



Bladon C of E Primary School

## Health & Safety Policy (R02)

### **Purpose**

The purpose of this policy is to establish and maintain a safe and healthy working environment for all pupils, staff and visitors.

### **Objectives**

- To raise awareness amongst pupils, staff 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 an emergency occurring on or off site.

### **Governors' Responsibilities:**

- To monitor the allocation of funds based on suitable and sufficient risk assessments.
- Prioritise health and safety matters within the School Improvement Plan.
- Have health and safety as a standing item on the agenda of all meetings.
- Nominate a Governor with responsibility for health and safety including carrying out and reporting on annual premises inspections.
- Cooperate with the employer, Oxfordshire County Council (OCC) on matters of health and safety.

### **Head Teacher's Responsibilities:**

To take overall responsibility for the implementation and monitoring of the establishments health and safety policy by;

- Ensuring good communications by including health and safety issues in Staff briefings, bulletins and meetings;
- Allocating sufficient resources to meet health and safety priorities;
- Ensuring attendance on appropriate health and safety training courses and liaising with the employer (OCC) over health and safety issues and ensuring adequate trained first aid cover is available for on /off site activities
- Receive and act upon any issues arising from governors' annual inspections.
- Encourage and support employees in completing risk assessments for pupils giving cause for concern
- Ensure that health & safety curriculum requirements are being delivered in lessons

### **Office Manager Responsibilities:**

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 recorded and audited.
- 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.
- 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;

### **All Employees are required to:**

- Cooperate with health and safety requirements.

- Report all defects on the maintenance forms and return them to the office.
- Use, but not misuse things provided for your health, safety and welfare.
- 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.

**Visitors & Contractors are required to:**

- 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.

Date of policy: October 2015

Reviewed:

Authorised by:

Approved by:

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(Tracey Fletcher, Head Teacher)

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(Ray Banks, Chairman of Governors)