



HEALTH AND SAFETY POLICY (PART IV)



Reviewed and Adopted – March 2023

Signed: Chair of Governors

..... Headteacher

Next review: March 2024



Based on OCC Model Health and Safety Policy Part IV (August 2021)

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 to comply with the Health and Safety at Work etc. Act 1974 and subsequent regulations under the Management of Health and Safety 1999.

OBJECTIVES

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

- All employees and contractors have a legal obligation to work and act with due regard to the Health and Safety of themselves and others, to cooperate in complying with statutory duties, and not to intentionally or recklessly misuse anything provided by the school in the interests of health, safety and welfare.
- 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 Standards.
- Include 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 and ALL related Health and Safety Policy documentation.
- Nominate a Governor with responsibility for health and safety.

2. HEADTEACHER

As the 'responsible person', the Headteacher is responsible for ensuring the health, safety and welfare of all the employees, pupils, visitors and contractors in their school. The responsible person may delegate responsibility to nominated and **competent** person(s), but in delegating such responsibility and duty, the responsible person maintains overall leadership and management responsibility for ensuring, maintaining and evidencing compliance with the

requirements of the Health and Safety Policy. The Headteacher will take overall responsibility for the implementation and monitoring of the school's Health and Safety Policy by:

- Line managing the Senior 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, email 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.
- Monitoring risk assessments, practices and procedures.
- Ensuring that health and safety is a criteria for performance management / appraisal scheme when appropriate.
- Formulating and implementing a policy for the management of critical incidents.
- Ensuring 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.
- Carrying out regular checks of the site and take appropriate remedial action.
- Ensuring off site visits are approved and appropriately staffed.
- Providing equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained in accordance with OCC guidance.

3. SENIOR LEADERSHIP TEAM (BUSINESS MANAGER, ASSISTANT HEADTEACHER)

Specific responsibilities identified in job descriptions.

- Liaise with OCC over health and safety issues.
- Regularly checking the OCC and HSE Health and Safety websites.
- Undertake an annual health and safety training needs analysis of all employees.
- Ensure that termly fire drills, weekly fire tests, checks of fire extinguishers are carried out and the Fire Safety Folder is maintained.
- Ensure that all staff receive statutory fire awareness training annually and all other health and safety training is regularly reviewed/refreshed as required.
- Ensure that health and safety is included in all new employees' induction.
- 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.

- Arrange for the annual electrical testing programme.
- Organise the planned programmed maintenance of plant and equipment.
- Purchase and maintain all equipment and resources to County Council prescribed standards.
- 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.
- Maintaining accurate records of equipment and resources.

5. TEACHERS

- Create risk assessments as appropriate especially in Art, Design & Technology, ICT, Science, P.E., for specific curriculum activities in school and for off-site activities, including educational visits.
- Ensure that pupils are aware of health and safety issues (including fire evacuation and lockdown procedures) and that these are being continually reinforced.

6. ALL EMPLOYEES

All employees to be familiar with the school's Health and Safety Policy and other associated policies relative to the site.

- Cooperate with health and safety requirements.
- Ensure that they work in a safe manner and without risking injury to themselves, pupils, other staff or visitors.
- Co-operate with the school by adhering to the Health and Safety Policy and related policies, advice, instructions, protocols and procedures.
- Report any unsafe practices including defects, accidents, near misses and hazardous situations immediately via methods as explained at induction. (Verbally report issues posing an immediate danger, less urgent issues written in the maintenance book kept in the school office.)
- Contribute to the achievement, adherence to and improvement of health and safety standards.

- Complete and refresh as necessary (and applicable to job role) all elements of health and safety training: manual handling, working at height, slips, trips and falls, lone working, DSE, COSHH etc as determined by the Headteacher.
- 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.
- Be familiar with the emergency action plans for fire, lockdown, 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 summary 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, unless accompanied by a member of staff.
- Follow evacuation or lockdown procedures in the event of an emergency.
- Sign out before leaving the school site.

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, as set out in the school's dress code on the website.
- 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 IV) 2023

APPENDIX – PERSONNEL IN POSTS

Headteacher (Head of Establishment)	Mr Iain Horner
Chair of Governors	Mrs Abigail Grenfell
H&S Governor	Mr Chris Messum (Resources Committee)
Business Manager	Mrs Claire Linfoot
Assistant Headteachers	Mrs Katy Salter
School Administrators	Mrs Pauline Durham, Mrs Lynette Pull, Ms Jo Davies