



## **New Marston Primary School** **Health and Safety policy**

### **Introduction**

New Marston Primary School, as part of the River Learning Trust, follows the H&S guidance published by the Trust. The River Learning Trust believes that the Health, Safety and Welfare of its employees, teacher trainees, students, contractors and the general public is fundamental in providing a safe and secure environment for all persons who enter any of its premises and provides a trust wide Health and Safety Policy and Statement of Intent.

This school specific policy should be followed in addition to the Trust policy as it outlines our specific site and personnel aims, objectives and responsibilities.

### **Aims and Objectives**

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

Specifically its objectives are to:

- raise awareness amongst employees, pupils and other site users of health and safety issues and to encourage good practice;
- take all reasonable precautions to protect people by reducing risks both on and off site;
- 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**

Health & Safety Champion *Cherelle Williams*, School Business Manager, champions Health & Safety at our school.

#### *Governors*

- To 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 resources meetings (standing item on both Resources with detail and LGB with summary).
- Carry out regular inspections as outlined in the Governors' Handbook.
  - Cooperate with the employer, River Learning Trust, on matters of health and safety.
- Nominate a Governor with responsibility for health and safety. David Johnson is our governor responsible for Health & Safety.

*Head Teacher (Rachel Vlachonikolis)*

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

- Line managing the Senior Leadership Team;
- Allocating sufficient resources to meet health and safety priorities;
- Ensuring attendance on appropriate health and safety training courses;
- Liaising with the employer (River Learning Trust) over health and safety issues;
- Regularly checking the River Learning Trust Health and Safety guidance & other reliable sources such as the OCC website:

<https://schools.oxfordshire.gov.uk/cms/content/health-and-safety>

- Ensuring good communications by including health and safety issues in staff briefings, bulletins and meetings;
- Organising and implementing regular inspections
- 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
- Formulate and implement a policy for the management of critical incidents - Emergency Plans - Critical Incident Management
  - Include health and safety in all new employees' induction
  - Support employees with personal safety issues including stress

School Leadership Team

- Undertake an annual health and safety training needs analysis of all employees
- Monitor departmental documentation, risk assessments, practices and procedures
  - Encourage and support employees in completing risk assessments for pupils giving cause for concern
    - Ensure that RSHE health and safety curriculum requirements are being delivered in lessons
- Ensure off site visits are approved and appropriately staffed and staff follow planning procedures with school EVC [David Johnson]
- Ensure Risk Assessments are reviewed annually.

*Administrative Staff* Are 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 actioned;
- Accident and Physical and Verbal Abuse documentation is completed and submitted to the Health & Safety Team;
- All appropriate risk assessments 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;
  - 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 RLT prescribed standards.

### *Class Teachers*

- Produce health and safety risk assessment guidance and documentation as appropriate.
- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person.
- Advise colleagues on the completion of risk assessments and ensure they are carried out, reviewed periodically and recorded.
- Annually undertake training needs analysis for their teams.
  - 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.

### *School Business Manager/Site manager*

Ensure that the school follows the RLT procedures:

- when selecting a contractor;
- when liaising with contractors over health and safety matters;
  - Carry out daily checks of the site and take appropriate remedial action.
- Prioritise and process the maintenance forms.
  - Review progress with the head on a weekly basis.
  - 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 and lockdown 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.
  - Alert the Head of Establishment to issues of security and lone working.

### *All Employees*

- Cooperate with health and safety requirements.
- Report all defects on the maintenance log found in the office.
- 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.

### *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.

### *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.

**Policy reviewed: Jan 2023**