

STEPHEN FREEMAN COMMUNITY PRIMARY SCHOOL HEALTH AND SAFETY POLICY. 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 Development Action Plan & Children's Centre Development 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 (OCC) on matters of health and safety.
- Nominate a Governor with responsibility for health and safety.

2. HEADTEACHER

- To take overall responsibility for ensuring 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:
<http://education.oxfordshire.gov.uk/healthsafe/index.cfm>
 - 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 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 and
 - Formulate and implement a policy for the management of critical incidents.
- Ensure that the School and Children's Centre follow the LEA procedures:
 - when selecting a contractor;
 - when completing a Self Financed Improvement Project (SF1 Form);
 - when liaising with contractors over health and safety matters;
 - when monitoring health and safety issues on-site regarding either County or School /Centre appointed contractors.
- Carry out daily checks of the site and take appropriate remedial action.
- Prioritise and process the maintenance forms.
- Ensure all employees are fully briefed on health and safety site issues
- Complete all relevant risk assessments.
- Ensure all employees are trained and competent to undertake their tasks safely.
- Carry out termly fire drills, weekly fire tests, check fire extinguishers and maintain the Fire Safety Folder.
- Carry out monthly water temperatures tests

3. **DEPUTY HEADTEACHER (school) & CENTRE MANAGER (children's centre)**

- 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 staff in completing risk assessments for pupils or service users giving cause for concern.
- Ensure that QCA/HSE health and safety curriculum requirements are being delivered in lessons and sessions.
- Support employees with personal safety issues including stress.
- Ensure off site visits are approved and appropriately staffed.
- Review departmental co-ordinators risk assessments annually.

4. **THE SCHOOL & CENTRE ADMINISTRATORS**

- Is required to ensure that:
 - All office risk assessments are completed and reviewed;
 - Visitors are registered wear a badge and are briefed on the emergency procedures;
 - Hazard reporting and maintenance documentation is actioned
 - Accident and Physical and Verbal Abuse documentation is completed and submitted to the Education Health & Safety Section;
 - All appropriate risk assessments guidance and hiring documentation is completed for community use of the site;

- All community users are registered and made aware of emergency procedures;
- Adequate trained first aid cover is available for on /off site activities and
- Periodic checks are made of the first aid arrangements and containers.

5. **THE BUSINESS MANAGER**

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

6. MANAGEMENT TEAM and COORDINATORS

- 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, 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 a 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

7. 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 employer 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 issues with pupils.

8. VISITORS and CONTRACTORS

- Sign in at the appropriate office on arrival.
- Read the resume of the health and safety procedures on arrival .
- Wear a visitor badge whilst on site at all times.
- Follow evacuation procedures in the event of an emergency.

9. PUPILS and SERVICE USERS

- 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.

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