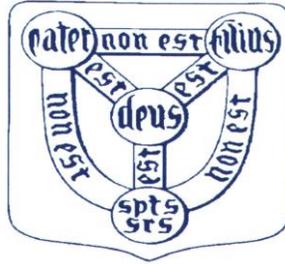


Shellingford CE (A) Primary School

Headteacher: Miss Judith Terrell



"Inspiring hearts and minds"

HEALTH AND SAFETY POLICY

Part 4

Governors in Church Aided Schools are the employers.
Shellingford CE (A) Primary School has been advised to adopt Oxfordshire County Council Health & Safety Policies & Procedures including this Part 4 section.



Adopted: 21st September 2023

(and reviewed annually thereafter following the Health & Safety Audit)

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:

1. GOVERNORS

- Monitor the allocation of funds based on suitable and sufficient risk assessments.
- Prioritise health and safety matters within the school's Raising Achievement Plan (RAP).
- Ensure a safe place of work for employees and pupils, including safe means of access and egress.
- Ensure that adequate health and safety resources are available to meet health and safety requirements.
- Have procurement standards for goods, equipment and services.
- Include health and safety as a standing item on the agenda at all Resources Committee 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 policies.
- Nominate a Governor with responsibility for health and safety.

2. 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.

- Informing the Senior Leadership Team of health and safety practises.
- Allocating sufficient resources to meet health and safety priorities.
- Ensuring attendance on appropriate health and safety training courses.
- Liaising with OCC over health and safety issues.
- Regularly checking of compliance via the HSE website and OCC H&S intranet webpages.
- Ensuring good communications by discussing health and safety issues at whole school staff briefings and meetings, and by circulating minutes, bulletins to employees.
- Organise and implement termly site safety visits with the designated Health & Safety Governor.

- Overseeing the completion of the risk assessments and arrangements for all on/off site activities, advising staff and ensuring they are carried out, reviewed and recorded.
- Ensuring that health & safety is a part of the annual Staff Appraisal process.
- Formulating and implementing a policy for the management of critical incidents and emergency plans (OCC CIEMP).
- Overseeing the annual maintenance schedule of plant and equipment; water; asbestos; electrical; fire safety and ensuring records are kept up to date and accurate.
- Including health and safety as part of all new employees' staff induction.
- Undertaking an annual health and safety training needs analysis of all employees.
- Monitoring all documentation, risk assessments, practices and procedures.
- Encouraging and supporting employees in completing risk assessments for pupils giving cause for concern
- Ensuring that HSE health and safety curriculum requirements are being delivered in lessons.
- Supporting employees with personal safety issues including stress and well-being
- Ensuring the designated staff member for EVC is appropriately trained, all off site visits are approved and with appropriate pupil to staff ratios.
- Ensuring all staff read any health and safety risk assessment, procedures and guidance as appropriate especially in Art, Design & Technology, IT, Science, PE and for off-site activities.
- Ensuring all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person, i.e COSHH.
- Regularly checking that pupils are aware of health and safety issues and that these are being continually reinforced.
- Alerting all employees to the issues of security and lone working.

3. SITE MANAGER (Caretaker/Cleaner-in-Charge)

- o Ensure the Caretaker/Cleaner in Charge carries out:
 - daily checks of the site and completes maintenance records, takes appropriate remedial action and reports any hazards and defects to the School Administrator.
- o Review health and safety matters and progress with the School Administrator weekly.
- o Carrying out termly fire drills, weekly call point tests, check fire extinguishers and maintain the Fire Safety Folder procedures and logbook.
- o Carrying out monthly water temperatures tests, weekly flushing of outlets and maintaining the Water Service Hygiene Manual.

4. OFFICE MANAGER (School Administrator)

- o Ensure that the school follows the Oxfordshire County Council / Oxford Diocesan procedures when:
 - selecting a contractor
 - completing any condition-related premises works or capital projects
 - liaising with contractors over health and safety matters
 - monitoring health and safety issues on-site regarding either OCC or school appointed contactors
- o Is required to ensure that:
 - Visitors sign in at the School Office, wear an ID badge and are briefed on the emergency procedures.
 - Hazard reporting and maintenance documentation is actioned.
 - 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.

- All hazardous equipment and materials are appropriately marked, assessed and used by a competent person, i.e. COSHH.
- Purchasing and maintaining all equipment and resources to OCC required standards in conjunction with the Headteacher and Finance Office.
- Organise the annual maintenance schedule of plant and equipment; water; asbestos; electrical; fire safety and keep records up to date and accurate.
- Accident, Physical and Verbal Abuse documentation is completed and submitted to the Health & Safety Team.
- All appropriate risk assessments, guidance and contract documentation is in place for any on-site contractual works.
- All community users sign in at the School Office and made aware of emergency procedures.
- All Staff are First Aid trained (including designated EYFS and KS1 staff who are Paediatric First Aid trained) and that training records are kept up to date.
- Regular checks are made in line with the First Aid Policy including pupil accident / incident reporting, maintaining First Aid boxes.
- Procedures are being followed in line with the Supporting Children with Medical Conditions Policy and the administration of medicines.
- Arrange for the annual electrical testing programme (PAT), fire and security systems etc
- Ensure all employees and contractors are fully briefed on health and safety site issues, i.e. asbestos management folder.
- Ensure all employees responsible for aspects of health and safety, i.e. All staff receive statutory fire awareness training annually, Fire Marshalls are trained and competent to undertake their tasks safely.

5. TEACHERS

- o Teachers are responsible for the creation and completion and risk assessments for class based high risk activities and for educational visits in consultation with the EVC.

6. ALL EMPLOYEES

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

- o ensure that they work in a safe manner and without risking injury to themselves, pupils, other staff, or visitors
- o co-operate with their employer by adhering to the Health & Safety policy and related policies, advice, instructions, protocols, and procedures
- o reporting any unsafe practices including defects, accidents and hazardous situations to the School Administrator
- o inform the Headteacher of any 'Near-Misses'
- o contributing to achievement, adherence to and improvement of Health & Safety standards
- o 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
- o adhere to ALL the schools associated Health & Safety policies
- o use, but not misuse, items provided for your health, safety, and welfare do not undertake unsafe acts
- o be familiar with the emergency action plans for fire, lockdown, first aid, bomb, security and off-site issues.
- o raise, without delay, any health, safety and environmental issues with pupils.

7. GOVERNORS, VISITORS, PARENTS and CONTRACTORS

- Sign in at the School Office on arrival and will be provided with a security badge (colour coded) to be worn for the duration of the visit.
- Visitors will be collected from 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 (and read the resume of the health and safety procedures).
- Contractors will be informed of hazards specific to the site, e.g. asbestos.
- Follow evacuation / lockdown procedures in the event of an emergency.
- Sign out at the School Office before leaving the site and return the security badge.

8. 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 by the School's Uniform Policy.
- Follow ALL safety rules including the instructions from staff given in an emergency situation.
- Use, but not misuse, equipment and resources provided for their health, safety and welfare.

Date written: September 2023

Review Date: September 2024

Policy Agreed by the Governing Body on 21st September 2023

Signed Chair of Governing Body

Signed Headteacher