



**BRIZE NORTON PRIMARY SCHOOL**  
**Health and Safety Policy**



This policy will be reviewed every year.

<b>Review Date Planned</b>	<b>Review Date</b>	<b>Date adopted by Governing Body</b>
Sept 2017	31 Aug 2017	22 Sept 2017
Sept 2018	Sept 2018	27th Sept 2018
Sept 2019		

## **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 - Anna Fairhurst (Headteacher)**

**Health and safety Governor – Angus Shipway (Governor)**

**Site Manager – Steve Lowe**

#### **1. GOVERNORS**

- 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
- 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, Oxford Diocesan Schools Trust (ODST), 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 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, Oxford Diocesan Schools Trust (ODST), over Health and Safety issues
- Regularly attending briefings from ODST and following advice given there.
- Ensuring good communications by including Health and Safety issues in Staff briefings, bulletins and meetings
- Organising and implementing termly inspections in consultation with the Health and Safety governor.
- Overseeing the completion of the arrangements and risk assessments for all on/off site activities
- Ensuring that health & safety is a criterion for performance management / appraisal scheme
- Formulate and implement a policy for the management of critical incidents
- Purchase and ensure that all equipment and resources are maintained to ODST standards
- **With Office Manager and Premises, Health and Safety Governor, review all our health and safety management arrangements and performance, once a term**

Ensure that the school follows the ODST and Oxfordshire County Council procedures:

- when selecting a contractor
- when completing a Self Financed Improvement Project (SFN Form)
- when liaising with contractors over Health and Safety matters;
- when monitoring Health and Safety issues on-site regarding contractors
- Include Health and Safety in all new employees' induction.
- Undertake an annual Health and Safety training needs analysis of all employees
- Encourage and support employees in completing risk assessments for pupils giving cause for concern
- Support employees with personal safety issues including stress
- Ensure off site visits are approved and appropriately staffed
- Authorise annual risk assessment review
- Carry out fire drills every half term

## **3. OFFICE MANAGER**

Is required to ensure that:

- All Health and Safety checks are undertaken
- All signage is clear and up to date
- All documentation relating to Health and Safety is kept up to date and in an organised fashion
- All office risk assessments are completed and reviewed
- Visitors are registered wear a badge and are briefed on the emergency procedures
- Accident and Physical and Verbal Abuse documentation is completed and submitted
- Adequate trained first aid cover is available for on /off site activities
- Maintaining accurate records of all equipment and resources
- Arrange for the annual Portable Appliance Testing (PAT)
- Organise the planned programmed maintenance of plant and equipment
- **Monitor and review the site manager's daily, weekly and monthly checks on a monthly basis; inform the headteacher of any concerns**

#### **4. SITE MANAGER**

- Carry out daily checks of the site and take appropriate remedial action (check daily the defects list in the staffroom)
- Review progress with the headteacher as necessary
- Ensure all employees and contractors are fully briefed on Health and Safety site issues.
- Carry out daily, weekly and monthly checks, recording the findings clearly in the office
- Alert the headteacher to any concerns arising from these checks
- Alert the Headteacher to issues of security and lone working
- Maintain accurate records of all equipment and resources
- Carry out monthly water temperatures tests and maintain the Water Hygiene Folder

#### **5. ADMIN OFFICER**

- Periodic checks are made of the first aid arrangements and containers, replacing items as required.

#### **6. ALL EMPLOYEES**

- Cooperate with Health and Safety requirements
- Read and understand the staff handbook
- Report all defects to the Headteacher or Site Manager
- Complete and action risk assessments for all potentially hazardous on/off site activities
- Use but not misuse things provided their 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 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.

### **Brize Norton Primary School Safeguarding Policies**

- Safeguarding
- Equalities
- Health and Safety
- Anti-bullying
- Safe from Violence and Aggression
- Positive Handling
- Medication
- First Aid
- Drug and Substance Misuse
- Educational Visits
- Intimate Care
- Internet Safety
- School Security