



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



This policy will be reviewed every year.

Review Date Planned	Review Date	Date adopted by Governing Body
Sept 2017	31 Aug 2017	22 Sept 2017
Sept 2018	Sept 2018	27th Sept 2018
Sept 2019	25 Sept 2019	25 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 – Alex Skym (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