to ensure these assessments are carried out prior to work activities being undertaken. Such assessment will identify significant hazards, specify any existing control measures and stipulate any further action necessary to control the risks so far as is reasonably practicable.   Safe systems of work can be developed from the risk assessment. Any risk assessments and safe systems of work will need to reflect all parties affected by the work activity.

The council has adopted the 5 steps approach to risk assessment and guidance on this process including risk assessment tools and work procedures can be found on the health and safety intranet site.

7. Provision of Work Equipment

Where specialist equipment is arranged or provided the service will ensure that it has been risk assessed and selected to meet the task for which it will be used. All persons responsible for equipment will ensure it is serviced and maintained to the required standard and training is provided to ensure competence in its use for all users.

8. Agile Working

The Council will provide the necessary resources to keep staff healthy and safe when working agile. Managers/Headteachers must ensure staff are provided with the necessary equipment for them to work agile including a laptop, bag, mobile phone. Further information on agile working can be found on the intranet. Schools will determine local arrangements if applicable.

Display Screen Equipment (DSE)
All staff who regularly use DSE equipment are expected to complete a self-assessment to ensure they have the right equipment and are using it correctly.

Lone/mobile Working
Many staff work carryout lone working including visiting service user homes and therefore the Director/Deputy Director will ensure appropriate arrangements are in place to ensure risks to lone workers are assessed and a safe system of work is implemented.

9. Induction

Line managers must ensure all new staff and volunteers (including agency workers) are instructed in procedures for emergencies, undertake mandatory health and safety training and receive other necessary health and safety induction information and training that is relevant to their work. Further information can be found in the Induction pages of the intranet.

Schools are responsible for implementing local induction procedures.

10. Competence and Training – Non-School Staff

Deputy Directors must ensure that all managers and staff understand their responsibilities for health and safety and have the capability to undertake those responsibilities. HR will ensure that core training on health and safety is available as part of the Learning and Development programme.

It is the responsibility of all managers to identify any specific health and safety training needs of all their staff as part of the supervision process and continuing professional development (CPD) and to identify where any training cannot be met by the core L&D programme.

Mandatory health and safety awareness is included as part of induction and through the e-learning packages for all staff and managers. Additional training will be provided when staff are exposed to new or increased risks because of change in responsibilities or place of work. Refresher training will be provided as appropriate.

Staff are expected to complete the following **MANDATORY** H&S Training:

Training Title	Who
An Introduction to Health and Safety (E-learning)	ALL Staff
Health and Safety for Line Managers - Classroom 1 day	ALL New Managers
Health and Safety for Line Managers - E-learning	ALL Managers

11. Competence and Training – School Staff

Head teachers and Governing bodies are responsible for ensuring that staff receive information and training about health and safety. The new employee should be advised on the school policies and procedures that will allow them to work safely, which will include arrangements for first aid, fire and evacuation etc.

12. Communication and Consultation

The H&S Team deliver regular communications throughout the year to raise awareness of health and safety matters and remind managers and staff about risks and how to keep healthy

and safe through different routes including intranet news headlines, managers briefings, bite-size briefings and emails. The main method for communicating with schools is via 'schools news', direct mail shots or via the termly Schools H&S Newsletter.

Directors/Deputy Directors will support and contribute to this by ensuring regular communication through their directorate and service channels.

Health and safety will be a regular item at all team meetings and 1:1/supervisions.

In order to maintain a positive health and safety culture, Directors/Deputy Directors will ensure that all staff are consulted on health and safety matters and are given opportunities to contribute to service improvement and development as well as raise their concerns with management. Any significant changes affecting health and safety will be consulted on with the Council's recognised trade unions.

13. Incident and Accident Reporting and Investigation

All staff must report accidents and incidents using the online reporting tool which is monitored by the H&S Team and will be followed up where necessary i.e. serious/RIDDOR incidents.

Staff who submit reports will receive a notification and should inform their manager of the incident. **Managers are, in turn, responsible for ensuring that all accidents and incidents are investigated and recorded and remedial action taken where appropriate.**

Where an incident or accident involves a serious injury or dangerous occurrence these will need to be reported under RIDDOR to the HSE at the earliest opportunity by the Health and Safety Team

Arrangements (e.g. "need to know" system) will be put in place to ensure the appropriate Directors/Deputy Directors are alerted of any significant or serious accident incident involving a member of staff or service user.

Fatal, major injury accidents must be reported immediately by the responsible manager to the relevant Director and/or senior manager so further a further assessment can be made on response.

The incident investigation outcomes will include recommendations to avoid the incident happening again and, where appropriate, point out where wider lessons can be learned.

PROVIDING A SAFE PLACE OF WORK/SCHOOL

14. Person responsible for H&S management of the workplace/school

Facilities Management will maintain a list of Responsible Premises Managers for each building the Council owns. For the different categories of building the Responsible Premises Manager is identified as:

Building Category	Responsible Premises Manager
County Hall, Knights Court, Speedwell House, Samuelson House, Abbey House and Mount House.	**Facilities Management** (based at building)
Schools	**Governing Bodies and Head teachers** The day-to-day running of the school is delegated to the headteacher and the school management team. They are responsible for ensuring that risks are managed effectively. This includes property compliance. In situations where budgets for building management are delegated to schools by the local authority, the duty to manage property compliance will be shared between schools and the local authority. The authority's written scheme for the financing of maintained schools will set out the categories of work that will either be financed from the delegated school budget share (revenue repairs and maintenance) or remain the responsibility of the local authority (capital expenditure). Both parties will therefore have 'dutyholder' responsibilities for the repair and maintenance of the premises.

The Council's policy requires every workplace to have an up to date procedure which details the locally agreed arrangements relating to health and safety. A copy of the procedure can be found on the Health and Safety Intranet Pages and should be completed by the person responsible for health and safety at the building/location.

Fire Evacuation and Drills

Managers/Heeadteacher will ensure staff, pupils and visitors they are responsible for are provided with information on emergency and evacuation procedures and ensure the responsible person is notified of any specific requirements e.g. PEEPS etc. Managers/Headteachers will assist the responsible person by nominating staff to be Fire Marshals where required.

The Responsible Premises Manager must also ensure that the Fire Risk Assessment for the building is completed and that an effective building evacuation plan is in place.

Planned evacuation drills will be carried out at least annually to test the effectiveness of the fire safety systems. For schools this should be at least every term (3 times a year). They offer the opportunity to identify gaps in fire safety training and ensure compliance with fire safety requirements.

First Aid Response
The level of first aid cover is determined locally through an assessment which will consider level of risk, activities, number of users etc. The Responsible Premises Manager should carry out the assessment and ensure the appropriate level of first aid provision is in place. Schools should incorporate the requirement for Paediatric First Aid training.

Shared Premises
It will be the responsibility of schools and the Estates Team (responsible for the landlord/tenant arrangements) to ensure that effective arrangements exist for the co-operation and co-ordination of health and safety with other employers and building owners.   Such arrangements must be stated in a formal agreement and extent of health and safety responsibility clearly defined.

School Vehicle Management
Schools need to assess the risk from vehicle movements on their premises and manage those risks in line with current workplace transport guidance e.g. segregation, marking and lighting. Schools should consider in their risk assessment vehicle movements occurring immediately outside the school premises which may be associated with school activities, such as staff arriving and leaving work, school buses delivering pupils, delivery vehicles

THE HEALTH AND SAFETY OF PUPILS

15. Educational Visits, Learning Outside the Classroom Including School-led Adventure Activities

All schools are required to comply with [Employer Visits Guidance Policy for Schools and Settings](#) for managing and delivering off site visits and/or LOtC activity.

We deliver a range of courses designed to promote current best practice in the management, planning and delivery of off site visits programmes. The courses are for all schools and settings who provide off-site visit opportunities for children and young people up to the age of 18 years.

16. Curriculum Safety

Schools should take a sensible approach to health and safety by ensuring that risk is managed responsibly and proportionately. It is about creating a safe learning environment, giving pupils an appreciation of risk and how to deal with it.   Health and safety arrangements in schools need to be proportionate and appropriate to the risks involved:

- Primary schools and 'traditional' classrooms are typically lower risk environments.
- Risks may increase in Design and Technology workshops, science laboratories, art, textiles, drama, PE and swimming.
- Some of the higher risks to manage include vehicle and pedestrian movements on site, refurbishment and construction work, and adventure activities.

Schools should implement local arrangements which comply with overarching Council [procedures for schools](#) to assist in managing the risks in these areas.

MONITORING & CONTINUOUS IMPROVEMENT

17. Operational Monitoring by Managers/Headteachers

Managers/Headteachers are responsible for monitoring health and safety as part of their day to day operational management responsibilities. Key areas for managers to check include:

- Risk Assessments have been completed and safe systems of work are being followed.
- Staff have received the necessary health and safety training and understand their responsibilities.
- Accidents and Incidents are being properly reported and followed up.

18 Monitoring by Health and Safety Team

The Schools Health and Safety Team will carry out annual monitoring visits and will work with Governing bodies and Headteachers to ensure that they comply with the necessary legislation. The outcomes and actions from incident investigations and measurement and monitoring results will feed into the continuous improvement cycle. Traded Services need noting somewhere

19. Review of Performance

Overall performance will be reviewed by the Health and Safety Governance Board and reported to Directorate Leadership Teams.

The County Health and Safety Manager will produce an annual report to the County Leadership Team on the state of safety across the Council including performance and incident statistics.

Annually the Deputy Director and County Health and Safety Manager will identify priorities and actions for the service area including a programme of audits/inspections.

END

Annex I

Director/Deputy Director H&S Checklist

1	Do you ensure your services receive health and safety advice? Do you need any specialist/technical advice?
2	Do you ensure all staff are sufficiently trained and competent in their health and safety responsibilities?
3	Do you ensure your significant service risks are assessed and controls put in place? Consider operational procedures you may have.
4	Do you ensure 'significant' health and safety risks are included on risk registers?
5	How well do you know what is happening on the ground, and what operational monitoring, audits or assessments, KPI's, OPI's etc that are undertaken to inform you about what your organisation and contractors actually do?
6	What are the areas within your control that you would nominate for auditing/inspection by the H&S Team.
7	Do you receive regular information about health and safety, e.g. performance data and reports on injuries and work-related ill health – Consider both what can be provided through operational and mechanism as well as data provided by the Corporate H&S Team.
8	Do you have an effective "need to know" system in place for the escalation of significant and serious incidents by your managers/providers.
9	Can you provide assurance to the H&S Governance Board that you have put in place effective arrangements in line with this Part 3 document within your areas of responsibility?