

Wolverham Health and Safety Policy

Concordia Multi Academy Trust

HEALTH AND SAFETY POLICY



- 1.1 Wolverham Primary and Nursery 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 within the trust 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 Board and Trust are 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 Tracy Webb is the Health and Safety Representative at Wolverham Primary School and has overall responsibility for the implementation of this Policy and for ensuring the Health and Safety of all pupils, parents and staff.
- 2.2 Paul Jenkins and Tony Brown are the named Health and Safety Governors. All staff 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 and Deputy 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 LA risk assessment process and seek advice from them. The school buys back the services of the LA and this includes an annual health and safety audit.

Consultation

- 2.3 Employees with concerns should normally raise them with the Headteacher - Health and Safety Co-ordinator or in her absence the Deputy Headteacher Jenni Ogden. 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/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 Board 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 Board.

Accident / Incident Reporting

- 2.7 Every injury should be reported on the school accident form, located in 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 and be reported to the Headteacher. Where the accident falls within the LA Accident reporting criteria, the accident will be reported on Prime. Form must be completed by the relevant member of staff, signed by the Headteacher and sent to the Health and Safety Team.

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 will be made readily available to employees with relevant notes held on the Intranet for the employees concerned to refer to them.

ERIC WRIGHT PARTNERSHIP

Wolverham Primary and Nursery School is a PFI School. The partnership is managed and monitored with CWAC.

6 weekly meetings are held with the Headteacher, a representative from Eric Wrights and a member of staff from CWAC. All legal agreements and arrangements for maintenance including health and safety are addressed during these meetings. EWFM manage all of the training for the Site Maintenance staff and cleaners as they are employed directly with them.

Minutes of meetings and legal agreements can be viewed on request.

Fire Evacuation Procedures

The school will follow the fire evacuation procedures as outlined within the evacuation document (displayed in each classroom/area)

Named personnel will check areas including toilets and kitchens

Fire drills will be carried out at least termly and recorded by the site maintenance officer

Regular fire risk assessments will be carried out and actions taken to address any areas identified

Firefighting equipment (extinguishers) will be checked as legally required

Regular review of evacuation procedures will be carried out to address any concerns/improvements in evacuation times etc

Contact numbers of fire service and black box will be accessible by admin staff

Security issues including bomb threats and the discovery of suspicious devices

People receiving telephoned bomb threats in schools should:

- 1 Keep calm;
- 2 Try to obtain as much information as possible, but being cautious not to provoke the caller;
- 3 Dial 999 and Report it to the police and headteacher immediately.

Discovery of suspicious packages or devices on school premises

In some cases a suspect device might be found on school premises without any form of warning having been given. In such situations the surrounding area should be cleared and the police called immediately. The level of risk posed by such devices can vary widely, so any assessment of a suspect item should in all cases be left to the security professionals.

Evacuation

A preliminary assessment of the telephoned threat will need to be made by the headteacher or other senior member of staff in charge, in consultation with the member of staff who took the call. If there is the slightest doubt about the nature of the call, an evacuation should be considered.

All staff should try to maintain a general awareness of 'what should and should not' be around them, as such knowledge will assist greatly should it be necessary to determine the potential risk posed by an unfamiliar object. Any discoveries will be reported to the SLT immediately.

LOCK DOWN – A LOCKDOWN POLICY HAS BEEN DEVELOPED AND STAFF INTERNAL PHONES WILL BE USED TO CONTACT ALL CLASSROOMS TO GIVE ADVICE IF NECESSARY.

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.

Policy Updated October 2018

To be reviewed October 2019