

BURE PARK PRIMARY SCHOOL
HEALTH AND SAFETY POLICY
Model 111
(For Community & Controlled Schools)

AIM:

- To establish and maintain a safe and healthy working environment

OBJECTIVES:

- To raise awareness amongst employees, pupils and other site users of Health & 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:

GOVERNORS:

Specific responsibility to Premises Committee

Claire Merendidis Premises Governor

(<http://education.oxfordshire.gov.uk/healthsafe/g/govdel.pdf>)

– School News, A-Z H&S procedures

- To monitor the allocation of funds based on suitable and sufficient, risk assessments. Responsibility of Finance Committee following recommendation from Sites and Buildings.
- Prioritise Health & Safety matters within the School Improvement Plan.
- Purchase and maintain equipment to British and European Standards.
- Have Health & Safety as a standing item on the agenda of all meetings. (Governors AND Staff)
- Carry out regular inspections as outlined in the Governor's Handbook. Termly responsibility of Sites & Buildings Committee.
- Co-operate with the employer, Oxfordshire County Council (OCC) on matters of Health and Safety.
- To check weekly the Health and Safety Issues book located in Staffroom.

HEADTEACHER

(Yvonne Hewson)

The Head of Establishment of Bure Park Primary School will recognise responsibility under the Oxfordshire County Council's Health and Safety Policy to ensure the health, safety and welfare of all the Employees, pupils and other persons likely to be affected by activities.

To take overall responsibility for the implementation and monitoring of the establishment's Health & Safety Policy by:

- Line managing school staff
- Giving clear visibility of leadership as Health and Safety Champion.
- Ensuring, so far as is reasonably practicable, that the requirements of the HASAW Act and other relevant statutory provisions are complied with, and steps taken to meet any changes in these requirements.
- Allocating sufficient resources to meet Health & Safety priorities in consultation with Finance Committee
- Ensuring attendance on appropriate Health & Safety training courses.
healthandsafetyhelp@oxfordshire.gov.uk
- Liaising with the employer (OCC) over Health & Safety issues
- Regularly checking the Health & Safety website
<http://intranet.oxfordshire.gov.uk/links/intranet/healthandsafety>
- Ensuring good communications by including Health & Safety issues in staff briefings, bulletins and meetings.
- Organising and implementing termly inspections in consultation with Governors.
- Overseeing the completion of the arrangements and risk assessments for all on/off site activities. **Educational Visits Coordinator: Karen Ward**
- Ensuring that Health & Safety is included in Performance Management as appropriate.
- Formulating and implement a policy for the management of critical incidents
- Including Health & Safety in all new employees' induction
- Monitoring departmental documentation, risk assessments, practices and procedures
- Encouraging and supporting employees in completing risk assessments for pupils giving cause for concern.
<http://www.hse.gov.uk/pubns/indg163.pdf> - goes to HSE a brief guide to controlling risks in the workplace.
- Ensuring that QCA/HSE Health & Safety curriculum requirements are being delivered in lessons
- Supporting employees with personal safety issues, including stress
- Ensuring off site visits are approved and appropriately staffed
- www.schools.oxfordshire.gov.uk/cms/content/educational-site-visits
- Reviewing departmental coordinators risk assessments annually

SCHOOL BUSINESS MANAGER

Emma Porter is required to ensure that:

- All office Risk Assessments are completed and reviewed
www.hse.gov.uk/pubns/indg163.pdf - goes to H&S brief guide to controlling risks in the workplace
- Visitors are registered, wear a badge and are briefed on the emergency procedures
- Hazard reporting and maintenance documentation is actioned
- All appropriate Risk Assessments Guidance and Hiring documentation is completed for community use of the site.
(www.schools.oxfordshire.uk/cms)
- All community users are registered and made aware of emergency procedures

Ensure that the school follows the County Council procedures:-

- When selecting a contractor
- When completing a Self Financed Improvement Project (SF1 Form).
- When liaising the contractors over Health and Safety matters.
- When monitoring Health and Safety issues on site, regarding either County Council or school appointed officers.
- Carry out regular checks of the site and take appropriate remedial action as appropriate.
- Prioritise and process the maintenance forms.
- Review progress with the Headteacher on a weekly basis.
- Ensure all contractors are fully briefed on Health & Safety site issues.
- Complete any relevant risk assessments.
- Ensure all maintenance employees are trained and competent to undertake their tasks safely.
- Record termly Fire Drills
- Alert the Headteacher to issues of security and lone working.
www.hse.gov.uk/publis/indg73.pdf

HEALTH AND SAFETY ADMINSTRATORS

Alison Berryman and Teresa Lewis

Is responsible to the Headteacher for the day to day safe running of the workplace and is required to implement and monitor the effectiveness of this Health and Safety Policy. To adopt safe working practices and instructions for ensuring that all persons, directly employed on a contract or a casual claim basis conduct themselves at all times in accordance with the Health and Safety Policy.

- Regularly check the Health and Safety website.
- Include Health and Safety in all new employees' induction.
- To ensure Accident Documentation is completed and submitted to the Heath, Safety and Wellbeing team.
- Ensure all hazardous equipment and materials are appropriately marked, assessed and maintained.

- Advise colleagues on the completion of Risk Assessments.
- Ensure all employees are fully briefed on Health and Safety issues.
- Carry out termly fire drills, weekly fire tests, check fire extinguishers and maintain the Fire Safety Folder.
- Carry out monthly water temperature tests and maintain the Water Hygiene folder.
- Review progress with the Headteacher on a weekly basis.
- Inform the Headteacher of any 'near misses'.
- Periodically check First Aid arrangement/supplies and containers.
- To check weekly the Health and Safety issues book located in Staffroom.

TRADE UNION SAFETY REPRESENTATIVE

Allison Holland

- To investigate potential hazards and dangerous occurrences at the workplaces (whether or not they are drawn to the safety representative's attention by employees who are trade union members) and to examine the causes of accidents at the workplace.
- To investigate complaints by any employee the safety representative serves in relation to that employee's health, safety and welfare at work.
- To make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace, including attending project management based meetings at the workplace.
- To carry out an inspection of the workplace on a regular basis and to make additional inspections if work practices have changed, or if there is a high risk activity.
- To attend meeting of safety committees.
- To represent the employees in consultations with the HSE and receive any information from the HSE inspector who has the right to inspect any document on matters of Health and Safety which the employer, or employer's representative is required to keep by law.
- Use, but not misuse, things provided for your health, safety and welfare.
- Do not undertake unsafe acts
- Inform the Headteacher of any 'near misses'.
- Be familiar with the emergency action plans for fire, first aid, bomb, security, bad weather and off site issues.
- Raise Health & Safety and environmental issues with pupils.
- Identity badges to be worn whilst on site at all times.

HEADTEACHER/SUBJECT CO-ORDINATOR

- Produce Health and Safety Risk Assessment Guidance and documentation as appropriate, especially in Art, Design and Technology, ICT, Science and off site activities.
- Advising colleagues on the completion of risk assessments and ensuring they are carried out, reviewed periodically and recorded.
- Annually undertake training needs analysis for their teams.
- Ensure Health & Safety is a standing item on all agendas.
- To check that pupils are aware of Health & Safety issues and that these are continually reinforced.

ALL EMPLOYEES

- Co-operate with Health and Safety requirements
- Report all defects to the Headteacher/School Business Manager and record in the Repairs and Maintenance file in the school office.

- Complete and action Risk Assessments for all potentially hazardous on/off site activities after consultation with the Headteacher.
- Use, but not misuse, items provided for health, safety and welfare.
- Do not undertake unsafe acts.
- Inform the Headteacher of any 'near misses'.
- Be familiar with the Emergency Action Plans for fire, first aid, bomb threat, security, inclement weather and off site issues.
- Raise Health and Safety and environmental issues with pupils.
- Identity badges to be worn whilst on site at all time.

VISITORS AND CONTRACTORS

- Sign in at the School Office on arrival
- Read the Quick Guide to Health & Safety procedures on arrival at the school
- Contractors will be informed of hazards peculiar to this site, e.g. asbestos (see Asbestos File kept in office)
- Wear a visitors badge whilst on site at all times
- Follow evacuation procedures in the event of an emergency.

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.

