



## **BRIZE NORTON PRIMARY SCHOOL HEALTH AND SAFETY POLICY PART III (For Community & Controlled Schools)**

[Governors in Aided & Foundation Schools are the employers. They are advised to adopt County Council Health & Safety Policies & Procedures including this Model Part III. A statement to this effect will be needed at the front of this 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 of a hazardous situation developing, and of an accident and / or emergency occurring on or off site.

### ***RESPONSIBILITIES***

#### **1. GOVERNORS**

(<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/g/govdel.pdf>)

- 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 (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/p/publis.pdf>)
- 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 all 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 the establishments Health and Safety policy by:

- Allocating sufficient resources to meet Health and Safety priorities
- Line manage the leadership team
- Ensuring attendance on appropriate Health and Safety training courses (<http://intranet.oxfordshire.gov.uk/links/intranet/cyphhealthandsafety> - training)

- Liaising with the employer (OCC) over Health and Safety issues
- Regularly checking the Health and Safety website  
(<http://intranet.oxfordshire.gov.uk/links/intranet/cypfhealthandsafety>)
- 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  
(<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/s/safrep.pdf>) 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
- Arrange for the annual Portable Appliance Testing (PAT)
- Formulate and implement a policy for the management of critical incidents (<http://intranet.oxfordshire.gov.uk/links/intranet/cypfhealthandsafety - Emergency Plans - Critical Incident Management>)
- Organise the planned programmed maintenance of plant and equipment
- Purchase and ensure that all equipment and resources are maintained to OCC standards

Ensure that the school follows the County Council procedures when selecting a contractor

(<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/c/consel.pdf>)

- When completing a Self Financed Improvement Project (SFN Form)  
<http://intranet.oxfordshire.gov.uk> – 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 contactors
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- Include Health and Safety in all new employees' induction.
  - Undertake an annual Health and Safety training needs analysis of all employees (<http://intranet.oxfordshire.gov.uk/links/intranet/cypfhealthandsafety -Training>)
  - Encourage and support employees in completing risk assessments for pupils giving cause for concern  
([http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/p/Pupil\\_Behaviour.pdf](http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/p/Pupil_Behaviour.pdf))
  - Ensure that QCA / HSE Health and Safety curriculum requirements are being delivered in lessons  
(<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/t/teachs.pdf>)
  - Support employees with personal safety issues including stress  
<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/s/strpre.pdf>
  - Ensure off site visits are approved and appropriately staffed  
(<http://intranet.oxfordshire.gov.uk/links/intranet/cypfhealthandsafety - procedures - Out About with Oxfordshire 3>)

- Review risk assessments annually.  
(<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/d/displa.pdf>)

### **3. OFFICE MANAGER**

Is required to ensure that:

- All office risk assessments are completed and reviewed  
(<http://portal.oxfordshire.gov.uk/conetnt/public/LandC/Resources/healthsafe/d/displa.pdf>)
- 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 the Health & Safety Team  
(<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/p/perpav.pdf>)
- Adequate trained first aid cover is available for on /off site activities
- Maintaining accurate records of all equipment and resources

### **4. SITE MANAGER**

- Carry out daily checks of the site and take appropriate remedial action (check daily the detects list in the staffroom)
- Review progress with the head as necessary
- 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  
(<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/t/tracom.pdf>)
- Carry out termly fire drills, weekly fire tests, check fire extinguishers and functional checks on all smoke detectors, recording the results and maintain the Fire Safety Folder  
(<http://intranet.oxfordshire.gov.uk/links/intranet/cypfhealthandsafety> - procedures)
- Alert the Head of Establishment to issues of security and lone working  
(<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/l/lonwor.pdf>)
- Maintain accurate records of all equipment and resources
- Carry out monthly water temperatures tests and maintain the Water Hygiene Folder

### **5. SCHOOL GENERAL TA**

- Periodic checks are made of the first aid arrangements and containers, replacing items as required.  
[http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/f/First\\_Aid\\_at\\_Work.pdf](http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/f/First_Aid_at_Work.pdf)

### **6. ALL EMPLOYEES**

- Cooperate with Health and Safety requirements
- Read and understand the staff handbook
- Report all defects to the Head teacher or Site Manager
- 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

**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 any hazards peculiar to this site
- 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.

Health and safety champion in school – Mark Smith (Headteacher)  
 Health and safety Governor – Phil Sampson  
 Site Manager – Colin Burnett

***Date adopted by the Governors***                      ...18.3.10...(reviewed).....

***Date of Review***    ...18.3.11.....

***Signed: Head of Establishment***                      .....

***Chair of Governors***    .....