**A logo for a primary school

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**Health & Safety (Part 3)**

**Policy**

2024 - 2027

Review Date: November 2027

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| **Approved by:** | SDB | **Date:** |
| **Last reviewed on:** |  | |
| **Next review due by:** |  | |

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This policy should be read in conjunction with the Cotswold Beacon Academy Trust Health & Safety

Statement of Intent (Part 1) and the Cotswold Beacon Academy Trust Health & Safety Standards (Part 2)

**AIM**

• To establish, maintain and further develop a safe and healthy working and learning environment.

# OBJECTIVES

* To raise awareness amongst employees, students 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.
* Maintain Health and Safety as a standing item on the agenda of all meetings to enable the reporting of recent accidents and near misses and highlight current health and safety issues.
* Carry out a regular cycle of inspections of buildings and grounds • Co-operate with the DFE and HSE on matters of Health and Safety.
* Nominate a Governor with responsibility for Health and Safety
* Ensure the wellbeing of the Principal

# 2. PRINCIPAL

• 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 good communications by including health and safety issues in staff briefings, bulletins and meetings
* Organising and implementing termly inspections in consultation with Staff Safety Representatives

o Ensure that QCA/HSE health and safety curriculum requirements are being delivered in lessons

o Overseeing the completion of the arrangements and risk assessments for all on/off site activities

* Ensuring that health and safety is a criteria for performance management/appraisal scheme o Formulating and implementing a policy for the management of critical incidents.
* Ensure off site visits are approved and appropriately staffed
* Monitor and minimise the causes of stress in staff
* Ensure the wellbeing of staff, students and visitors.

# 3. OPERATIONS MANAGER

* Include health and safety in all new employees’ induction
* Undertake an annual health and safety training needs analysis of all employees
* Undertake an annual health and safety assessment of staff
* Monitor departmental documentation, risk assessments, practices and procedures
* Ensure Accident and Physical and Verbal Abuse documentation is completed and submitted as appropriate
* Encourage and support employees in completing risk assessments for students giving cause for concern
* Support employees with personal safety issues including stress
* Review departmental co-ordinators’ risk assessments annually
* Purchase and maintain equipment to British and European Standards
* Ensure attendance on appropriate health and safety training courses • Be alert to issues of security and lone working • 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 o Hazard reporting and maintenance documentation is actioned o The Health and Safety website is regularly checked for updated information
  + 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 o Periodic checks are made of the first aid arrangements and containers
* Report on Health and Safety issues to Principal and nominated Governors.
* Ensure that the school follows the correct procedures:
  + when selecting a contractor (Contractor Risk and Assessment and Method Statements) o when liaising with and monitoring contractors over health and safety matters

# 4. CARETAKER

* Ensure hazard reporting and maintenance notification is actioned
* Review progress of all health and safety issues with the Operations Manager weekly
* Ensure all employees and contractors are fully briefed on health and safety issues
* Complete all relevant risk assessments
* Carry out termly fire drills
* Be alert to issues of security and lone working
* Ensure all maintenance employees are trained and competent to undertake their tasks safely and that training is relevant and current
* Maintain the Fire Safety Folder
* Maintain the Water Hygiene Folder
* Organise the planned programmed maintenance of plant and equipment
* Maintain central register of the annual electrical testing programme
* Keep accurate maintenance records of all equipment and resources
* Purchase and maintain all site equipment and resources to British and European Standards
* Ensure compliance with COSHH
* Carry out daily checks of the site and take appropriate remedial action
* Carry out weekly fire tests and check fire extinguishers
* Carry out monthly water temperature tests
* Carry out monthly emergency operational checks
* Be alert to issues of security and lone working

# 6. TEACHERS

* Produce health and safety risk assessment guidance and documentation as appropriate especially in Art, Design and Technology, ICT, Science, PE, Drama and off-site activities
* Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained, used and stored by a competent person
* Advise colleagues on the completion of risk assessments and ensure they are carried out, reviewed periodically and recorded
* Ensure any health and safety issues are reported promptly to the Operations Manager or Caretaker
* Ensure that students are aware of health and safety issues and that these are being continually monitored and reinforced.

# 7. ALL EMPLOYEES

* Co-operate with and follow all 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
* Use, but not misuse, things provided for their health, safety and welfare
* Do not place themselves or anyone else under hazard
* Report to Caretaker when working out of hours and subsequent departure
* Inform the Operations Manager or Caretaker of any concerns of Lone Working
* Inform the Caretaker or Operations Manager of any “Near Misses”
* Be familiar with the emergency action plans for fire, first aid, bomb, security and off site issues
* Raise health, safety and environmental issues with students.

# 8. VISITORS AND CONTRACTORS

* Sign in on arrival and out on departure at the School Office
* 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.

# 9. STUDENTS

* Behave in a way that does not put themselves or others at health and safety risk
* Observe standard of dress consistent with good health, safety and hygiene practices
* Follow all safety rules including the instructions of staff
* Use, but not misuse, things provided for health, safety and welfare.

This policy is also related to the following established school policies:

* Child Protection Policy
* Lone Working
* Educational (Off site) visits policy
* Lettings
* Staff Absence Management Policy
* Curriculum Policies
* Staff Handbook.

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| Health and Safety Governor: Paul Fowler  Operations Manager: Hans Copas |  |
| Health and Safety School Representative: | Joe Roberts |
| Health and Safety Staff Representative: | Richard Baynham |
| Health and Safety website: | [www.hse.gov.uk](http://www.hse.gov.uk/) |