



HEALTH AND SAFETY POLICY

REFERENCE: FIR.SP.014

Approval date: 18th January.2021

Review date: January 2023

Fir Tree Junior School

Radnor Road
Wallingford
Oxfordshire
OX10 0NY



Fir Tree Junior School Health & Safety Policy

This policy has been adopted by Fir Tree Junior School in accordance with ODST procedure.

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 a pragmatic approach to health and safety issues whilst taking 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

1. Governors

- Make recommendations and 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, ODST, on matters of health and safety
- Nominate a Governor with responsibility for health and safety

Ensure that the school follows ODST procedures:

- when selecting a contractor
- 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.

2. Headteacher

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

- Ensuring that all teachers and teaching assistants are aware of the health & safety policy and practices that the school subscribes to
- Allocating sufficient resources to meet health and safety priorities

- Ensuring attendance on appropriate health and safety training courses
- Liaising with the employer (ODST) over health and safety issues
- Ensuring good communications by including health and safety issues in Staff briefings and meetings
- Overseeing the completion of the arrangements and risk assessments for all on/off site activities
- Ensuring that health & safety is a criteria for performance management/appraisal scheme and
- Ensure that QCA/HSE health and safety curriculum requirements are being delivered in lessons
- Formulate and implement a policy for the management of critical incidents

3. School Business Manager

- Include health and safety in all new employees' induction.
- Ensure coordination and cooperation with all other site users – includes Terms and Conditions, letting agreement and health and safety procedures
- Undertake an annual health and safety training needs analysis of all employees
- Monitor departmental documentation, risk assessments, practices and procedures
- Initiate the procedure and support employees in completing risk assessments for pupils giving cause for concern or with specific health problems
- Support employees with personal safety issues including stress
- Ensure off site visits are approved and appropriately staffed procedures
- Carry out fire drills in accordance with fire regulations
- Review curriculum risk assessments annually
- Take on the role of Health and Safety champion on the School Leadership Team
- Complete and review all office risk assessments
- Ensure visitors are registered, wear a badge and are briefed on the emergency procedures
- Ensure that hazard reporting and maintenance documentation is actioned
- Maintain Accident and Physical and Verbal Abuse documentation
- Ensure that all appropriate risk assessments guidance and hiring documentation is completed for community use of the site
- Ensure that all community users are registered and made aware of emergency procedures;
- Organise adequate trained first aid cover is available for on/off site activities and
- Make 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
- Maintain accurate records of all equipment and resources.
- Purchase and maintain all equipment and resources to County Council prescribed standards
- Check the Health and Safety website on a regular basis
- Organising and implement annual inspections in consultation with the headteacher and Chair of Governors

- Ensure all contractors are fully briefed on health and safety site issues.

4. Teaching Staff

- 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.
- Check that pupils are aware of health and safety issues and that these are being continually reinforced.

5. Site Manager

- Carry out daily checks of the site reporting any issues to the school manager and taking appropriate remedial action e.g. clearing footpaths of snow, ice etc
- Prioritise and process maintenance forms
- Review progress with the School Manager weekly
- Complete all relevant risk assessments
- Ensure all maintenance employees are trained and competent to undertake their tasks safely
- Carry out 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 school manager to issues of security and lone working

6. All Employees

- Co-operate with health and safety requirements
- Report all defects on the maintenance forms and return them to the caretaker
- 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 Teacher/School manager 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
- Report any dangerous activities to the School Manager
- Behave in a way that does not put your, or others, health and safety at risk.
- Observe standards of dress consistent with good health, safety and hygiene practices.

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
- Follow evacuation procedures in the event of an emergency

8. Pupils

- Behave in a way that does not put your, or others, 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
- Inform the Class Teacher of any hazards in the classroom or playground