



# HEALTH & SAFETY POLICY

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## 1. HEALTH AND SAFETY POLICY STATEMENT

1.1.1 The Governing Body of Alvanley and Manley Federated Schools 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.

1.1.2 In addition to this 'Any person in charge of, or working with pupils in any capacity is considered, both legally and morally to owe them a duty of care.' Adults are therefore responsible for following the health and safety/ safeguarding guidelines and procedures put in place to ensure their own safety and that of the children.

1.2 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 s operate. Thus, Health and Safety will be included in the schools' review and planning process as an issue essential to the development and maintenance of the Schools' management systems.

1.3 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.

1.4 The Governing Body is committed to securing the health, safety and well-being of employees, pupils and others affected by the schools' 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.

1.5 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.

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

- 2.1 The Headteacher has overall responsibility for the implementation of this Policy. To facilitate this, the Headteacher is the Health and Safety Co-ordinator and Mr R Wilde is 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.

### **Risk Assessment**

- 2.2 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, Heads of Departments 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.

### **Consultation**

- 2.3 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**

- 2.4 Contractors carrying out work for the Schools 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 Schools' Governing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.
- 2.5 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**

- 2.6 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.

## **Accident / Incident Reporting**

- 2.5.1 Every injury to a pupil, member of staff or visitor should be reported on the minor injury / accident report forms, located on the notice board at the bottom of the stairs (Alvanley) and filed in the school office, the Lecturn by school office (Manley) . If a minor injury occurs at playtime or lunch time the member of staff who treats the injury shall fill in the form, including a 'bump note if there has been a bump to the head. Class teachers must be notified if head bump notes are issued, arrangements must be made to monitor the child for adverse affects and a note sent home to parents. Minor injury forms will be monitored regularly by the headteacher and termly by the Health & Safety governor, Roger Wilde.
- 2.5.2 An injury for pupil, staff or visitor that needs medical attention, a visit to hospital or involves time off work must be investigated by the person in charge of the area or activity. The headteacher or assistant head must be informed. Where the accident falls within the LA Accident reporting criteria, the school bursar/admin assistant must report this via the PRIME Systems recording procedure. This is accessed through the Intranet / health & safety/ Accident, incident reporting.

## **Training and Information**

- 2.9 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 Departmental Health and Safety Manual is no longer available but is held on the Intranet for the employees concerned to refer to them.

## **3. POLICY REVIEW**

- 3.1 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.

Date Authored	November 2013
Date Ratified By Governors	May 2015
Date for Review	June 2017