



ST SWITHUN'S CE PRIMARY SCHOOL

HEALTH AND SAFETY POLICY MODEL PART III

AIM

- To establish and maintain a safe and healthy working environment.

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

- 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

Overall responsibility for the implementation and monitoring of the establishments health and safety policy by:

- Line managing the Leadership Team.
- Allocating sufficient resources to meet health and safety 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.
- Ensuring good communications by including health and safety issues in Staff briefings, bulletins and meetings.
- Organising and implementing termly inspections.
- Overseeing the completion of the arrangements and risk assessments for all on/off site activities ensuring appropriately staffed and adequately trained first aid cover is available.
- Ensuring that health & safety is a criteria for performance management / appraisal scheme.
- Ensure QCA/HSE health and safety curriculum requirements are being delivered.
- Formulate and implement a policy for the management of critical incidents.

3. SCHOOL BUSINESS MANAGER

Areas of responsibility:

- 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 for potentially hazardous activities and pupils giving cause for concern.
- Support employees with personal safety issues including stress.
- Review key school risk assessments annually.
- Ensure hazard reporting and maintenance documentation is actioned.
- Prepare the school for annual health and safety inspection.
- Ensure health and safety policies and procedures are reviewed in a timely manner.
- Ensure there is an organised the planned programme of maintenance of plant and equipment in collaboration with the Site Manager.
- Ensure an annual electrical testing programme in collaboration with the Site Manager.
- Ensure there are accurate records of all equipment and resources in collaboration with the Site Manager and ICT Technician.
- Ensure the purchasing and maintaining of all equipment and resources adhere to County Council prescribed standards.
- Ensure that the school follows the County Council procedures when selecting a contractor, completing a Self-Financed Improvement Project, liaising with contractors over health and safety matters, monitoring health and safety issues on-site regarding either county council or school appointed contactors.

4. SCHOOL ADMINISTRATOR

Areas of responsibility:

- Ensure visitors are registered, wear a badge and are briefed on the emergency procedures.
- Accident and Physical and Verbal Abuse report is completed on the online reporting system.
- All appropriate risk assessments guidance and hiring documentation is completed for community use of the site (supported by the Business Manager).
- All community users are registered and made aware of emergency procedures.
- Periodic checks are made of the first aid arrangements and containers.
- Medical records and documentation for pupils are accurately maintained and communicated to relevant staff.
- Medicines are stored securely and safely on the school site, with easy access to emergency medication (Epi-Pens).
- Medical and First Aid training requirements are up-to-date and appropriate to children's needs.
- Parental Permission documentation is completed for any medicines administered.
- Medical documentation is reviewed annually in preparation for the new school year. Relevant information is cascaded to the class teacher as and when necessary.

5. DEPARTMENT LEADERS

Areas of responsibility:

- 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.
- Advising colleagues on the completion of risk assessments and 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.

6. SITE MANAGER

Areas of responsibility:

- Carry out daily checks of the site and take appropriate remedial action
- Prioritise and process the maintenance and repair work recorded in maintenance book
- Review progress with the Business Manager weekly
- Ensure all employees and contractors are fully briefed on health and safety site issues
- Complete all relevant risk assessments
- Ensure all maintenance employees are trained and competent to undertake their tasks safely
- Ensure that the school follows the County Council procedures when liaising with contractors over health and safety matters, monitoring health and safety issues on-site regarding with county council or school appointed contractors

- Ensure there is an organised the planned programme of maintenance of plant and equipment
- Ensure an annual electrical testing programme
- Ensure there are accurate records of all equipment and resources
- Carry out termly fire drills, weekly fire tests, check fire extinguishers and maintain the Fire Safety Folder
- Ensure there is an organised the planned programme of maintenance of plant and equipment in collaboration with the Site Manager
- Carry out monthly water temperature tests and maintain Water Hygiene Folder
- Ensure the Asbestos Register is maintained accurately and asbestos in school is visually inspected annually
- Ensure adequate cleaning standards are maintained throughout the school
- Alert the Head of Establishment to issues of security and lone working

7. ALL EMPLOYEES

Areas of responsibility:

- Cooperate with health and safety requirements.
- Report all defects in the maintenance book in the school office
- 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.

8. VISITORS and CONTRACTORS

Areas of responsibility:

- 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.

9. PUPILS

Areas of responsibility:

- 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.

Approved by the Governors on 26 January 2016.

William Shingler (Chair of Strategy and Resources)  26 JAN 2016

Helen Atkinson (Headteacher).....  26/1/16

This policy will be reviewed every two years. The next review date is January 2018.