

# Health and safety policy

This is the statement of general policy and arrangements for:		<b>Checkendon C.E. Primary</b>
<b>The Governing Body</b>		<b>has overall and final responsibility for health and safety</b>
<b>Gillian Seymour</b>		<b>has day-to-day responsibility for ensuring this policy is put into practice</b>
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
To prevent accidents and cases of staff and pupil related ill health and provide adequate control of health and safety risks arising from on and off site activities.	Gillian Seymour Head Teacher	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if necessary)
To provide adequate training to members of staff to ensure that adults and children are safe on site and during off site school based activities. To make pupils aware of health and safety issues.	Gillian Seymour Head Teacher	Staff and contractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover staff working off site. Pupils will be briefed on how to stay safe during on and off site school activities.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Gillian Seymour Head Teacher	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular (weekly) health and safety staff briefings or more often if required.
To implement emergency procedures – evacuation in case of fire or other significant incident.	Gillian Seymour Head Teacher	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Gillian Seymour Head Teacher	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Staff trained in safe handling/use of substances.

Signed: * (Employer)		Date:	
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You should review your policy if you think it might no longer be valid, eg if circumstances change.  
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Staff Room
First-aid box is located:	Staff Room
Accident book is located:	Staff Room

# Risk assessment

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor> Combined risk assessment and policy template published by the Health and Safety Executive 08/14 **All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.**

## Checkendon C.E. Primary School

Date of risk assessment: September 2019

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk	Action by whom?	Action by when?	Done
Slips and trips	Pupils, staff	Onsite risk assessments <ul style="list-style-type: none"> <li>• Slips and trips</li> <li>• Lunchtime and breaktimes</li> <li>• After school clubs</li> <li>• Class lessons</li> <li>• Lone working</li> <li>• Working at height</li> </ul> Offsite risk assessments <ul style="list-style-type: none"> <li>• Sports events at local schools</li> <li>• Local walks</li> <li>• Swimming lessons</li> <li>• Worship in church</li> </ul>	See onsite and offsite risk assessments	Signed by relevant members of staff Reviewed annually HT	Reviewed annually HT Autumn Term	Dated reference in file
Access by unwanted individuals	Pupils, staff	Onsite risk assessments <ul style="list-style-type: none"> <li>• Access by unwanted individuals</li> <li>• Lunchtime and breaktimes</li> <li>• Lone working</li> </ul> Offsite risk assessments <ul style="list-style-type: none"> <li>• Sports events at local schools</li> <li>• Local walks</li> <li>• Worship in church</li> </ul>	See onsite and offsite risk assessments	Signed by relevant members of staff Reviewed annually HT	Reviewed annually HT Autumn Term	Dated reference in file
Accidents and illness	Pupils, staff	Follow the HPA guidance Onsite risk assessments <ul style="list-style-type: none"> <li>• Dealing with accidents and incidents (First Aid and Cleaning up bodily fluids)</li> <li>• COSHH</li> </ul> Offsite risk assessments <ul style="list-style-type: none"> <li>• Sports events at local schools</li> <li>• Local walks</li> <li>• Swimming lessons</li> </ul>	See onsite and offsite risk assessments	Signed by relevant members of staff Reviewed annually HT	Reviewed annually HT Autumn Term	Dated reference in file

## Health and Safety Monitoring Procedure

Objectives	Implementation	Timetable
<p>To ensure the school continues to comply with County Council and national Health and Safety requirements through monitoring Health and Safety.</p>	<p>Regular monitoring of Health and Safety is undertaken at all levels within the school community.</p>	<p><b>Weekly:</b> Staff Meetings  <b>Termly</b> (6 times a year): FGB Meetings and Resources Committee Meetings  <b>Termly</b> (6 times a year): Health and Safety Reviews  <b>Annual</b> Health and Safety Walkround  <b>Annual</b> Health and Safety Monitoring Audit  <b>Annual</b> Monitoring review of policies</p> <p>Other monitoring timetables (Fire, Water Hygiene etc.) follow statutory and OCC requirements</p>
	<p><b>Staff:</b> responsible for monitoring their own safe working practices and reporting of accidents, incidents and near misses, Health/ Safety and Safeguarding is included as a separate agenda item at weekly staff meetings</p>	
	<p><b>Head Teacher (HT):</b> leads staff meeting briefings; weekly School News updates from OCC and direct email alerts from the Health and Safety Team at OCC provide information about changes to requirements and guidelines; information passed onto Health and Safety Governor (HSG) as appropriate and training organised if necessary</p>	
	<p><b>School Office Administrator (SOA):</b> works with head teacher to ensure monitoring is carried out efficiently, responsible for allocated monitoring tasks; monitors training requirements</p>	
	<p><b>Teaching Assistants (TAs):</b> nominated teaching assistants responsible for allocated monitoring tasks</p>	
	<p><b>Governors:</b> Health/ Safety and Safeguarding is included as a separate agenda item at FGB and Committee meetings; there is a named HSG and a named Safeguarding Governor</p> <ol style="list-style-type: none"> <li>1. Walkround: once a year Health and Safety walkround is undertaken by HT or SOA and HSG or other nominated governor</li> <li>2. Health and Safety Reviews <ul style="list-style-type: none"> <li>▫ Termly minuted meeting attended by the HT and HSG to review <ul style="list-style-type: none"> <li>• progress on Health and Safety action plan,</li> <li>• outstanding actions identified on walkrounds</li> <li>• implications of new requirements</li> </ul> </li> <li>▫ Annual Health and Safety monitoring audit carried out by OCC</li> <li>▫ Annual monitoring reviews of all policies carried out by FGB to ensure that they comply with statutory guidance and OCC requirements</li> </ul> </li> </ol>	