



2016 / 17

## **HEALTH AND SAFETY POLICY MODEL PART III** **ST Michael's CE (Aided) Primary School**

**[The Governors as the employers at St Michael's Aided Primary School agree to adopt the County Council Health & Safety Policies & Procedures including this Model 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** (*Chair of Governors – Elaine Bardwell*)

- 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 meetings.
- Carry out regular inspections as outlined in the Governors' Handbook.
- Cooperate with the employer, Oxfordshire County Council (OCC) on matters of health and safety.
- Nominate a Governor with responsibility for health and safety.

#### **2. HEAD TEACHER** (*Rosalind Owen*)

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 (OCC and Governors) over health and safety issues;

- Regularly checking the Health and Safety website via: [schools.oxfordshire.gov.uk/cms/](http://schools.oxfordshire.gov.uk/cms/)
- 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 criterion for performance management / appraisal scheme and
- Formulate and implement a policy for the management of critical incidents
- Carry out termly fire drills (3 per year)

### 3. **ASSISTANT HEAD** (*Catherine Archard*)

- 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 employees in completing risk assessments for pupils giving cause for concern.
- Ensure that HSE health and safety curriculum requirements are being delivered in lessons.
- Support employees with personal safety issues including stress.
- Ensure off site visits are approved and appropriately staffed.
- Review departmental coordinators risk assessments annually.

### 4. **ADMINISTRATIVE MANAGER** (*Judith Davies*)

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 Health & Safety Team
- 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. **FINANCE MANAGER** (*Kaye Devine*)

- 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 County Council prescribed standards.

**6. LEADERSHIP and COORDINATOR TEAMS (Rosalind Owen, Catherine Archard (Assistant Head) and Emma Billingham (SENCo))**

- 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, assessed, 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 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. SITE MANAGER (Alec Newbigging in consultation with Rosalind Owen and Judith Davies)**

- Ensure that the school follows the County Council procedures:
  - when selecting a contractor
  - when completing a Self-Financed Improvement Project (SFN Form)– (Found in 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.
- Carry out daily checks of the site and take appropriate remedial action.
- Prioritise and process the maintenance forms.
- Review progress with the head weekly.
- Ensure all employees and contractors are fully briefed on health and safety site issues.
- Complete all relevant risk assessments.
- Ensure all maintenance 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 procedures.
- Carry out monthly water temperatures tests and maintain the Water Hygiene Folder;
- Carry out daily / weekly visual checks of play equipment and a monthly inspection to check for splinters and wear on wooden equipment.
- Alert the Head of Establishment to issues of security and lone working

**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.

#### **8. VISITORS and CONTRACTORS**

- Sign in at the School Office on arrival and out on departure.
- 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.
- Wear a visitor badge whilst on site at all times.
- Follow evacuation procedures in the event of an emergency.

#### **9. 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.

*Date adopted by the Governors*

*November 2016*

*Date of Review*

*September 2017*

*Signed: Head of Establishment*

*Rosalind Owen*

*Chair of Governors*

*Elaine Bardwell*