

# The Oaks Community Primary School

## Health and Safety Policy



Our vision: The Oaks is a school where we put our children, families and community at the heart of everything we do. We provide an outstanding environment in which your child will flourish and grow. We instil a lifelong love of learning through supportive and inspirational teaching. Within our rich, varied curriculum we actively create and inspire a love of reading across the school in order to unlock every child's potential and open up a world of possibilities. Our school will ignite your child's imagination to become unstoppable as they strive to reach their dreams. Confidence, curiosity, independence and resilience are promoted through opportunities to question, challenge and explore. It is our aim for all children to leave The Oaks as independent, confident learners ready to achieve in a rapidly changing world.

## **POLICY FOR HEALTH AND SAFETY**

### **THE OAKS PRIMARY SCHOOL**

#### **INTRODUCTION**

The Governing Body of The Oaks Primary School has adopted this Health and Safety Policy prepared by the Health and Safety Team for Cheshire West and Chester Council.

This policy was shared and approved at the Full Governing Body meeting in Autumn term 2019.

#### **HEALTH AND SAFETY POLICY STATEMENT**

The Oaks 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.

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.

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**

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 Local Authority 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.

The Governing Body is committed to ensuring 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 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.

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

The Headteacher, Jenna McCaffery, has overall responsibility for the implementation of this Policy and is supported by Christina Roberts. During any absence, Louise Roberts will take overall responsibility as Assistant Headteacher. Francis Kweteng is the named Health and Safety Governor. Colin Walker, Site Manager is responsible for maintaining Health and Safety standards under the direction of Jenna McCaffery, Headteacher.

They 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**

**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 to oversee and ensure that relevant risk assessments are maintained and kept up to date. Where no guidance exists on a specific topic, staff will follow the Local Authority risk assessment process.

## **CONSULTATION**

Employees with concerns should normally raise them with the Headteacher. 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, 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 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.

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, Jenna McCaffery, 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 with Colin Walker, Site Manager and Jenna McCaffery, Headteacher. Christina Roberts will also be part of this process as Health and Safety Governor. Feedback from this process will be referred to the Governing Body.

## **ACCIDENT / INCIDENT REPORTING**

Every injury should be reported in the school accident file, located in the school office. Christina Roberts (Pastoral Manager and First Aider) is responsible for ensuring the accident/incident log is kept up to date. 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 Local Authority Accident reporting criteria, the County online PRIME Form must be completed by the relevant member of staff, and submitted to the Health and Safety Team.

## **TRAINING AND INFORMATION**

All new staff, volunteers (including work experience students) receive a Health and Safety Induction. 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 recording them in the Health and Safety file located in the school 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. The Departmental Health and Safety Manual is kept in the school office.

## **POLICY REVIEW**

This policy will be reviewed regularly by the Governing Body. Health and Safety is always included in the termly Headteacher's report to governors.

To be reviewed annually.

Checked via LA annual health and safety audit.

Signed: