

Horspath CofE Primary School

Health and Safety Policy

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 Resources Committee meetings.
- Carry out regular inspections as outlined in the Governors' Handbook.
- 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 Leadership Team;
 - Allocating sufficient resources to meet health and safety priorities;
 - Ensuring attendance on appropriate health and safety training courses
 - Liaising with the employer over health and safety issues;
 - 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
 - Formulate and implement a policy for the management of critical incidents
 - Ensure good communications by including health and safety issues in Staff briefings, bulletins and meetings.

- Formulate, implement and regularly review a faculty health and safety policy.
- Advise colleagues on the completion of risk assessments and ensuring they are carried out, reviewed periodically and recorded.
- Check that pupils are aware of health and safety issues and that these are being continually reinforced.
- Purchase and maintain all equipment and resources to County Council prescribed standards

3. School Business Manager

- Lead health and safety induction for all new employees
- Undertake an annual health and safety training needs analysis of all employees
- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person.
- Support the Headteacher in monitoring documentation, risk assessments, practices and procedures.
- Regularly check Health and Safety websites and disseminate information as appropriate.
- Ensure that hazard reporting and maintenance documentation is actioned.
- Ensure that all appropriate risk assessments guidance and hiring documentation (TOCA) is completed for community use of the site.
- Ensure that community users are registered and made aware of emergency procedures.
- Ensure that periodic checks are made of the first aid arrangements and containers
- Organise the planned programmed maintenance of plant and equipment.
- Ensure that fire drills take place according to H and S procedures.
- Visitors are registered wear a badge and are briefed on the emergency procedures;
- Accident and Physical and Verbal Abuse documentation is completed and submitted to RLT
- Maintain accurate records of all office equipment and resources.
- Purchase and maintain all office equipment and resources to Health and Safety prescribed standards
- Ensure that the school follows the Trust procedures: when selecting a contractor e.g. minimum

insurance of £5m

- Carry out daily checks of the site and take appropriate remedial action.
- Prioritise and process the maintenance needs of the site
- Ensure all employees and contractors are fully briefed on health and safety site issues e.g. all contractors should be asked to look at and sign the Asbestos register before they begin work
- Arrange annual electrical testing programme. (PAT testing as appropriate)
- Complete all relevant risk assessments.
- The First Aid boxes are collected in every couple of months on a rolling programme and the contents checked and replaced if they are out of date
- Carry out weekly fire tests, check fire extinguishers and maintain the Fire Safety Folder.
- Carry out monthly water temperatures tests and maintain the Water Hygiene Folder. (SS)
- Alert the Head of Establishment to issues of security and lone working.

8. All employees

- Cooperate with health and safety requirements.
- Report all defects on the maintenance forms and return them to the 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.

9. Visitors and Contractors

- Sign in at the School Reception 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/signed by contractors

- Wear a visitor badge whilst on site at all times.
- Follow evacuation procedures in the event of an emergency.

10. 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.

Adopted by the governing body on Tuesday 14th November 2017