



# Cumnor Primary School

## HEALTH AND SAFETY POLICY

Agreed by Governors  
October 2020

.....(Chair of Govs)

*Ed Read*  
(Headteacher)

Review date: Autumn 2022

**Headteacher:**  
**Health and Safety Governor**  
**Office Manager**  
**Site Manager**

**Ed Read**  
**Joy Topping**  
**Sara Harris**  
**Paul Recean**

### 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

- 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, 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;

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- ❑ Regularly checking the Health and Safety website:  
(<http://intranet.oxfordshire.gov.uk/links/intranet/cypfhealthandsafety>)
- ❑ 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 and Governors;
- ❑ Overseeing the completion of the arrangements and risk assessments for all on/off site activities;
- ❑ Ensuring that health & safety is a criterion in the performance management / appraisal scheme;
- ❑ Formulating and implementing a policy for the management of critical incidents.
- ❑ Include health and safety in all new employees' induction.
- ❑ Ensure that QCA / HSE health and safety curriculum requirements are being delivered in lessons
- ❑ Support employees with personal safety issues including stress

### **3. OFFICE MANAGER**

- 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
  - Undertake an annual health and safety training needs analysis of all employees.
  - Monitor Key Stage documentation, risk assessments, practices and procedures.
  - Encourage and support employees in completing risk assessments for pupils giving cause for concern
  - Ensure off-site visits are approved and appropriately staffed
  - 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 contractors appointed either by the County Council or the School.

#### **4. COORDINATORS**

- 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 only by a competent person.
- Advise colleagues on the completion of risk assessments and ensure that they are carried out, reviewed periodically and recorded.
- 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.

#### **5. SITE MANAGER**

- Carry out daily checks of the site 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.
- Complete all relevant risk assessments.
- Ensure all maintenance employees are trained and competent to undertake their tasks safely
- Carry out termly fire drills and 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 Head of Establishment to issues of security and lone working

#### **6. ALL EMPLOYEES**

- Follow 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.
- Make use of equipment provided for your health, safety and welfare, but do not misuse it.
- Do not undertake unsafe acts.
- Inform the Head of any health and safety “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 and monitor their response to key issues.

## **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 your 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.
- Make use of equipment provided for your health, safety and welfare, but do not misuse it.

*\*September 2020*

*All staff have read and signed the school's COVID-19 risk assessment. This is reviewed and updated regularly (at least every 4 weeks) and the latest copy is available on the school's Google drive. All visitors are sent a copy of the risk assessment prior to coming into school.*