

A Policy for Health & Safety

Rationale

Alderley Edge Community 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, staff, 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

- 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 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 must only use equipment and working methods approved by their supervisor / senior colleague. Special care must be taken with the health and safety issues of any new venture.

GUIDELINES: Organisation for Implementing the Policy

The Headteacher has overall responsibility for the implementation of this Policy. To facilitate this, the Head has designated **Jackie Burt (Site Manager)** to be the Health and Safety Co-ordinator and **Tom Williams** 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 Health and Safety can flourish. Health and safety at Law posters are kept in the staffroom, Old School Room and school kitchen for staff to check their rights and responsibilities.

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. Risk assessments are logged on the risk assessment register held by the site manager. 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 or Health and Safety Co-ordinator. 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 or Health and Safety Co-ordinator, 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 at the school will be required to provide clear evidence of their current Health and Safety policy. They will also be requested to provide clear documented evidence of how they will adhere to their policy, through safe working practices, which must include adherence to the schools specified local health and safety 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 or in their absence the 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. The site manager and named H&S governor will undertake regular inspections of the premises. Feedback from this process will be referred to the Full Governing Body.

Accident / Incident Reporting

Every injury must be reported using the school's incident/accident form. Any completed accident forms are stored in the register file 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, the Cheshire East Council Accident Form must be completed online (Prime Reporting System) by the Site Manager (or senior member of staff if the Site Manager is unavailable) with the relevant member of staff, and submitted to the LA.

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 Headteacher. The LA's Health and Safety Procedures are readily available to employees with relevant notes and are held on the Intranet for the employees concerned to refer to them. The staff induction program requires staff to familiarise themselves with the H&S Policy.

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.

Reviewed minimum every year

Next Review Date July 2024

Signed

Governor :



Tom Williams

Date : 14/7/23

Headteacher :



Lindsey Walsh

Date : 14/7/23