

HEALTH AND SAFETY POLICY

St Joseph's Catholic Primary School

The Committee Representatives of St Joseph's Catholic Primary School have adopted Oxfordshire County Council Health & Safety Policies & Procedures including this Model Part III and will implement it having regard to any advice/guidance received from the Archdiocese of Birmingham.

AIM

- Our academy is inspired by Gospel values and the teaching of Christ. This Health and Safety Policy seeks to establish and maintain a healthy and safe working environment in which to carry out the academy's Mission Statement.

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. COMMITTEE REPRESENTATIVES

- To monitor the allocation of funds based on suitable and sufficient risk assessments.
- Prioritise health and safety matters within the Academy Improvement Plan.
- Purchase and maintain equipment to British and European Standards.
- Have health and safety as a standing item on the agenda of all Buildings, Health and Safety meetings, to be reported at all Full Academy Committee meetings.
- Carry out regular inspections as outlined in the Committee Representatives' Handbook.

- Cooperate with Archdiocese of Birmingham and Oxfordshire County Council (OCC) on matters of health and safety.
- Nominate a Committee Representative with responsibility for health and safety.

2. EXECUTIVE PRINCIPAL, PRINCIPAL, HEAD OF TEACHING AND LEARNING

- 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;
 - Regularly checking the Health and Safety website:
 - 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 Committee Representatives;
 - Overseeing the completion of the arrangements and risk assessments for all on/off site activities;
 - Ensuring that health & safety are criteria for performance management within the appraisal process.
 - Formulate and implement a policy for the management of critical incidents
 - Ensure that Health and Safety is included in the training needs analysis – completed as part of the appraisal process for staff members.
 - Ensure that QCA / HSE health and safety curriculum requirements are being delivered in lessons.

3. HEALTH AND SAFETY COMMITTEE REPRESENTATIVE AND EXECUTIVE PRINCIPAL, PRINCIPAL, HEAD OF TEACHING AND LEARNING

- Ensure that the academy follows the Archdiocese of Birmingham and 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 Archdiocese of Birmingham, Oxfordshire County Council or academy appointed contractors.
- Ensure all employees and contractors are fully briefed on health and safety site issues.
- Ensure that all relevant risk assessments are completed.
- Ensure that termly fire drills, weekly fire tests, and checks on fire extinguishers are carried out and that the Fire Safety Folder is maintained.
- Ensure that monthly water temperatures tests are carried out and that the Water Hygiene Folder is maintained.
- Be alert to issues of security and lone working.

4. ASSISTANT HEADS/HEAD OF TEACHING AND LEARNING

- Include health and safety in all new employees' induction.
- Undertake an annual health and safety training needs analysis of all their appraisees.
- Monitor relevant risk assessments, practices and procedures.
- Encourage and support employees in completing risk assessments for pupils giving cause for concern, both in terms of risk of harm to themselves and their potential to cause harm to others.
- Support employees with personal safety issues including stress
- Ensure off site visits are approved and appropriately staffed
- Review departmental coordinators risk assessments annually.

5. HEAD OF TEACHING AND LEARNING/EXECUTIVE PRINCIPAL/OFFICE MANAGER/ADMINISTRATOR

- 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;
 - Hazard reporting and maintenance documentation is reported to Buildings Health and Safety Committee for action.
 - 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
 - Ensure that 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

6. SUBJECT CO-ORDINATORS

- 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.
- Advising colleagues on the completion of risk assessments and ensuring they are carried out, reviewed periodically and recorded.
- Check that pupils and staff are aware of health and safety issues and that these are being continually reinforced.

7. ALL EMPLOYEES

- Make themselves aware of and co-operate with health and safety requirements, reporting issues of concern to the Principal
- 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 of Establishment 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.

8. VISITORS and CONTRACTORS

- Sign in at the Academy Office on arrival.
- Contractors will be informed of hazards peculiar to this site.
- Wear a visitor badge whilst on site at all times.
- Follow evacuation procedures in the event of an emergency.

9. 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.
- Use, but not misuse, things provided for your health, safety and welfare.

Date of Review

Signed: Head of Establishment and Chair of Committee Representatives

Reviewed: