



HEALTH & SAFETY POLICY

Our Vision:

We are committed to quality learning in a positive, happy and Christian atmosphere where everyone within the school community is valued as an individual. We expect everyone to, 'Treat others as you want them to treat you.' (Matthew 7:12-14). We have high expectations of all and strive to provide a safe, challenging, exciting and stimulating environment.

Our Values:

To ensure the health and safety of our pupils, staff, and visitors are met through our school values of:

Respect – by respecting our safeguarding policies and procedures to ensure the health, safety and wellbeing of our whole school community.

Compassion – by considering the needs of the whole school community, expecting everyone to look after each and keep each other safe.

Creation – creating a safe and secure environment which allows children, staff and the wider school community to thrive and flourish.

Perseverance – Following health and safety policy and procedures at all times. Ensuring a safe inclusive environment for all.

Service – by building trusting relationships with children and the whole school community as we serve to help to keep everyone safe.

HEALTH AND SAFETY POLICY STATEMENT

Willaston Church of England Primary School recognises its duty of care for the health, safety and well-being of its school community. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable.

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. Thus, 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.

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 LA 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 securing 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 only 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. To facilitate this, the Headteacher has designated **Mr J Green** to be the Health and Safety Coordinator, responsible for fire, legionella and asbestos and **Mr R Howe** to be the named Health and Safety Governor. Each line manager 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 good 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 and Line Managers to ensure that relevant risk assessments are maintained and kept up to date. Where no guidance exists on a specific topic, staff will follow the LA risk assessment process.

Risks covered through assessments made in school include:

- Classrooms
- Day visits
- Residential visits
- Curriculum subjects
- Fire

- Vulnerable pupils
- PTA events
- Office areas
- Outdoor learning

Our school is whole heartedly committed to the delivery of outdoor learning for all our children through which we teach children to handle risks and, more importantly use their own initiative to solve problems and work with others, e.g. Children will learn to use tools, play and learn boundaries of behaviour; both physical and social, establish and grow in confidence, self-esteem and become self-motivated.

All risk assessments for day and residential visits are loaded on the LA 'Evolve' site prior to the visit taking place.

Covid-19 Risk Assessment

We have carried out a robust risk assessment to take account of the Covid-19 pandemic. We have used the Local Authority template and considered the safety and well being of all children, staff, parents and visitors. We have adapted our environment and made changes to structures to ensure safer working practices.

Our risk assessment is informed by Government and Local Authority guidance and remains under constant review by the Senior Leadership Team and Governors.

Consultation

Employees with concerns should normally raise them with the Headteacher or Health and Safety Coordinator. However, the Governors welcome the support of Staff Associations in Health and Safety matters and staff should feel free to contact the appropriate Staff Association's appointed Safety Representative. Requests for external help should be raised initially with the Headteacher or Health and Safety Coordinator. They will seek advice from the Departmental Health and Safety Adviser on any concerns of employees which cannot be resolved locally.

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 / Health and Safety Co-ordinator 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. Feedback from this process will be referred to the Governing Body.

We believe that risk management is the responsibility of everyone. The children are therefore involved in this process through implementation of Health and Safety responsibilities which each team adopts on a rota basis across the year. Children are involved in carrying out risk assessments and organising events to teach one another how to keep safe.

Accident / Incident Reporting

Every injury must be reported in one of the school's accident books, located in the infant medical room. An injury that needs medical attention or involves time off work/school must be investigated by the person in charge of the area or activity. Where the accident falls within the LA accident reporting criteria, the County Accident Form must be completed by the relevant member of staff, signed by the Headteacher and sent to the Health and Safety Team by loading onto the 'Prime' site.

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 the Administrative Assistant. 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.

POLICY REVIEW

This Policy will be reviewed annually. The Governing Body will receive a summary report covering key issues, based on the Annual Risk and Safety Review, at least annually.

Other related school policies

First Aid policy

Approved by Governors 12th October 2020

A handwritten signature in black ink, appearing to read "J. E. Hilditch". The signature is written in a cursive style with a distinct loop at the end.

Signed Chair of Governors