

**BOSLEY ST MARY'S CE (controlled)  
PRIMARY SCHOOL**



# **Health and Safety Policy**

*'Achievement for All in a  
Caring Christian Community'*

*Reviewed .....Autumn 2014.....*

*Signed ..... Head Teacher*

*Signed ..... Chair of Governors*

## **BOSLEY ST MARY'S CE PRIMARY SCHOOL**

### **HEALTH AND SAFETY POLICY**

1. Bosley St. Mary's 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 it 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.
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.
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 with the LEA 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.
4. 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.
5. All employees, regardless of seniority, have a duty to take care of themselves and others who might be affected by their acts or omissions. Staff should use equipment and working methods approved by their senior colleague/curriculum subject coordinator. Special care should be taken with the health and safety issues of any new venture. All employees must receive and act upon Health and Safety information contained in the School Health and Safety Induction Pack.

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

1. The Head Teacher has overall responsibility for the implementation of this Policy. To facilitate this, the Head has designated herself to be the Health and Safety Coordinator and.....to be named as Health and Safety Governor. Each member of 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. 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 Head Teacher, senior colleagues and colleagues 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 LEA risk assessment process.

## **Consultation**

3. Employees with concerns should normally raise them with the Head Teacher or Health and Safety Governor. 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 Head Teacher or Health and Safety Governor, who will seek advice from the Departmental Health and Safety Advisor on any concerns of employees which cannot be resolved locally.

## **Contractors and School Partnerships**

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 Head Teacher to ensure that the School's Governing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.
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**

6. The Head Teacher as Health and Safety Coordinator 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.

## **Accident/Incident Reporting**

7. Every injury not necessitating hospital treatment will be reported in the school accident book located in the school office. Any 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 LEA Accident Reporting Criteria, the County Accident/Incident Report Form must be completed by the relevant member of staff, signed by the Head Teacher and sent to the Health and Safety Team.

**Administration of Medicines**

- 8. In line with Cheshire East Borough Council Health and Safety Guidelines, the administration of medicines is to be agreed upon and supervised by the Head Teacher or, in her absence, a qualified First Aider.

Medication will not be accepted by the school unless the School’s Request for the School to Give Medication form is completed and signed by the parent or legal guardian of the child. Medication will have been prescribed by the family or hospital doctor, and must be delivered to and collected from the school office by the person signing the form or another named responsible adult.

**Training and Information**

- 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 Health and Safety Coordinator. The Health and Safety Manual will be made readily available to employees in hard copy form as well as in electronic form ie he County Health and Safety Manual as available on CD-ROM or via the Intranet.

**POLICY REVIEW**

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.

Signed.....Chair or Governors.....(date)

Signed.....Head Teacher.....(date)