

**Huxley & Utkinton St. Paul's C.E.**  
**Primary Schools**



**Utkinton St Paul's**  
C of E Primary School

**Health & Safety Policy**

(adapted from CWAC model policy)

"Enabling every child to fulfil his/her potential in a nurturing Christian environment"

"Developing confident children through creativity and choice within a Christian community"

1.1.1 Huxley and Utkinton St. Paul's CE Primary Schools recognise their duty of care for the health, safety and well-being of their employees. They will take effective steps to ensure that this is achieved, so far as is reasonably practicable. In discharging this responsibility they will take into account its parallel obligations for the Health and Safety of pupils, volunteers, visitors and others who might be affected by their 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 schools operate. Thus, Health and Safety will be included in the schools' review and planning process as an issue essential to the development and maintenance of the Schools' 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 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.

1.4 The Governing Body is committed to securing the health, safety and well-being of employees, pupils and others affected by the schools 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 has overall responsibility for the implementation of this Policy and is the Health and Safety Co-ordinator (supported by Jackie Lloyd (Huxley), Andrew Herbert (Huxley) and Mike Patten (Utkinton) are the 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.

### **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 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 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 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 Schools will be vetted for their Health and Safety performance. They will be required to act in accordance with this Policy and the Schools 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 Schools 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 Schools 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 Schools. 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 Committee for the Management of School and its

Resources via the Premises Working Party.

### Accident / Incident Reporting

- 2.7 Every injury should be reported in the school accident book, 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. Where the accident falls within the Council Accident reporting criteria, the online Council Accident Form (PRIME Accident Report) must be completed by the relevant member of staff with the Headteacher .

### 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.

### 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 Risk and Safety Review, at least annually.

**This policy was written in September 2014 and is based on the 2014 CWAC model policy in consultation with Staff and Governors. It was last reviewed in September 2015.**

Headteacher Lorna Ploewin

Governor (Huxley) 

Governor (Utkinton) 

Date 2/12/15

**Review Date: Autumn 2016.**