



CHRISTIAN MALFORD C of E PRIMARY SCHOOL

Health and Safety Policy

Approved: 19th March 2015

Due for review: March 2016

HEALTH AND SAFETY POLICY

1. HEALTH AND SAFETY POLICY STATEMENT

- 1.1 This policy statement is the local supplement to Wiltshire Council's Health and Safety Policy Statement. The school's Local Board and Senior Management Team recognise and accept their responsibilities under law and under Diocese of Bristol Academy Trusts ("DBAT")'s delegation for local management of schools.
- 1.2 The 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.
- 1.3 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 federation operates. Thus, Health and Safety will be included in the federation's review and planning process as an issue essential to the development and maintenance of the School's management systems.
- 1.4 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 DBAT 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.
- 1.5 The Local Board 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 a legal duty.
- 1.6 A copy of this statement has been provided to each member of staff.
- 1.7 The Policy statement, together with the organisation and arrangements and procedures, has been approved by the school's Local Board.

2. ORGANISATION

- 2.1 The Headteacher has overall responsibility for the implementation of this Policy. To facilitate this, the Head has designated a nominated Local Board member of the school to be the Health and Safety Local Board member. The Assistant Headteacher and School Administrator are responsible for day-to-day Health and Safety compliance in their school. 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 Local Board 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.
- 2.2 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.

- 2.3 Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others. This includes observing all the health and safety rules of the school and in particular the instructions of staff.
- 2.4 Visitors and members of the public are requested to co-operate with the health and safety arrangements put in place by the school when using the school premises or land.
- 2.5 The first aid procedure is displayed in school.

3. ARRANGEMENTS FOR IMPLEMENTING THE POLICY

Risk Assessment

- 3.1 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, Assistant Headteachers and line managers to ensure that relevant risk assessments are maintained and kept up to date.
- 3.2 The school will follow the guidance contained within the Wiltshire Council Health and Safety Manual. In addition, the following school-specific arrangements are in place:
 - **Accident / Incident Reporting:** Every injury should be reported in the school accident book, located within the school office. 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 DBAT Critical Incident Form must be completed by the relevant member of staff, signed by the Headteacher and sent to DBAT.
 - **Consultation:** Employees with concerns should normally raise them with the Headteacher or Assistant Headteacher. However, the Local Board 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 Assistant Headteacher, who will seek advice from the Wiltshire Health and Safety Service, on any concerns of employees, which cannot be resolved locally.
 - **Contractors:** 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 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 Local Board and users are sufficiently and suitably informed and consulted on issues relevant to risk control.
 - **Curriculum Safety:** The school recognises that programmes of study require that children should be taught about how to identify and reduce risks in the way that they work and a balance must be achieved between independent learning and the necessary supervision to ensure safety. School staff will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use.

- **Fire Safety:** The person responsible for carrying out the school's fire risk assessment is the Headteacher. All school arrangements for fire prevention and dealing with an emergency are contained within the schools emergency fire plan.
- **Inspection and Monitoring:** The Headteacher / Assistant 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 Local Board.
- **Lettings/shared use of premises:** The governing body will ensure that the hirer/tenant has public liability insurance and share all relevant school health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment where their activities compromise the safety or health or the building or occupants.
- **Medication Arrangements:** There is no legal duty requiring the school to administer medicines. However, the school recognises that children with medical needs have the same rights of admission to a school and, therefore, the school's arrangements are detailed in the Administration of Medicines policy.
- **Moving and Handling:** Any activities that involve significant manual handling tasks should be risk assessed and, where appropriate, training provided for staff
- **Offsite Visits:** Each school will follow the Wiltshire arrangements in regard to any visits off the school premises. School Administrators are the Educational Visits Co-ordinator for their school.
- **School Partnerships:** 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.
- **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 Administration Officer. The Wiltshire Health and Safety Manual will be made readily available to employees.

4. POLICY REVIEW

- 4.1 This Policy, its organisation and arrangements will be reviewed annually. The Local Board will receive a summary report covering key issues, based on the Annual Risk and Safety Review, at least annually.

This Health and Safety Policy was agreed by the Local Board on 19th March 2015 and is due for review again in March 2016.

Signed Chair of Local Board