

**HEALTH AND SAFETY AND WELL BEING POLICY  
FOR  
ST. MICHAEL'S C.E. PRIMARY SCHOOL**

***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 and well being issues and to encourage good practice at all times.
- 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, and of an accident and / or emergency occurring on or off site.

***RESPONSIBILITIES***

**1. GOVERNORS**

- To monitor the allocation of funds based on suitable and sufficient risk assessments.
- Prioritise health, safety and wellbeing matters within the School Improvement Plan.
- Purchase and maintain equipment to British and European Standards
- Have health, safety and wellbeing as a standing item on the agenda of all meetings.
- Carry out regular inspections as outlined in the Governors' Handbook.
- Cooperate with the employer, Oxfordshire County Council (OCC) on matters of health, safety and wellbeing.
- Nominate a Governor with responsibility for health, safety and wellbeing.

**2. HEADTEACHER**

- To take overall responsibility for the implementation and monitoring of the establishments health, safety and wellbeing policy by;
  - Line managing the Leadership Team;
  - Allocating sufficient resources to meet health, safety and wellbeing priorities;
  - Ensuring attendance on appropriate health, safety and wellbeing training courses
  - Liaising with the employer (OCC) over health, safety and wellbeing issues;
  - Regularly checking the Health and Safety website:

- ❑ Ensuring good communications by including health, safety and wellbeing issues in Staff briefings, bulletins and meetings;
- ❑ Organising and implementing termly inspections in consultation with Trade Union Safety Representatives (where applicable) and Governors;
- ❑ Overseeing the completion of the arrangements and risk assessments for all on/off site activities;
- ❑ Ensuring that health, safety & wellbeing is a criteria for performance management / appraisal scheme and
- ❑ Formulate and implement a policy for the management of critical incidents

### **3. SENIOR MANAGEMENT TEAM**

- Include health and safety in all new employees' induction.
- Undertake an annual health, safety and well being training needs analysis of all employees.
- Monitor departmental documentation, risk assessments, practices and procedures.
- Encourage and support employees in completing risk assessments for pupils giving cause for concern.
- Ensure that QCA / HSE health, safety and wellbeing curriculum requirements are being delivered in lessons.
- (Support employees with personal safety issues including stress.
- Ensure off site visits are approved and appropriately staffed.
- Review departmental coordinators risk assessments annually.

### **4. SCHOOL BUSINESS MANAGER AND 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 and Verbal Abuse documentation is completed and submitted to the Health & Safety Team;
- 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;
- Adequate trained first aid cover is available for on /off site activities and
- Periodic checks are made of the first aid arrangements and containers
- Organise the planned programmed maintenance of plant and equipment.
- Arrange for the annual electrical testing programme
- Maintaining accurate records of all equipment and resources.

- Purchase and maintain all equipment and resources to County Council prescribed standards.
- Ensure that the school follows the 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 either county council or school appointed contractors.
- Ensure that daily checks of the site are in place and take appropriate remedial action.
- Prioritise and process the maintenance forms
- Review progress with the Head weekly
- Ensure all employees and contractors are fully briefed on health and safety site issues.
- Ensure that all relevant risk assessments are in place.
- Ensure all maintenance employees are trained and competent to undertake their tasks safely.
- Carry out termly fire drills, weekly fire tests, check fire extinguishers and emergency lighting and maintain the Fire Safety Folder.
- Carry out monthly water temperatures tests and maintain the Water Hygiene Folder.
- Alert the Head of Establishment to issues of security and lone working.

## **5. COORDINATOR TEAMS**

- 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, assessed, maintained and used by a competent person.
- 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 and wellbeing is a standing item on all agendas.
- Check that pupils are aware of health and safety issues and that these are being continually reinforced.

## **6. 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 of Establishment 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. CATERING STAFF**

The school and the caterers will ensure the following is complied with:

- Minimum standards and procedures are carried out
- All kitchen and catering risk assessments are completed by the health and safety competent person by discussion with the caterers, reviewed regularly with the caterers who will discuss with the kitchen staff and ensure they are adhered to.
- The caterers will check and record all relevant temperatures on the necessary sheets
- The caterers will ensure all equipment is maintained and cleaned correctly.
- The school will ensure equipment is tested and checked regularly.
- The caterers will ensure Health and Hygiene regulations are adhered to including training.

## **10 CLEANING STAFF**

The School Business Manager and the cleaning company will ensure the following is complied with:

- Ensure acceptable standard of cleaning is maintained by monitoring cleaning standards regularly
- Cleaners not to use any products banned by OCC (eg bleach)
- Cleaning company are responsible for PAT testing their equipment and health and safety training of their cleaning staff
- Cleaning company to provide manual detailing all their health and safety procedures, COSHH records and liability insurance
- Cleaners to liaise with headteacher and competent person regarding any health and safety issues.

## **11 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 hazards peculiar to a site.
- Wear a visitor badge whilst on site at all times.
- Follow evacuation procedures in the event of an emergency.

## 12 **PUPILS**

- Behave in a way that does not put your or anyone's 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.

