

Sacred Heart Catholic Primary School

HEALTH AND SAFETY POLICY PART III

INTRODUCTION

This Health and Safety policy is produced and published as a requirement of and complementary to the documents Part 1 and part 2 of the Oxfordshire County Council Health and Safety policy and completes the requirements of the Health and Safety at Work Act 1974.

The Governing Body of Sacred Heart Catholic Primary School have a duty to ensure, so far as reasonably practicable, that safe and healthy conditions exist within the school.

The headteacher is specifically charged with the duty of site manager of the whole site including any portion used by the Sacred Heart Preschool. The headteacher may appoint an advisor on any or all Health and Safety matters within the school. This document is specific to the buildings, grounds and work of Sacred Heart Catholic Primary School and Sacred Heart Preschool.

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, 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 and safety matters within the School Development Plan.
- Purchase and maintain equipment to British and European Standard
- 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 advisor, Oxfordshire County Council (OCC) on 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 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:
 - 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
(Overseeing the completion of the arrangements and risk assessments for all on/off site activities;
 - Ensuring that health & safety is a criteria for the Appraisal of Performance scheme and
 - Formulating and implementing a policy for the management of critical incidents

LEADERSHIP POST

- Include health and safety in all new employees' induction.
- Undertake an annual health and safety 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 and safety 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 risk assessments annually.
- 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 staff .
- 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.

3. SCHOOL SECRETARY

- Is 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;
 - Adequate trained first aid cover is available for on /off site activities and
 - Periodic checks are made of the first aid arrangements and containers

4. BURSAR

- 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
- All appropriate risk assessments guidance and hiring documentation is completed for community use of the site
- Ensure all employees and contractors are fully briefed on health and safety site issues.
- Complete all relevant risk assessments.
- 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;

5. PREMISES TECHNICIAN

- Ensure that the school follows the County Council procedures:
 - ❑ when monitoring health and safety issues on-site regarding either county council or school appointed contactors.
- Carry out daily checks of the site and take appropriate remedial action.
- Prioritise and process the maintenance forms.
- Review progress with the head weekly.
- Carry out termly fire drills, weekly fire tests, check fire extinguishers and maintain the Fire Safety Folder
- Carry out monthly water temperatures tests and maintain the Water Hygiene Folder;
- Alert the Headteacher to issues of security and lone working.

6. ALL EMPLOYEES

- Cooperate with health and safety requirements.
- Report all defects on the maintenance book held in the office.
- Complete and action risk assessments for all potentially hazardous on/off site activities.
- Use, but not misuse items 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. 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 this site, e.g. asbestos.
- 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 their 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, items provided for their health, safety and welfare.

HAZARDS SPECIFIC TO THIS SITE

The school is situated on a road with considerable on-street parking that can cause visibility problems for drivers unaware of children crossing. There is no crossing patrol.

The school has many trees in the grounds that may have small boughs with a possibility of breaking. There are yew trees on the site.

The perimeter is well-fenced and egress by pupils is very unlikely but on the tea-garden side there is a possibility of entry by intruders. The risk is minimized to a degree by CCTV cameras used on site

**Reviewed by the Headteacher,
Bursar & Premises Technician**

January 2018

Ratified by the Governing Body

January 2018

Next Review Date

January 2020