



St Mary's CE Infant School

HEALTH AND SAFETY POLICY

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, or of an accident and / or emergency occurring on- or off-site.

RESPONSIBILITIES

1. GOVERNORS

- Allocate funds to identified health and safety issues.
- Prioritise health and safety matters within the Raising Achievement Plan.
- Ensure the purchase and maintenance of equipment to British and European Standards.
- Have health and safety as a standing item on the FPP and FGB agendas.
- Nominate a Governor with responsibility for health and safety, who carries out regular health and safety inspections.
- Cooperate with Oxfordshire County Council (OCC) on matters of health and safety.
- Ensure that monthly water checks have been carried out and recorded by the cleaners.

2. HEADTEACHER

To 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.
- Liaising with the employer (ODST) over health and safety issues.
- Regularly checking the OCC Health and Safety website.
- Ensuring good communications by including health and safety issues in staff briefings, bulletins and meetings.
- Organising and implementing termly inspections
- Overseeing the completion of the arrangements and risk assessments for all on-/off-site activities.
- Formulating and implementing a policy for the management of critical incidents

- Including health and safety in all new employees' induction.
- Undertaking an annual health and safety training needs analysis of all employees.
- Monitoring risk assessments undertaken by others.
- Encouraging and supporting employees in completing risk assessments for pupils giving cause for concern.
- Ensuring that QCA/HSE health and safety curriculum requirements are being delivered in lessons.
- Support employees with personal safety issues including stress.
- Ensuring off-site visits are appropriately staffed.
- Ensuring that the school follows the ODST and where relevant County Council procedures:
 - when selecting a contractor
 - when completing a Self-Financed Improvement Project
 - when liaising with contractors over health and safety matters
 - when monitoring health and safety issues on-site regarding either county council or school appointed contractors.
- Carrying out regular checks of the site and take appropriate remedial action.
- Prioritising and processing the maintenance forms.
- Ensuring termly fire drills, weekly fire tests and checks of fire extinguishers take place and that the Fire Safety Folder is maintained.
- Raising with the Governors any issues of security including lone working.

3. OFFICE STAFF

Are 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 are actioned.
- Accident and Physical and Verbal Abuse documentation is completed and submitted to ODST.
- All appropriate risk assessments for community use of the site are completed.
- Any community users are registered and made aware of emergency procedures.
- Adequate trained first aid cover is available for on-/off-site activities.
- Termly checks are made of the first-aid arrangements and containers.
- The planned programmed maintenance of plant and equipment is organised.
- The annual electrical testing programme takes place.
- All employees and contractors are fully briefed on health and safety site issues and are trained and competent to undertake their tasks safely.
- Accurate records of all equipment and resources are maintained.
- All equipment is purchased and maintained to prescribed standards.

4. TEACHING STAFF

- Produce health and safety risk assessment guidance and documentation as appropriate
- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person.
- Check that pupils are aware of relevant health and safety issues and that these are being continually reinforced.

5. 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 teacher of any “Near-Misses”.
- Be familiar with the emergency action plans for fire, first-aid, bomb, security and off-site issues.
- Discuss health, and safety and environmental issues with pupils when appropriate.

6. VISITORS and CONTRACTORS

- Sign in at the School Office on arrival.
- Read the résumé of the health and safety procedures on arrival at the School. (Located on the desk by the signing in book)
- Contractors to ensure they are informed of hazards peculiar to this site.
- Wear a visitor, or photo ID badge at all times whilst on site.
- Follow evacuation procedures in the event of an emergency.

7. PUPILS

- Follow all safety rules including the instructions of staff given in an emergency.

Further guidance and support can be found using the following links -

<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe>

<http://intranet.oxfordshire.gov.uk/links/intranet/cyphhealthandsafety>