



CROPREDY CE PRIMARY SCHOOL

HEALTH AND SAFETY POLICY MODEL PART III

AIM

- To establish and maintain a safe, healthy and positive well being working environment for Cropredy CE Primary School.

OBJECTIVES

- To raise awareness amongst employees, pupils and other site users of health and safety issues and to encourage good practice.
- To take all reasonable precautions to protect people by reducing risks both on and off site.
- To take prompt and appropriate action in the event a hazardous situation developing, and of an accident and / or emergency occurring on or off site.

RESPONSIBILITIES

1. GOVERNORS

<http://schools.oxfordshire.gov.uk/cms/content/health-and-safety-toolkit>

- 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;
- Carry out regular inspections as outlined in the Governors' Handbook;
- Cooperate with the employer, Oxfordshire County Council (OCC) on matters of health and safety.
- Nominate a Governor with responsibility for health and safety.

2. HEADTEACHER

- To take overall responsibility for the implementation and monitoring of the establishments health and safety policy by;
 - Line managing the staff team;
 - Ensure that Health and safety is included in all new employees' induction.
 - Allocating sufficient resources to meet health and safety and well being priorities;
 - Ensuring attendance on appropriate health and safety training courses;
 - Liaising with the employer (OCC) over health and safety issues;
 - Regularly checking the Health and Safety website:
(<http://schools.oxfordshire.gov.uk/cms/content/health-and-safety>)
 - Ensuring good communications by including health and safety issues in Staff briefings, bulletins and meetings;

- ❑ Organising and implementing termly inspections in consultation with Trade Union Safety Representatives and Governors;
- ❑ Overseeing the completion of the arrangements and risk assessments for all on/off site activities;
- ❑ Ensuring that health & safety is a criteria for performance management/appraisal scheme;
- ❑ Formulate and implement a policy for the management of critical incidents (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/c/Critical Incident/Critical Incident Management Plan.pdf>- Plans - Critical Incident *Include health and safety in all new employees' induction.*
- ❑ Undertake an annual health and safety training needs analysis of all employees
- ❑ Monitor departmental documentation, risk assessments, practices and procedures;
- ❑ Encourage and support employees in completing risk assessments/PEEPs for children giving cause for concern;
- ❑ Ensure that QCA / HSE health and safety curriculum requirements are being delivered in lessons;
- ❑ Support employees with personal safety issues including stress;
- ❑ Ensure off site visits are approved and appropriately staffed (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/outabout/Out And About 3.pdf> - procedures - Out and About with Oxfordshire 3);
- ❑ Review departmental coordinators risk assessments annually;
- ❑ Carry out daily checks of the site and take appropriate remedial action;
- ❑ Carry out termly fire drills and maintain the Fire Safety Folder.

3. SCHOOL BUSINESS MANAGER

- Is required to ensure that:
 - ❑ Health and safety is included in all new employees' induction.
 - ❑ All office risk assessments are completed and reviewed (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/d/displaya.pdf>);
 - ❑ Visitors are registered wear a badge and are briefed on the emergency procedures;
 - ❑ Hazard reporting and maintenance documentation is actioned
 - ❑ Accident and Physical and Verbal Abuse documentation is completed and submitted to the Health & Safety Team;
 - ❑ All appropriate risk assessments guidance and hiring documentation is completed for community use of the site
 - ❑ All community users are registered and made aware of emergency procedures;
 - ❑ Adequate trained first aid cover is available for on /off site activities
 - ❑ Periodic checks are made of the first aid arrangements and containers (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/f/First Aid at Work.pdf>)
- There is a planned programme of maintenance of plant and equipment.
- The following annual checks are arranged: Electrical Testing Program, Fire Safety Testing, Water Safety Testing and Indoor/Outdoor Play Equipment Inspections.
- Accurate records of all equipment and resources are maintained.
- All equipment and resources are purchased and maintained to LEA prescribed standards.

- Carry out daily checks of the site and take appropriate remedial action.
- Prioritise and process the maintenance forms.
- Review progress with the Headteacher weekly.
- Monitor the maintenance/cleaning reporting system and allocate jobs as appropriate
- Ensure all employees and contractors are fully briefed on health and safety site issues.
- Complete all relevant risk assessments.
- Undertake an annual health and safety training needs analysis of all employees
- Ensure all maintenance employees are trained and competent to undertake their tasks safely
- Alert the Head of Establishment to issues of security and lone working

- Ensure that the school follows the County Council procedures:
 - When selecting a contractor
(<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/c/counsel.pdf>);
 - When completing a Self Financed Improvement Project (SFN Form)
<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/s/SFguidance01.doc> – Children Young People & Families – Strategy & Performance Service – Planning & Development)
 - When liaising with contractors over health and safety matters;
 - When monitoring health and safety issues on-site regarding either county council or school appointed contractors.

4. CARETAKER

- Carry out daily checks of the entire site and take appropriate remedial action;
- Report maintenance issues to the Headteacher and School Business Manager;
- Carry out a weekly check of the Fire Alarm system, recording outcomes in the First Safety Folder;
- Complete relevant Fire Equipment checks (Means of Escape, Emergency Lighting and Extinguishers) according to LA guidance and maintain the Fire Safety Folder;
- Check all first aid containers on a weekly basis;
- Carry out monthly water temperatures tests and maintain the Water Hygiene Folder;
- Undertake relevant training to support in competent undertaking of tasks safely.

5. CURRICULUM SUBJECT LEADERS

- Produce health and safety risk assessment guidance and documentation as appropriate especially in Art, Design & Technology, ICT, Science, PE and off-site activities;
- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person;

- Complete all relevant risk assessments;
- Advising colleagues on the completion of risk assessments and PEEPs; ensuring they are carried out, reviewed periodically and recorded;
- Annually undertake training needs analysis for their teams;
- Ensure health and safety is a standing item on all agendas;
- Check that pupils are aware of health and safety issues and that these are being continually reinforced;
- Alert the Head of Establishment to issues of security and lone working.

6. ALL EMPLOYEES

- Cooperate with health and safety requirements;
- Complete and action risk assessments for all potentially hazardous on/off site activities;
- Use, but not misuse things provided for your health, safety and welfare;
- Do not undertake unsafe acts;
- Inform Head of Establishment of any “Near-Misses”;
- Be familiar with the emergency action plans for fire, first aid, bomb, security and off site issues;
- Raise health, and safety and environmental issues with pupils.
- Sign in at the school office on arrival and again on departure.

7. VISITORS and CONTRACTORS

- Sign in at the School Office on arrival;
- Read the resume of the health and safety procedures on arrival at the School;
- Contractors will be informed of hazards peculiar to this site, e.g. asbestos;
- Wear a visitor badge whilst on site at all times;
- Follow evacuation procedures in the event of an emergency.

8. PUPILS

- Behave in a way that does not put your health and safety at risk;
- Observe standards of dress consistent with good health, safety and hygiene practices;
- Follow all safety rules including the instructions of staff given in an emergency;
- Use, but not misuse, things provided for your health, safety and welfare.

Date adopted by the Governors ***23RD August 2020***

Date of Next Review ***September 2021***

Signed: Head of Establishment

Chair of Governors