



Health & Safety Policy

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| Policy Name: | Health & Safety Policy | | | Review Date: | Every Year 21/05/2019 |
| Presented to the Resources Committee: | Date: 21/05/2018 | Adopted by the Full Governing Body: | Date: 28/06/2018 | Chair of Governors Signature: | |

Health and Safety Policy

Rationale

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.

Purposes

1. To provide the necessary authority and support for staff as they make their respective contributions to health and safety.
2. To set out duties and responsibilities.
3. To emphasise the importance of keeping hazards under control by making an assessment of operating risks.

Guidelines

- Queen's Park High 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. 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.
- 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.
- The Headteacher has overall responsibility for the implementation of this Policy. To facilitate this, the Head has designated the Facilities Manager to be the Health and Safety Co-ordinator and the named Health and Safety Governor is mentioned in the footnote, see page 3. 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.
- Curriculum Leaders will oversee the control of hazards in their areas and check staff compliance with standards set down in departmental health and safety reference files. They will give special attention to the induction and supervision of new, temporary or probationary staff and discuss health and safety with all staff formally at least once a term.
- 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 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, Heads of Departments 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 seek advice from the Health & Safety Co-ordinator.
- 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. Requests for external help should be raised initially with the Headteacher or Health and Safety Co-ordinator, who will seek advice from the Cheshire West & Chester Council Health and Safety Adviser, on any concerns of employees, which cannot be resolved locally.

- 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.
- 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.
- 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 Body.
- Every injury should be reported to a First Aider and entered in the school accident book, located at the Medical Room. An injury that needs medical attention or involves time off work or school must be investigated by the person in charge of the area or activity. The Cheshire West & Chester Council's Accident Form (located at the Site Manager's Office) must be completed by the relevant member of staff, signed by the Business Manager and sent to the Cheshire West & Chester Council Health and Safety Team, see footnote below for address and telephone number.
- The successful implementation of this policy depends upon the knowledge and skills of all staff. It is a fundamental responsibility of all managers to ensure that staff and pupils under their control are competent for the tasks they are called on to perform. 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 CPD Co-ordinator. A complete copy of the Health and Safety Manual for Educational Establishments is kept and updated by the Facilities Manager and is available to all staff for reference.
- 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.

Conclusion

Successful implementation of this Policy will ensure that issues of health and safety are routinely woven into all of the school's activities in order to ensure an appropriately high profile is given to this key responsibility.

FOOTNOTE:

Named Health and Safety Governor from September 2018: - Mr Mark Bland

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