

WHITBY HEATH PRIMARY SCHOOL

Excellence in a Caring Community



Health and Safety Policy

Changes are typed in red 2016

Reviewed annually by Behaviour and Safety Committee	
Signature	September 16

1.

Health and Safety Policy Statement

- 1.1 Whitby Heath 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.
- 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 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.
- 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 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.
- 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 Head has designated **Miss Laura Nederlof** to be the **Health and Safety Co-ordinator**, **Mrs. Debbie Bell** as the **lead First Aider**, and **Miss Sarah Horgan** as the **Educational Visits Co-ordinator**. 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. **The designated Health and Safety Governor is Mr Chris Parker**. The **Behaviour** and Safety Committee of the Governors will monitor and report to the full Governing Body on Health and Safety.

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, Health and Safety Coordinator, to oversee the management of the risk assessments. The Subject Leaders, Educational Visitors Coordinator and the Site Manager will ensure that relevant risk assessments to their role 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. **At Whitby Heath the NUT Representative is Mr. Jez Lonsdale and the Unison Representative is Mrs. Debbie Bell.** 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 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.

- 1..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. The Governors on the Behaviour and Safety Committee will monitor Health and Safety through termly meetings, Premises, Health and Safety Walks, monitoring of data accidents, feedback from this process will be shared with the Governing Body.

Accident / Incident Reporting

- 2.7 Every injury should be reported in the school accident book, located in the first aid area outside the staffroom. An injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity. Where the accident falls within the LA Accident reporting criteria, the PRIME site Accident Form must be completed (referring back to the initial accident form and where needed staff involved). This is usually completed by the Head Teacher and emailed to the Health and Safety Team. A paper copy of the incident will be kept in school using the 'old' forms issued by the LA as reference as well as a print off from the submitted form. As stated in 2.6 the

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Behaviour and Safety committee will monitor the occurrence of accidents / incidents requiring the completion of the form and explore trends in the areas for administering first aid each term. (Refer to the *First Aid & Accident Policy*)

Training and Information

- 2.8 Through staff development meetings all staff will be reminded and updated of health and safety issues will be shared. In the first Inset in September a recap on Fire and Emergency evacuation, critical incidence response and first aid procedures, **managing children with medical conditions and the importance and process of completing Evolve for additional activities /trips and residential** will be undertaken. An annual review of all relevant risk assessments will be undertaken including classes, playground and the internal and external fields. These will be in place by the end of September.
- 2.9 Training and development needs will be evaluated and appropriate briefing and training provided. Health and Safety training will be available to employees, all new staff and students will receive a Health and Safety Awareness session by Miss. Laura Nederlof, or Mrs. Debbie Bell. **Staff Health and Safety induction records are kept by the Health and Safety Coordinator, Student induction record by Mrs. D. Bell.** Records of First Aid Training are kept by Mrs. Debbie Bell other Health and Safety Training records will be kept by the Head Teacher in the Health and Safety files located in the HT 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.

3. Review of Health and Safety Practice and Policy

- 1..1 This Policy will be reviewed annually.
- 1..2 The Governing Body will receive a summary report covering key issues, based on the Annual Risk and Safety Review.
- 1..3 The **Behaviour and Safety** Committee will meet each term which will include a Health & Safety walk focusing on key areas of concern and improvements/building work undertaken in the last term around the interior and exterior of the premises

The Governors have bought the Local Authority Annual Review of the Health and Safety