

# HEALTH AND SAFETY POLICY

## Part 4

(school specific H&S duties may be undertaken by key personnel other than as detailed below depending on the school structure)



### Appleton CE (V) Primary School

We promise to:

Be kind

Be respectful

Be responsible

#### Appleton C of E Primary School Vision & Values

At Appleton C of E Primary School, our vision is **"Building wisely for life"**

Our vision is to be:

***A happy and welcoming school community where we learn to build wisely for life by following Jesus' example of love and care, and by aiming to be the best we can for ourselves and the good of others.***

We have three core Christian values:

***Respect:*** We recognise and respect the uniqueness of each individual

***Kindness:*** We show kindness by loving others as ourselves, making a difference to our community and the world around us through our words and actions

***Responsibility:*** We are responsible for fulfilling our potential, believing in ourselves and making our own wise choices.

## **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.

## **RESPONSIBILITIES**

### **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 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 and ALL related H&S Policy documentation.
- Nominate a Governor with responsibility for health and safety.

### **HEADTEACHER**

• As the '**responsible person**', the Headteacher is responsible for ensuring the health, safety and welfare of all the employees, pupils, visitors and contractors in their school. The responsible person may delegate such responsibility to nominated and **competent** person(s), but in delegating such responsibility and duty, the responsible person maintains overall leadership and management responsibility for ensuring, maintaining and evidencing compliance with the requirements of the Health and Safety policy.

- Line managing the Leadership Team.
- Allocating sufficient resources to meet health and safety priorities.
- Ensuring attendance on appropriate health and safety training courses (See the Learning Zone on Schools' Insite and/or contact the Health and Safety team for information on the training available.
- Liaising with the employer (OCC) over health and safety issues
- Regularly checking the Health and Safety toolkit/A-Z:
- Ensuring good communications by including health and safety issues in staff briefings, bulletins, and meetings (recorded agenda/minutes).
- 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
- Formulate and implement a policy for the management of critical incidents (Please visit the Health and Safety A-Z for Emergency Plans - CIEMP)
- Provide equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained in accordance with OCC guidance

### **Senior leadership team**

- Include health and safety in all new employees' induction.
- Undertake an annual health and safety training needs analysis of all employees (visit the Learning Zone and/or contact the schools H&S team). Training matrix document available on the H&S A-Z.
- Monitor departmental documentation, risk assessments, practices, and procedures.
- Encourage and support employees in completing risk assessments for pupils giving cause for concern (Model risk assessment can be found on the A-Z, Risk Assessment).
- Ensure that QCA / HSE health and safety curriculum requirements are being delivered in lessons
- Support employees with personal safety issues including stress (Please visit A-Z for Stress at Work Policy)
- Ensure off site visits are approved and appropriately staffed (procedures – EVC, guidance on A-Z)
- Review departmental coordinators risk assessments annually.

### **School administrators**

- Is required to ensure that:
  - All office risk assessments are completed and reviewed (Model risk assessment can be found on the A-Z, Risk Assessment).
  - Visitors are registered wear a badge and are briefed on the emergency procedures.
  - Hazard reporting and maintenance documentation is actioned
  - Timely Accident and Physical and Verbal Abuse report is completed on the online reporting system. (Links to the Accident Reporting System are on the Health and Safety Pages on the Schools Insite)
  - 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.
  - All staff receive statutory fire awareness training annually and all other H&S training is regularly reviewed/refreshed as required.
  - Adequately trained first aid cover is available for on /off site activities and
  - Periodic checks are made of the first aid arrangements and containers (Please visit the A-Z for the First Aid at Work Policy)

## **FINANCE administrator**

- Organise the planned programmed maintenance of plant and equipment.
- Arrange for the annual electrical testing programme (Please visit A-Z for policy on Portable Appliance Testing)
- Maintaining accurate records of all equipment and resources.
- Purchase and maintain all equipment and resources to County Council prescribed standards

## **LEADERSHIP and COORDINATOR TEAMS**

- Produce health and safety risk assessment guidance and documentation as appropriate especially in Art, Design & Technology, ICT, Science, PE, and off-site activities (please visit A-Z for Risk Assessment guidance in different classroom settings).
- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained, stored, and used by a competent person.
- Advise colleagues on the completion of risk assessments and ensure 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.

## **SITE MANAGER / CARETAKER**

- Ensure that the school follows the County Council procedures:
  - when selecting a contractor (if applicable to job role) (Please visit A-Z for Contractor Management guidance)
  - when completing a Self-Financed Improvement Project (SFN Form) (See guidance under 'S' on the schools Insite page)
  - when liaising with contractors over health and safety matter (if applicable to job role).
  - when monitoring health and safety issues on-site regarding either County 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 Headteacher, SLT, or SBM on a regular basis (frequency to be determined locally).
  - Ensure all employees and contractors are fully briefed on health and safety site issues.
  - Complete all relevant risk assessments.
  - Staff within their control are adequately trained and/or instructed to perform their duties safely.
  - Carry out recorded termly fire drills, recorded weekly fire alarm tests, monthly checks of fire extinguishers/emergency lighting and maintain the Fire Safety Folder (Please visit A-Z for Fire Safety Folder).
  - Carry out monthly water temperature and maintain the water hygiene

documentation. Ensure the WHRA is current and identified actions are addressed to comply with L8 regulations.

- Alert the Headteacher immediately of any issues relating to any identified hazards on site; site security, lone working, manual handling, working at height, slips, trips and falls etc., and anything related to COSHH management, Asbestos, Fire Safety, electrical issues.

## **Teachers**

- Teachers are responsible for the creation and completion of risk assessments for class based high risk activities and for educational visits (unless there is a trained/appointed EVC).

## **ALL EMPLOYEES**

**All** employees to be familiar with the schools Health & Safety policy and other associated policies relative to the site:

- 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
- reporting any unsafe practices including defects, accidents, near misses and hazardous situations
  
- contributing to achievement, adherence to and improvement of Health & Safety standards
- complete and refresh as necessary (and applicable to job role) all elements of H&S training; manual handling, working at height, slips, trips and falls, lone working, DSE, COSHH etc., as determined by the Headteacher
- 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, CIEMP and off-site issues
- raise, without delay, health, safety, and environmental issues with pupils.

## **VISITORS, CONTRACTORS and PARENTS**

- All visitors to the school will sign in at Reception/school office and will be provided by a visitor badge to be worn for the duration of the visit and handed back to reception/school office on departure (badges may be colour coded as to whether or not said visitor has DBS clearance).
- Visitors will be collected from reception/school office by the member of staff concerned or escorted to the appropriate area of the school
- All visitors to be made aware of site-specific health and safety/emergency procedures on arrival at the school.
- Contractors will be informed of hazards peculiar to this site, e.g., asbestos.
- Follow evacuation procedures in the event of an emergency.

**PUPILS**

- Behave in a way that does not put their health and safety at risk or that of others.
- Observe standards of dress consistent with good health, safety and hygiene practices as set out in the schools' uniform policy/school specific H&S Policy
- Follow ALL safety rules including the instructions from staff given in an emergency situation
- Use, but not misuse, things provided for health, safety and welfare.

**Date adopted by the Governors**

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**Date of next review**

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*Signed: Headteacher*

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*Signed: Chair of Governors*

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