



Doc. Ref: **BerkeleyPrimary**  
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Doc. Date: **Autumn Term 2021**

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## Health & Safety Policy (Part 3)

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<b>Verified by</b>	The Head Teacher
<b>Approved by</b>	Finance & Resource Committee
<b>Review Date</b>	Autumn Term 2024

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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 Headteacher

##### **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 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
    - Ensure that QCA/HSE health and safety curriculum requirements are being delivered in lessons
    - 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
    - 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.
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### **3. BUSINESS 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
  - Hazard reporting and maintenance documentation is actioned
  - 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
  - Periodic checks are made of the first aid arrangements and containers
- Report on Health and Safety issues to Headteacher and nominated Governors.
- Ensure that the school follows the correct procedures:
  - when selecting a contractor (Contractor Risk and Assessment and Method Statements)
  - 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 Business 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
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- 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 Business 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 Business Manager or Caretaker of any concerns of Lone Working
- Inform the Caretaker or Business 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
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- 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 Policy, Educational (Off Site) Visits Policy, Lettings, Staff Absence Management Policy, Curriculum Policies.

And: current Staff Handbook.

Health and Safety Governor:	Nicki Everhard
Health and Safety School Representative:	Rachael Stewart
Health and Safety Staff Representative:	Stephen Woodward
Health and Safety website:	<a href="http://www.hse.gov.uk">www.hse.gov.uk</a>