



Alsager School

An Achieving School - A Caring Community

## HEALTH & SAFETY POLICY

Prepared by Sue Reissing  
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Presented to the Finance Committee  
on May 8<sup>th</sup> 2019  
and subsequently approved and adopted on the same date

Chair of Committee:  
Mr David Edwards

Signature:

Print Name:

DAVID EDWARDS

Date:

8/5/2019

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Review Date: Summer 2020

## Health & Safety Policy

### 1. HEALTH AND SAFETY POLICY STATEMENT

- 1.1 Alsager School and its Governing Body recognise its duty of care for the health, safety and well-being of its employees and pupils. 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 visitors and others who might be affected by its operations. 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.

Pupil safety is paramount and therefore this policy is thus linked to the Safeguarding and related Policies.

- 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. Health and Safety will be included in the school's review and planning processes and will form an essential part 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 other bodies 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 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.

- 1.5 Alsager School and its Governing Body recognise that the nature of the services it provides will necessitate some members of staff to work alone. The Governors of Alsager School are committed to promoting a safe working environment, and in doing so recognise the additional and specific risk to the members of staff involved when working alone. A Risk Assessment detailing these specific risks and the control methods to be used has been documented.

**2. ORGANISATION AND ARRANGEMENTS FOR IMPLEMENTING THE POLICY**

- 2.1 The Head of School has overall responsibility for the implementation of this Policy. To facilitate this, the Head will designate a Health and Safety Co-ordinator. 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 Head of School, Curriculum Leaders 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 an external risk management consultant and/or the HSE.

**Consultation**

- 2.3 Employees with concerns should normally raise them with the Head of School 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 Head of School or Health and Safety Co-ordinator, who will seek advice, as necessary, 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 Head of School 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 of 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 the school's regular activities.

***Inspection and Monitoring***

- 2.6 The 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 two audits of the premises each year and a whole school Annual Risk Assessment and Safety Review. Feedback from these processes will be referred to the Governing Body.

***Health and Safety Committee***

- 2.7 The committee will comprise a Governor, the Finance & Operations Manager, Health and Safety Co-ordinator (Estates Manager) and representatives of the teaching and support staff including office, technical support and kitchen staff. Meetings to be held termly to discuss the findings of the Audits, the Annual Review and other relevant matters. Outcomes to be reported to the Governors Finance Committee.

***Accident / Incident Reporting***

- 2.8 Any accident or incident that needs serious medical/management attention or involves time off work must be reported and investigated by the person in charge of the area or activity, as must any incident which could have caused injury but didn't. Where the accident falls within the PRIME accident reporting criteria, it should be input onto PRIME in a timely manner. Any RIDDOR reportable accidents or incidents should be reported to the HSE within the given timeframe.

***Fire Evacuation Procedures***

- 2.9 Fire procedures displayed in every room. One practice drill will be held each term. A record will be kept of this and any other drills/evacuations undertaken.

***Educational Visits***

- 2.10 Staff wishing to lead visits out of school should follow the procedures in the School Trips Pack, in particular a Risk Assessment should be completed in conjunction with the Educational Visits Co-ordinator (EVC) to ensure any necessary risks are minimised. These Risk Assessments will ensure that educational visits comply with all relevant DfE and HSE guidance. It is the responsibility of the trip leader to input all relevant details onto the EVOLVE system; the EVC will check the information and give approval where appropriate.

***Training and Information***

2.11 Training and development needs will be evaluated and appropriate briefing and training provided. The Departmental Health and Safety Manual will be made readily available to employees with relevant notes held on Sharepoint for the employees concerned to refer to.

3. POLICY REVIEW

3.1 This Policy will be reviewed annually. The Governing Body will receive an annual summary report covering key issues, based on the Annual Risk and Safety Review.

