

# HEALTH AND SAFETY POLICY



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

### HEALTH AND SAFETY POLICY STATEMENT

Capenhurst 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. 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.

### 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 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 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, Claire Green, has overall responsibility for the implementation of this Policy and is the Health and Safety Co-ordinator. During her absence, Mrs Vicky Bunting will take overall responsibility as Acting Headteacher and Health and Safety Coordinator. Hilary Chruscizl is the named Health and Safety Governor. 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.

The named person responsible for Asbestos and Legionella is Claire Green, supported in both roles by the caretaker – Derek Ainsworth. Legionella Awareness training has been undertaken by both persons. The most recent Asbestos survey reports that there is no asbestos present in the building. This will be re-assessed whenever notable building improvements or developments take place. Advice and guidance from the local authority will be sought at this point.

### **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 Claire Green and Vicky Bunting (who has designated responsibility for EVOLVE) 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.

### **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.

### **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, including sharing their own health and safety risk assessments or guidelines when working on school premises.

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. Feedback from this process will be referred to the Governing Body.

## **Accident / Incident Reporting**

Every injury should be reported in the school accident book, located in the school office. The person in charge of the area or activity must investigate an injury that needs medical attention or involves time off work. Where the accident falls within the LA Accident reporting criteria, it must be reported to the local authority using PRIME (online reporting available through the intranet from all office computers). This form will be printed out, along with a word document detailing the written submission contained within the form which does not print in full within a printout of the form due to the size of the window in this part of the form. These print outs will be collated with the accident file in the main school office. All accidents of this nature are to be brought to the attention of the headteacher. School holds an up-to-date list of qualified first aiders in the school office and all members of staff are responsible for ensuring that first aid boxes are replenished.

## **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 school office.

## **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.

**Signed .....**

**Date: Autumn 2019**

**Policy to be reviewed: Autumn 2020**