



HEALTH AND SAFETY POLICY STATEMENT (PART III)



Reviewed and Adopted June 2016

Signed.....COG

.....HEAD

Next review June 2018

HEALTH AND SAFETY POLICY STATEMENT (PART III) 2016

This policy should be read in conjunction with other health and safety related policies and procedures held by the school.

This Oxfordshire County Council Health and Safety Policy has been adopted by the Governors of Chesterton CE Primary School.

AIM

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

OBJECTIVES

The following objectives refer to employees, pupils, volunteers and visitors when on site or off site on school business.

- 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 of 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 Development Plan.
- Ensure that equipment purchased adheres to and is maintained 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 Oxfordshire County Council (OCC) on matters of health and safety.
- Nominate a Governor with responsibility for health and safety.

2. HEADTEACHER (HEAD OF ESTABLISHMENT)

To take overall responsibility for the implementation and monitoring of the establishment's 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.
- Ensuring good communications by including health and safety issues in staff briefings, bulletins and meetings.
- Organising and implementing termly inspections in consultation with Governors.
- Overseeing the completion of the arrangements and risk assessments for all on/off site activities.
- Monitor risk assessments, practices and procedures.
- Ensuring that health and safety is a criteria for performance management / appraisal scheme.
- Formulate and implement a policy for the management of critical incidents.
- Ensure that the school follows the County Council procedures:
 - when selecting a contractor
 - when completing a Self Financed Improvement Project (SFN Form).
 - when liaising with contractors over health and safety matters.
 - when monitoring health and safety issues on-site regarding either county council or school appointed contactors.
- Carry out daily checks of the site and take appropriate remedial action.
- Ensure that termly fire drills, weekly fire tests, checks of fire extinguishers are carried out and the Fire Safety Folder is maintained.
- Ensure that health and safety is included in all new employees' induction.
- Ensure off site visits are approved and appropriately staffed.

3. LEADERSHIP TEAM (BUSINESS MANAGER, SENIOR LEADERS)

Specific responsibilities identified in job descriptions.

- Liaising with OCC over health and safety issues.
- Regularly checking the Health and Safety website.
- Undertake an annual health and safety training needs analysis of all employees.
- Ensure that monthly water temperature tests are carried out and the Water Hygiene Folder is maintained.
- Monitor departmental health and safety related documentation, risk assessments, practices and procedures.
- Prioritise maintenance requirements.
- Ensure all employees and contractors are fully briefed on health and safety site issues.

- Ensure all maintenance employees are trained and competent to undertake their tasks safely.
- Alert the Headteacher to issues of security and lone working.
- Support employees with personal safety issues including stress.
- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person.
- Organise the planned programmed maintenance of plant and equipment.
- Encourage and support employees in completing risk assessments for pupils giving cause for concern.
- Ensure that health and safety curriculum requirements are being delivered in lessons. Advising colleagues on the completion of risk assessments and ensuring they are carried out, reviewed periodically and recorded.

4. SCHOOL ADMINISTRATORS

Ensure that:

- Visitors are registered, wear a badge and are briefed on the emergency procedures.
- Hazard reporting and maintenance documentation is actioned.
- Accidents or Incidents of Physical and Verbal Abuse are reported to OCC Health and Safety Team using the appropriate online reporting documentation.
- All appropriate risk assessments guidance and hiring documentation is completed for community use of the site.
- All community users are approved and made aware of emergency procedures.
- Adequate trained first aid cover is available for on /off site activities
- Termly checks are made of the first aid arrangements and containers.
- Arrange for the annual electrical testing programme.
- Maintaining inventory of equipment and resources.
- Purchase and maintain all equipment and resources to County Council prescribed standards.

5. TEACHERS

- Produce health and safety risk assessment guidance and documentation as appropriate especially in Art, Design & Technology, ICT, Science, PE and off-site activities
- Ensure that pupils are aware of health and safety issues and that these are being continually reinforced.

6. ALL EMPLOYEES

- 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 for which they are responsible.
- Use, but not misuse things provided for your health, safety and welfare.
- Do not undertake unsafe acts.
- Inform the Headteacher 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.

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 relating 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.
- Wear appropriate clothing consistent with good health, safety and hygiene practices and the activities undertaken.
- 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.

HEALTH AND SAFETY POLICY STATEMENT (PART III) 2016

APPENDIX – PERSONNEL IN POSTS

Headteacher (Head of Establishment)	Mr Iain Horner
Chair of Governors	Mr Terry Smith
H&S Governor	Mrs Helen Hayes (Resources Committee)
Business Manager	Mrs Claire Linfoot
Senior Leaders	Ms Sara Bailey, Mrs Katy Salter
School Administrators	Mrs Pauline Durham, Mrs Jackie Liversidge