



Cropredy C of E Primary School

HEALTH AND SAFETY POLICY

September 2019 Review: September 2020

Our 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 a hazardous situation developing, or 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 Development Plan.
- Purchase and maintain equipment to British and European Standards.
- Have health and safety as a standing item on the agenda of all meetings. (FRHS & FGB)
- Carry out regular inspections as outlined in the Governors' Handbook.
- Cooperate with the employer (OCC) on matters of health and safety.
- Nominate Governors to a committee with responsibility for health and safety.

2. Headteacher

To take overall responsibility for the implementation and monitoring of the establishments' health and safety policy by:

- Line managing the Leadership Team
- Allocating sufficient resources to meet health and safety priorities
- Ensuring attendance on appropriate health and safety training courses
- Liaising with the employer (OCC) over health and safety issues
- Regularly checking the Health and Safety website: <http://education.oxfordshire.gov.uk/healthsafe/index.cfm>
- 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 and Governors;
- Overseeing the completion of the arrangements and risk assessments for all on/off site activities

'The Lord is my Shepherd.' Psalm 23



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- Ensuring that health & safety is part of criteria for performance management/appraisal scheme and
- 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 departmental documentation, risk assessments, practices and procedures.
- Encouraging and supporting staff in completing risk assessments/PEEPs for pupils giving cause for concern.
- Ensuring that QCA/HSE health and 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.
- Reviewing departmental coordinators risk assessments annually.

3. Office Administrators

The Office Administrators 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 is actioned.
- Accident and Physical & Verbal Abuse documentation is completed and submitted to the Head Teacher for endorsement prior to submission to the Education Health & Safety Section.
- 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.
- Adequately trained first aid cover is available for on/off site activities.
- A weekly check of the Fire Alarm system and the school shower is conducted.
- The first aid arrangements and containers, Fire Equipment (Lighting and Extinguishers) and Water Temperature Checks (Caretaker undertakes this duty) are checked monthly
- There is a planned programme of maintenance of plant and equipment.
- The following annual checks are arranged: Electrical Testing Program, Fire Safety Testing, Water Safety Testing and Indoor/Outdoor Play Equipment Inspections.
- Accurate records of all equipment and resources are maintained.
- All equipment and resources are purchased and maintained to LEA prescribed standards.



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4. Leadership Team and Subject Coordinators

- Produce health and safety risk assessment guidance and documentation as appropriate especially in Art, Design & Technology, ICT, Science, PE and off-site activities.
- Ensure all hazardous equipment and materials are appropriately marked, maintained and used by a competent person.
- Complete all relevant risk assessments.
- Advising colleagues on the completion of risk assessments and PEEPS and ensuring they are carried out, reviewed periodically and recorded.
- Annually undertake a 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
- Alert the Head of Establishment to issues of security and lone working.

5. Headteacher and Office Administrator

Ensure that the School follows the LEA procedures:

- When selecting a contractor;
- When completing a Self-Financed Improvement Project (SF1 Form);
- When liaising with contractors over health and safety matters;
- When monitoring health and safety issues on-site regarding either County or School appointed contractors.
- Carry out daily checks of the site and take appropriate remedial action.
- Prioritise and process the maintenance forms.
- Review progress with the Headteacher weekly.
- Ensure all employees are fully briefed on health and safety site issues.
- Ensure all employees are trained and competent to undertake their tasks safely. Carry out termly fire drills and maintain the Fire Safety Folder.

7. 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 on/off site activities.
- Use, but not misuse things provided for your health, safety and welfare.
- Do not undertake unsafe acts.
- Inform employer 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 issues with pupils.



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8. Visitors, Volunteers and Contractors

- Sign in at the School Office on arrival and sign out on departure.
- Read the resume of the health and safety procedures on arrival at the School.
- Wear a visitor badge whilst on site at all times.
- Follow evacuation procedures in the event of an emergency.

9. 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.