

# **STYAL PRIMARY SCHOOL**



**Styal Primary School**  
Valuing the Individual to Believe and Achieve

# **HEALTH AND SAFETY POLICY**

**October 2021**

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## **HEALTH AND SAFETY POLICY**

### **Introduction**

Styal Primary School Governing Body 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 children, their parents, 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 processes of risk management which the school operates. Therefore, Health and Safety will be included in the school's review, evaluation and planning process as an issue essential to the development and maintenance of the school's management systems.

### **Purpose of the Policy**

The purpose of the Health and Safety 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 CHESHIRE EAST 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.

### **Safety Responsibilities**

The Governing Body is committed to securing the health, safety and well being of all affected by the school's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full cooperation is therefore expected. For employees, this is not only a matter of common sense, but also 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 the Headteacher / supervisor / senior colleague. Special care should be taken with the health and safety issues of any new venture.

All employees have the responsibility of informing the Headteacher of potential risks if they occur around school. The following procedure is followed:

1. Inform the Headteacher of potential risk
2. Headteacher will inform and direct the caretaker

All teachers have the responsibility of writing, updating and following their own classroom risk assessment. The risk assessment is monitored by the Headteacher and displayed in the classroom and signed by all staff team working in the classroom. This is checked on Premises Walks (governors, Headteacher and caretaker).

### **Organisation and Arrangements for Implementation**

The Headteacher has overall responsibility for the implementation of the Health and Safety Policy and should be referred to as the Health and Safety Coordinator. The Governing Body has also designated one Governor to be the named Health and Safety Governor. This is usually, but not always, the Chair of Governors. Each member of staff also recognises and accepts a personal role in ensuring that arrangements for Health and Safety are effective within their respective area of responsibility. 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 that secures this policy is risk assessment. Assessment of significant risks will be made in conjunction with those affected and recorded in writing. It is the responsibility of the Headteacher 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 CHESHIRE EAST risk assessment process.

### **Consultation**

Employees with concerns should normally raise them with the Headteacher. However, the Governors welcome the support of trade 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 are vetted for their health and safety performance and are required to act in accordance with this policy and the school's specified local arrangements. Contractors are also required to assess the risks to anyone who might be affected as a result of their performance of the contract. In particular they are required to make appropriate arrangements with the Headteacher to ensure that the school and Governing Body are sufficiently and suitably informed and consulted on issues relevant to risk control.

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

### **Inspection and Monitoring**

The Headteacher, School Business Manager and Health and Safety Governor undertake the necessary arrangements for procedures to be examined and for workplaces to be inspected to ensure that all precautions remain suitable and sufficient by conducting a whole school Annual Risk Assessment and Safety Review. Feedback from this process is referred back to the Governing Body.

### **Accident and Incident Reporting**

Every injury is recorded in the **school accident book located on the shelf in the corridor of the main building**. Any injury that requires medical attention away from school or involves time off work is investigated by the person in charge of the area or activity and the Headteacher. **Where an accident falls within the CHESHIRE EAST accident reporting criteria, PRIME is completed by Annette Tompkins, the school's lead first aider. Cheshire East are notified.**

### **Training and Information**

Training and development needs are evaluated annually and appropriate briefing and training provided. A poster summarising the Health and Safety Law is displayed in the staffroom and all staff have had a copy of the Health and Safety Law leaflet enclosed.

### **Equal Opportunities**

Fundamental to the aims of the school being achieved is a belief that all staff and employees will receive equal entitlement without prejudice.

We do not discriminate against any child or adult because of gender, age, ethnic origin, social class, religion, marital status, sexual orientation, disability or special needs.

### **Policy Review**

This policy is reviewed every year. The Finance and Premises committee receive a summary of the annual Risk Assessment and Safety Review and regular updates on health and safety matters termly in the Headteacher's Report to Governors.

**Useful Contacts**

**Louise Boardman:** Headteacher/ Health and Safety Manager

**Jo Hudson:** Health and Safety Governor

**Matthew O'Donoghue:** 07970 830627

**This policy was reviewed by the Headteacher Oct 2021 and Premises governors in Nov 2021.**

**Signed:** .....

**Name:** .....