

# A POLICY FOR HEALTH AND SAFETY



## WHARTON C.E. (CONTROLLED) PRIMARY SCHOOL

Reviewed by D. Ashford October 2019

Approved by Governing Body Autumn Term 2019

Signed ..... (Headteacher)

Date : .....

Signed .....(on behalf of Governing Body)

Date : .....

# A POLICY FOR HEALTH AND SAFETY



## WHARTON CE CONTROLLED PRIMARY SCHOOL

### INTRODUCTION

The Governing Body of Wharton C.E. Primary School has adopted this Health and Safety Policy prepared by the Health and Safety Team for Cheshire West and Chester Council.

To be considered in conjunction with this policy are the following: Fire Safety Policy; Administration of Medicines; Critical Incident Plan and Policy.

### HEALTH AND SAFETY POLICY STATEMENT

Wharton C.E. Primary School recognises its duty of care for the health, safety and well-being of its employees. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable. In discharging this responsibility it will take into account its parallel obligations for the Health and Safety of pupils, visitors and others who might be affected by its operations.

The provisions in this Policy are intended to ensure that Health and Safety is an integral part of the general process of risk management, which the school operates.

Health and Safety will be included in the school's review and planning process as an issue essential to the development and maintenance of the School's management systems.

### PURPOSE

The purpose of the Policy is:

- To provide the necessary authority and support for staff as they make their respective contributions to health and safety.
- To set out duties and responsibilities.
- To recognise the partnership necessary with the Local Authority to ensure that all statutory duties in this field are met.
- To emphasise the importance of keeping hazards under control by making an assessment of operating risks.

The Governing Body is committed to ensuring the health, safety and well-being of employees, pupils and others affected by the school's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected.

**For employees; this is not only a matter of common sense, but also as a legal duty.**

All employees, regardless of seniority, have a duty to take care of themselves and others that might be affected by their acts or omissions. Staff should use equipment and working methods approved by their supervisor/senior colleague. Special care should be taken with the health and safety issues of any new venture.

## **ORGANISATION AND ARRANGEMENTS FOR IMPLEMENTING THE POLICY**

The Headteacher has overall responsibility for the implementation of this Policy and is the Health and Safety Co-ordinator. During any absence the Deputy or Assistant Head will take overall responsibility. Diane Somers is the named Health and Safety Governor. The Site Manager is responsible for maintaining Health and Safety standards under the direction of the Headteacher.

They will recognise and accept a personal role in ensuring that arrangements for Health and Safety are effective within his or her respective area. Collectively, the Governing Body requires Health and Safety to be taken into account in the proposals which come before it and will seek to encourage a positive climate in which Health and Safety can flourish.

## **RISK ASSESSMENT**

**The underlying process, which secures this Policy, is risk assessment.** Assessments of significant risks will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the Headteacher to oversee and ensure that relevant risk assessments are maintained and kept up to date. Where no guidance exists on a specific topic, staff will follow the Local Authority risk assessment process.

Risk Assessments for out-of-school visits will be submitted to the Educational Visits Co-ordinator using the local authority EVOLVE visits system.

## **CONSULTATION**

Employees with concerns should normally raise them with the Headteacher. However, the Governors welcome the support of trades unions in health and safety matters and staff should feel free to contact the appropriate trade union appointed safety representative. Requests for external help should be raised initially with the Headteacher, who will seek advice from the Departmental Health and Safety Adviser, on any concerns of employees, which cannot be resolved locally.

## **FACILITIES MANAGEMENT**

The Site Manager is responsible for the maintenance of the premises and grounds and record keeping related to this. Contractors report to the Site Manager and are advised of school fire and health and safety arrangements.

## **CONTRACTORS AND SCHOOL PARTNERSHIPS**

Contractors carrying out work for the School will be vetted for their Health and Safety performance. They will be required to act in accordance with this Policy and the School's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Headteacher to ensure that the School's Governing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.

School linked partners and hirers will exchange health and safety policies and procedures with the School and ensure that the health and safety of all school staff and users will be protected to a level which is reasonably practicable and equivalent in standard to the School. In particular, partners will be required to provide school staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with school's activities.

## **INSPECTION AND MONITORING**

The Headteacher will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school Annual Risk Assessment and Safety Review with the Site Manager and Business Manager. The Health and Safety Governor will also be involved in this process. Feedback from this process will be referred to the Governing Body.

## **ACCIDENT / INCIDENT REPORTING**

Every injury should be reported on 'accident' and 'headbump' notes provided (with copy for parent). These are filed in the school office. The school administrator is responsible for ensuring the accident/incident log is kept up to date. The person in charge of the area or activity must investigate an injury that needs medical attention or involves time off work and report this to the Headteacher and the Business Manager. Where the accident falls within the Local Authority Accident reporting criteria the accident will be reported through the PRIME Accident Reporting system which informs the Headteacher and the Health and Safety Team.

## **TRAINING AND INFORMATION**

Training and development needs will be evaluated and appropriate briefing and training provided. Health and Safety training will be available to employees and records maintained by recording them in the Health and Safety file located in the school office. The Departmental

Health and Safety Manual will be made readily available to employees with relevant notes held on the Intranet for the employees concerned to refer to them. The Departmental Health and Safety Manual is kept in the Business Manager's office.

New staff and volunteers to the school are informed of Health and Safety arrangements and given a copy of the Health and Safety and Fire Policies. An induction check list will be completed by the Business Manager and signed by the staff/visitor.

### **STAFF WELLBEING**

Health and Safety is discussed as part of the appraisal process. Staff are informed of the availability of Occupational Health and the Employee Assistance Programme to support physical and emotional health. Information about support is also displayed in the Staff room.

### **POLICY REVIEW**

This policy will be reviewed regularly by the Governing Body. Health and Safety is always included in the termly Headteacher's report to governors.