



*Mutual respect*

*Ambition for all*

*Nurture*

# **Health & Safety Policy**

December 2024

## Policy Document Version Control

<b>Responsibility for Policy:</b>	<i>Site Manager</i>
<b>Policy approval/date:</b>	<i>November 2024</i>
<b>Frequency of Review:</b>	<i>Annual</i>
<b>Next Review date:</b>	<i>November 2025</i>
<b>Related Policies:</b>	
<b>Minor Revisions:</b>	<i>2.1 Added Gary Cartwright as second Premises Governor 2.9 Addition of Medical Tracker and removal of PRIME</i>
<b>Major changes</b>	
<b>Full re-write</b>	

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

- 1.1 Whitley Village 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.
- 1.2 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 with the LA and The Rowan Learning 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 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.
- 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 Executive Headteacher has overall responsibility for the implementation of this Policy. To facilitate this, the Head has designated Mr. W Atkins (Site Maintenance Officer) to be the Health and Safety Co-coordinator and Martin Nield & Gary Cartwright to be the named Health and Safety Governors. 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. The Health and Safety Governor will join the Site Maintenance Officer and Executive Headteacher at meetings with The Rowan Learning Trust or Compliance Education.

## **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, SMT and Team Leaders 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 Compliance Education risk assessment process.

2.3 Legionella – Duty to manage legionella is contained in the L8 Approved code of Practice. The control of legionella bacteria in water systems.

Whitley Village Primary School will:

- Avoid water temperatures between 20 °C and 45 °C and conditions that favour the growth of legionella bacteria and other microorganisms
- Avoid water stagnation which may encourage the growth of biofilm
- Maintain the cleanliness of the system and water in it
- Taking action to ensure the correct and safe operation and maintenance of the water system if remedials are identified after completion of the periodic risk assessment.

2.4 Asbestos - The duty to manage asbestos is contained in regulation 4 of the Control of Asbestos Regulations 2012.

Whitley Village Primary School will:

- take reasonable steps to find out if there are materials containing asbestos and if so, its amount, where it is and what condition it is in
- presume materials contain asbestos unless there is strong evidence that they do not
- make, and keep up to date, a record of the location and condition of the asbestos-containing materials - or materials which are presumed to contain asbestos
- assess the risk of anyone being exposed to fibres from the materials identified
- prepare a plan that sets out in detail how the risks from these materials will be managed
- take the necessary steps to put the plan into action
- periodically review and monitor the plan after each annual inspection so that the plan remains relevant and up to date
- provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

## **Consultation**

2.5 Employees with concerns should normally raise them with the Headteacher or Health and Safety Co-coordinator. 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-coordinator, 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**

- 2.6 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.
- 2.7 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**

- 2.8 The Headteacher / Health and Safety Co-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 arranging a whole school Annual Risk Assessment and Safety Review. Feedback from this process will be referred to the Governing Body.

### **Accident / Incident Reporting**

- 2.9 Every injury should be reported on the school minor incident forms, located in the Admin Assistants Office and Nursery office area and uploaded to Medical Tracker. An injury that needs off-site medical attention or involves time off work (for staff) must be investigated by the person in charge of the area or activity. Accident forms must be completed on line on the Medical Tracker site by the relevant member of staff. The Executive Headteacher also reports on these incidents half termly to Governors. 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.

### **Training and Information**

- 3.0 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 school.

### **3. POLICY REVIEW**

- 3.1 This Policy be reviewed annually. The Governing Body will receive a premises report each term and an annual summary based on the Annual Risk and Safety Review.