



**Stonesfield Primary School**  
Learning together to achieve our best

## **HEALTH AND SAFETY POLICY**

### **June 2022**

### **Review: June 2023**

#### **Our Aim:**

- To establish and maintain a safe and healthy working environment to comply with the Health and Safety at Work etc. Act 1974 and subsequent regulations under the Management of Health and Safety 1999.

#### **Objectives**

- All employees and contractors have a legal obligation to work and act with due regard to the Health and Safety of themselves and others, to cooperate in complying with statutory duties, and not to intentionally or recklessly misuse anything provided by the school in the interests of health, safety and welfare.
- 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**

- 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 (full governing body and Finance, Resources, Health and Safety [FRHS] committee)
- Carry out regular inspections as outlined in the Governors' Handbook
- Cooperate with the employer (Oxfordshire County Council [OCC]) on matters of health and safety and all related H&S policy documentation
- Nominate governors to a committee with responsibility for health and safety

##### **2. Headteacher**

As the '**responsible person**', the Headteacher is responsible for ensuring the health, safety and welfare of all the employees, pupils, visitors and contractors in their school. The responsible person may delegate such responsibility to nominated and **competent** person(s), but in delegating such responsibility and duty, the responsible person maintains overall leadership and management

responsibility for ensuring, maintaining and evidencing compliance with the requirements of the Health and Safety policy.

The headteacher's duties and responsibilities for health and safety are:

- Ensuring that the school follows Oxfordshire County Council 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 OCC or school appointed contractors.
- Line managing teaching staff and administrators
- 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 [OCC Health and Safety toolkit](#)
- Ensuring good communications by including health and safety issues in staff briefings, bulletins and meetings
- Organising and implementing termly inspections in consultation with governors
- Overseeing the completion of the arrangements and risk assessments for all on/off site activities
- Ensuring that health & safety is part of criteria for performance management/appraisal scheme
- Formulating and implementing a policy for the management of critical incidents
- Provide equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained in accordance with OCC guidance
- Including health and safety in all new employees' induction
- Ensuring all employees are trained and competent to undertake their tasks safely and 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 health and safety curriculum requirements are being delivered in lessons
- Supporting employees with personal safety and wellbeing issues, including stress
- Ensuring off site visits are approved and appropriately staffed
- Reviewing subject coordinators' risk assessments annually
- Ensuring guidance related to COVID-19 is acted on and cascaded to staff and pupils as appropriate
- Community users have completed appropriate agreement documents and provided evidence of public liability insurance

### **3. Office Administrators**

The Office Administrators are required to ensure that:

- All office risk assessments are completed and reviewed
- Visitors are identified, signed in, wear a badge and are briefed on the emergency procedures
- Hazard reporting and maintenance documentation is actioned
- Timely Accident and Physical and Verbal Abuse report is completed on the online reporting system

- All appropriate risk assessments guidance and hiring documentation is completed for community use of the site
- All staff receive statutory fire awareness training annually and all other H&S training is regularly reviewed/refreshed as required
- Adequately trained first aid cover is available for on/off site activities
- Carry out daily checks of the site and take appropriate remedial action
- Organise the planned programme maintenance of plant and equipment
- Accurate records of all equipment and resources are maintained
- All equipment and resources are purchased and maintained to OCC prescribed standards
- Carry out termly fire drills and maintain the Fire Safety Folder
- Inform contractors of site-specific hazards (e.g. asbestos)

#### **4. Teachers / Subject Coordinators**

Teachers / subject coordinators are required to:

- Create and complete risk assessments for class based high risk activities and for educational visits
- 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
- Advising colleagues on the completion of risk assessments and ensuring they are carried out, reviewed periodically and recorded
- Check that pupils are aware of health and safety issues and that these are being continually reinforced
- Alert the headteacher to health and safety issues, including issues of security and lone working

#### **5. All Employees**

All employees are required to be familiar with the schools Health & Safety policy and other associated policies relative to the site and in addition:

- Ensure that they work in a safe manner and without risking injury to themselves, pupils, other staff, or visitors
- Cooperate with their employer by adhering to the Health & Safety policy and related policies, advice, instructions, protocols and procedures
- Report any unsafe practices including defects, accidents, near misses and hazardous situations
- Contribute to achievement, adherence to and improvement of Health & Safety standards
- Complete and refresh as necessary all elements of Health & Safety training applicable to the role, including: manual handling, working at height, slips, trip and falls, and lone working
- Complete and action risk assessments for all on/off site activities
- Use, but not misuse things provided for health, safety and welfare
- Be familiar with the emergency action plans for fire, first aid, critical incident and off-site issues
- Raise health, safety and environmental issues with pupils

## **6. Visitors, Volunteers and Contractors**

All visitors, volunteers and contractors are required to:

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

## **7. Pupils**

All pupils are required to:

- 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, things provided for their health, safety and welfare