

Additional arrangements for managing significant risk in Education (schools and offsite activities)

- Health and Safety Arrangements in Schools
- Curriculum Safety (Science, Design and Technology and Physical Education)
- Educational Visits, Learning Outside the Classroom Including School-led Adventure Activities
- Music Service

Health and Safety Arrangements in Schools

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 to fulfil the statutory and Council obligations.

Comprehensive support and training are 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.

School health and safety support services are provided by the Schools H&S Team traded service which includes (but not limited to):

- Annual monitoring visit to assess health and safety arrangements.
- Access to school-based model policies and procedures.
- Inspection of PE and outdoor play equipment, kilns, and radioactive sources (by competent contractors)
- Access to CLEAPSS and Radiological Protection Advisory (RPA) service.

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.

Curriculum Safety (Design Technology, Science and Physical Education)

As part of the H&S Traded Service the Council provides schools with access to the following organisation(s) who provide a range of specialist support services including procedures, training, and lesson support tools.

CLEAPSS is an advisory service providing support in science and technology for a consortium of local authorities and their schools including establishments for pupils with special needs. Refer to: [CLEAPSS Home page](#) (Login passwords can be obtained by contacting the Schools H&S Team)

AfPE provides quality assured services and resources and valuable professional support for its members and the physical education, school sport and physical activity sector. Refer to: [Association for Physical Education \(afpe.org.uk\)](#)

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. The Council delivers 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.

Music Service

The Music Service is responsible for the delivery of music education across Oxfordshire. The core functions within this are; individual and group lessons in schools; whole Class music lessons in primary schools; opportunities for performances and ensembles; large-scale and specialist events and opportunities; music education training to schools; an instrumental loan service; access for mainstream children and young people and discrete groups (Looked After Children, Special Educational Needs and Disabilities).

The activities within this service are diverse with a variety of Health and safety considerations to be managed as risks to both workers and users of the service exist. For the purposes of managing strategic H&S matters, due to the different nature of activity within this service H&S is considered in three main groups:

- Activities at the Centre for Music (including teaching)
- Activities outside the Centre for Music (including trips at home and abroad, large scale events and teaching at other locations).
- Day to day activities in the Centre for Music.

Risk Management is an integral requirement of general management processes, and the way work is carried out. Managers will ensure no hazardous work is undertaken without a risk assessment first being carried out. Risk assessments may vary in approach from a simple personal assessment of the task prior to carrying out a job, to a thorough team approach, incorporating associated method statements and additional arrangements to undertake certain types of work or activity.

For larger more complex work or those that present significant risks (such as large-scale events such as an annual awards ceremony in and out of the Centre for Music), a more comprehensive approach to planning and risk assessment should be adopted, involving appropriate personnel including managers, supervisors,

operatives, technical experts with relevant specialist and competent knowledge of the work and processes (in the case of stage and lighting management).

Generic procedures and guidance have been developed based on the risk assessment, which line managers and those with responsibility are required to review periodically in consultation with all staff members within their service areas.