

# **WOODLANDS PRIMARY SCHOOL**



## **HEALTH & SAFETY POLICY**

**Date Reviewed: September 2024**

**Next Review Date: September 2025**

## **1. HEALTH AND SAFETY POLICY STATEMENT**

- 1.1 Woodlands 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.
- 1.1.1 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.
- 1.2 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 Cheshire West and Chester Council 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.
- 1.3 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 a legal duty.
- 1.4 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 Sue Moss, Bursar, to be the Health and Safety Co-ordinator and Chris Marchant, Chair of Governors, to be the named Health and Safety Governor. 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.

### **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, SLT and line managers 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 Council risk assessment process.

### **Consultation**

- 2.3 All school staff (and student teachers/volunteers) receive a full Health & Safety induction when they join. 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 and or appointed safety representative. 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.
- 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 Head teacher/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 health and safety review. Feedback from this process will be referred to the Governing Body.

## **Accident / Incident Reporting**

- 2.7 Every injury should be reported in the school accident books, located at in the EYFS, Y2 bays, KS2 bays and Junior 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 this criteria, the Council's PRIME on-line accident reporting and recording system will be used. The Health and Safety Team will review the accident and report it to the Health and Safety Executive (HSE) in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 if applicable. This also applies to near misses.

Accident reports are reviewed termly and any PRIME logged accidents are also reported to the H & S Governor.

## **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 on their HR record. The Health and Safety Team page on ECWIP contains further information for schools on the training sessions available.

## **3. 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 health and safety review, at least annually.

## Appendix 1 - Induction Checklist

### WOODLANDS PRIMARY SCHOOL



### New Employee/Induction Checklist

Name of new employee:	Name of Inductor:	Date:
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Induction item	DESCRIPTION	Tick or indicate N/A
<b>Security signing in &amp; out</b>	Discuss security measures and signing in/out procedures and register for all pupils, staff and visitors	
<b>Absence</b>	Details about who should be contacted and methods including CWAC Absence Management procedures	
<b>Staff handbook</b>	Copy of Staff Handbook issued, discuss where specific information can be obtained.	
<b>Safeguarding</b>	Brief overview of safeguarding expectations at the school and direction to the safeguarding policy. Confirmation of Safeguarding Lead and inform of Deputy Safeguarding leads. Explain CPoms.	
<b>Phones, smoking and cameras</b>	No smoking on school premises, mobile phones can only be used in the staff room and no photographs are to be taken at any time of children with personal devices	
<b>Emergency evacuation procedures</b>	Informed new employee of emergency procedures, responsibilities and where designated assembly points are.	
<b>FIRST AID and Accident reporting</b>	Informed new employee of first aid provisions, responsibilities, who first aiders are and where they can be found.	
<b>H &amp; S and risk assessments</b>	School Health and Safety policy to be directed and brief overview about risk assessments, hot drinks, equipment etc. machinery and equipment only to be used if in good condition, no heavy lifting and duty to keep themselves safe. Also explain fault reporting. No standing on chairs or overreaching, please use Elephants foot or ask SMO for stepladders.	
<b>Welfare</b>	Location of staff room, toilets, washing facilities etc. Please wear suitable, weather appropriate, smart but comfortable clothing and appropriate footwear – no open toed sandals.	
<b>Incident reporting</b>	Procedures for reporting accidents and incidents (including violent incidents) have been explained. Brief introduction to CPoms and reporting incidents.	
<b>Other procedures</b>	Discuss any other procedures pertinent to the new employee's position and advise them that CWAC places a duty on employees to take care of themselves and others who may be affected by their acts or omissions and to co-operate with employers to meet statutory requirements.	

<b>Personal medical requirements</b>	Any details of pre-existing medical conditions that may impose working limitations, which may need to be considered in order to ensure a safe working environment have been disclosed. Any pre-existing medical conditions need to be identified and a member of the SLT to be made aware for medical supervision in case needed	
<b>Whistleblowing</b>	All staff know about the school's whistle blowing procedures and who to speak to and report a concern to (and where to find policy)	

<b>POLICIES TO BE READ WITHIN FIRST WEEK OF STARTING SCHOOL</b>	<b>Safeguarding</b>	<b>Staff Handbook</b>	<b>Whistle blowing</b>	<b>Behaviour</b>	<b>Health and Safety</b>	<b>Keeping children safe in education part 1</b>	<b>Acceptable Use &amp; Mobile Phone</b>

<b>Induction Preparation</b>		
Delegate a named person to carry out the first day requirements with the new starters		
Health and Safety Induction and walk around school (including fire safety)		
Advise team/colleagues of the start date of the new starter		
Provide with entry pass and explain procedures for use		
Ensure photographs have been taken for identity badges and staff boards		
<b>Line Manager/Classroom Teacher for Support Staff</b>		
Discuss daily timetable including lunchtime cover		
Make arrangements for email address to be added to school list (and stress importance of checking on at least a daily basis)		
Make new starter aware of absence procedures and who to contact		
To make arrangements for starter to give bank details to office		
To make arrangements for car insurance details to be shared with office		
<b>Supervision</b>		
To make arrangements for supervision on at least a half termly basis (initially on a weekly informal basis)		
<b>Training Requirements</b>		
Discuss and identify any training requirements and make applications		

**I confirm that I have read all the identified policies and I have received a full induction**

**Print Name**.....

**Sign** ..... **Date**  
.....

**Email address**:.....

**Next of Kin: Name** ..... **Contact**: .....

**Car Details: Make** ..... **Model:** .....  
**Reg** .....

**Medical Need:**  
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**STATUTORY & ADDITIONAL TRAINING**

- Safeguarding      Date .....
- Prevent            Date .....
- FGM                Date.....
- CSE                 Date .....
- First Aid          Date .....