



BRIZE NORTON PRIMARY SCHOOL HEALTH AND SAFETY POLICY PART III

This policy was originally adopted by the Governing Body on 18th March 2010.

Review Date Planned	Review Date	Date adopted by Governing Body
18 th March 2011	14.3.12	17.3.12
18 th March 2012	18.3.12	22.3.12
18 th March 2013	7.3.13	14.3.13
7 th March 2015		

Introduction

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

Health and safety champion in school – Mark Smith (Headteacher)

Health and safety Governor – Phil Sampson

Site Manager – Colin Burnett

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/cyphhealthandsafety>)
- 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/cyphhealthandsafety> - [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
- 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/cyphhealthandsafety> -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)
- 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//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

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.

Signatures 14th March 2013 review:

Shane Rae		Nicolette Craig	
Phil Sampson		Chris Rushton	
Tracy Barnett		Christine Eaglestone	
Miranda Mowbray		James Maddern	
Mark Smith		Emerald Grant	