



## **Radley CE Primary School Health and Safety Policy Part IV**

### **Named person for Health and Safety: School Business Manager (Jackie Crook)**

#### **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**

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 a hazardous situation developing, and of an accident and / or emergency occurring on or off site.

#### **GENERAL PRINCIPLES**

- All staff members will receive regular Health and Safety training in accordance with the requirement of their role.
- Accidents, incidents and near misses will be reported in accordance with the Accident and Incident Reporting policy.
- Incidents of physical and/or verbal abuse against staff or volunteers will be recorded through OCC's "Health & Safety Incident" system
- Arrangements for educational visits (off-site) will be made in line with the Educational Visits policy and in consultation with the Educational Visits Co-ordinator
- A "Critical Incident Management Plan" has been drawn up; copies are held in the school office, and off-site by the Headteacher. The plan includes contact details for all parents/carers.
- Arrangements for the administration of first aid and managing medical needs are held in separate policies
- Staff are advised of external support (e.g. occupational health and staff care services) via notices in the staff room
- A risk assessment is carried out on an annual basis to establish levels of site security and safety for staff, pupils and visitors.

- An annual schedule of H & S checks has been established and includes: fire safety; ladders; maintenance of plant and equipment; control of substances hazardous to health; risk assessments.
- An annual H & S monitoring visit is carried out by OCC, with outcomes being reported back to the Headteacher and Governors

## **ASSOCIATED POLICIES/PROCEDURES**

- Accident and Incident Reporting
- Critical Incident Management Plan
- Educational Visits
- First Aid
- Fire Risk Assessment/Action Plan
- Health & Safety checks – annual schedule
- Managing Medical Needs
- Risk Management
- Manual Handling
- Slips, Trips and Falls

## **RESPONSIBILITIES**

### **1. GOVERNORS**

- Monitor the allocation of funds based on suitable and sufficient risk assessments.
- Prioritise health and safety matters within the School Evaluation and Development Plan when necessary.
- Ensure that equipment is purchased and maintained to British and European Standards.
- Have health and safety as a standing item on the agenda of all meetings of the full governing body.
- Ensure that regular H & S inspections are carried out (a minimum of annually).
- Co-operate with the employer, Oxfordshire County Council (OCC), on matters of health and safety.
- Nominate a Governor with responsibility for Health and Safety.

### **2. HEADTEACHER**

- Take overall responsibility for the implementation and monitoring of the establishment's health and safety policy by;
- 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, bulletins and meetings;

- 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, where appropriate;
- Formulating and implementing a policy for the management of critical incidents
- Ensuring off-site visits are approved and appropriately staffed, and that adequate trained first aid cover is available for on /off site activities.
- Ensure that the school follows the County Council procedures:
  - when selecting a contractor
  - when completing a Self-Financed Improvement Project (SFA 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.
- Ensure that health and safety is included in all new staff induction.
- Monitor departmental documentation, risk assessments, practices and procedures.
- Support staff with personal safety issues including stress

### **3. DEPUTY HEADTEACHER/SENCO**

- Encourage and support staff in completing risk assessments for vulnerable pupils giving cause for concern
- Support staff with personal safety issues including stress

### **4. SCHOOL BUSINESS MANAGER/SCHOOL ADMINISTRATOR**

Ensure that:

- All risk assessments are completed and reviewed.
- An annual health and safety training needs analysis is carried out for all staff.
- There is liaison with the employer (OCC) over health and safety issues;
- OCC's Schools' Health and Safety intranet page is regularly checked for updates;
- An annual schedule of all H & S checks is maintained and completed;
- Quarterly fire drills are carried out, recorded, and remedial action taken if necessary;
- Visitors are registered, wear a badge and are briefed on the emergency procedures;
- 'Accident' and 'Physical and Verbal Abuse' reports are completed and submitted to the Health & Safety Team online;
- All appropriate risk assessment, guidance and hiring documentation is completed for community use of the site
- All community users are registered and made aware of emergency procedures;
- All equipment and resources meet County Council prescribed standards
- Periodic checks on the first aid arrangements and containers are made, through consultation with Tina McClean
- Organise the planned programmed maintenance of plant and equipment.
- Arrange for the annual electrical testing programme

- Maintain accurate records of all electrical equipment and resources with an individual value in excess of £1,000.00
- Hazard reporting and maintenance documentation is actioned
- 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 through consultation with Tina McClean

## **5. CURRICULUM CO-ORDINATORS**

- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person.
- Annually undertake training needs analysis for their curriculum subject
- Check that pupils are aware of Health and Safety issues and that these are being continually reinforced.
- Teachers are responsible for the creation and completion of risk assessments for class based high risk activities and for educational visits

## **6. CLEANING STAFF**

- Report issues via the 'Communications Log' kept in the Headteacher's office

## **7. ALL STAFF**

- All employees to be familiar with the schools Health & Safety policy and other associated policies relative to the site Report all defects to the School Business Manager.
- ensure that they work in a safe manner and without risking injury to themselves, pupils, other staff, or visitors
- co-operate with their employer by adhering to the Health & Safety policy and related policies, advice, instructions, protocols, and procedures
- report any unsafe practices including defects, accidents, near misses and hazardous situations to Headteacher or School Business Manager
- adhere to ALL the schools associated Health & Safety policies
- use, but not misuse, items provided for your health, safety, and welfare do not undertake unsafe acts
- 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.
- Carry out daily visual checks of the site and take appropriate remedial action.

## **8. VISITORS and CONTRACTORS**

- Sign in at the School Office Reception on arrival.
- Contractors will be informed of hazards peculiar to the site.
- 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 their 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 their health, safety and welfare.
- The School Council to play a role in disseminating information to pupils.

This policy will be reviewed on a 2-yearly basis.