



# Windmill Hill Primary School

## HEALTH AND SAFETY POLICY

|                        |             |
|------------------------|-------------|
| Agreed by Staff:       | Autumn 2016 |
| Approved By Governors: | Autumn 2016 |
| Review Date:           | Autumn 2017 |

### ***This policy has been adapted from HBC Model Policy***

Windmill Hill Primary School is committed to providing a safe and healthy environment for the school community. The school will ensure that:

- All legal requirements are met under both Health and Safety and fire legislation
- All advice and guidance provided by the LA in relation to health, safety and welfare is implemented or that systems equally or if not more effective are in place
- The school is proactive in identifying hazards and managing risks relating to the pupils, employees, parents, contractors, members of the public, trespassers, children with a disability, premises, equipment and both curriculum and extra-curricular activities

To establish a robust system for managing health, safety and welfare in school, the following responsibilities have been allocated:

#### **Governors:**

- The Governing Body will ensure that the school implements a Health and Safety management system based upon the advice and guidance provided by the LA or a competent Health and Safety practitioner.
- In their decision-making capacity, Governors will show diligence by ensuring that where significant Health and Safety concerns arise; appropriate resources (human, financial, time) will be made available.

#### **The Governing body will be kept informed of:**

- Health and safety related advice and guidance provided by the LA
- The findings and actions arising from premises, fire, stress, occupational, children with a disability and curriculum-related risk assessments
- Any hazards identified outside of the risk assessment process
- Significant accidents and their causes and any actions taken or recommended to prevent future incidents
- The findings of the LA Health and Safety review and any recommendations translated into a school action plan
- Health and safety issues(6) arising from the annual maintenance review carried out by Property Services

### **Headteacher:**

The Headteacher has responsibility for the daily management of Health and Safety. These responsibilities include:

- As required by the Management of Health and Safety and Welfare at Work Regulations, 1999, ensuring that all categories of risk assessment (7) are carried out at recommended intervals.
- Ensuring that any actions arising from risk assessments are put into a time-bound action plan.
- Monitoring the implementation of action plans arising from both risk assessments and the health and safety review process.
- Delegating clear roles and responsibilities for health and safety functions.
- Identifying and supporting the provision of relevant health and safety training for school employees.
- Attending any training that is recommended by the LA.
- Ensuring that contractors have sight of the asbestos register before commencing work.
- Providing a safe environment.
- Ensuring that all activities are carried out safely.
- Communicating health and safety information.
- Investigating and recording accidents.
- Managing fire safety and safe escape routes.
- To provide health and safety information to new employees upon induction.

### **Local Authority**

The LA is responsible for:

- Providing advice and guidance to support schools in meeting the requirements of health and safety legislation
- Providing support in the investigation of significant accidents
- Ensuring that schools are provided with up to date information on legislative changes
- Providing health and safety training and where necessary identifying changes
- Providing health and safety training and where necessary identifying specialist course providers
- Monitoring the implementation of LA guidance

### **Curriculum Co-ordinators/Subject Advisors**

Curriculum co-ordinators/Subject Advisors are responsible for ensuring that:

- Activities within their curriculum area are carried out safely
- Any significant risks are identified and adequately controlled
- Where appropriate, specialist guidance is followed
- All staff members are aware of safe practices and procedures
- Systems are in place to monitor health and safety performance
- Thorough accident investigations are carried out for all curriculum related accidents
- Accidents are reported according to the requirements of the LA

### **All Employees**

Employees:

- Are responsible for their own health and safety and that of the pupils, colleagues and any others who may be affected by their work
- Have a duty to report any identified hazards and to ensure that if using COSHH substances that they are used appropriately.
- Should co-operate with the employer by following the health and safety guidance
- Should be familiar with relevant sections of the Health and Safety Guidance provided by either the LA or school's "competent advisor"

### **First Aid**

Some teachers, all support staff and midday assistants have received Basic First Aid Training and Pediatric First Aid Training (listed below). This will be reviewed in this academic year 16-17.

Teachers:

Liz Drinkwater  
Andrea McCoy

Teaching Assistants:

Angie Bland  
Michelle Inman  
Cathy Guttridge  
Wendy Kavanagh  
Andrea Thompson  
Niki Toohey

Michelle Bland  
Anita Mullen  
Elaine Jones  
Menna Gorrell

There are notices around the school to identify these first aiders as well as informing staff as to the location of First Aid Kits. The school has adopted the Local Authority's policy on administering medicines and First Aid and all medicines are stored in a locked cupboard. The school has also produced risk assessments for those children who have asthma or who have a disability. (See Individual Risk Assessments)

### **Uniforms**

It is School policy that shoes or black trainers must be worn by children as part of their uniform.

Children must get changed for PE into their PE kits. Parents are advised not to let their children wear earrings for school. We advise parents that if they do wear them, only studs are allowed and they must be covered with plasters, which are to be provided by them. Upon advice from the Leisure Centre earrings must be removed prior to the start of the swimming lesson.

All of which is included in our Parents' Handbook and our home school agreement which parents have to sign as their child starts school.

### **Consultations and Communication**

The Headteacher and governing body will ensure that there is a two-way system for all health and safety matters by having health and safety as a standing item on the agenda of staff meetings. Trade Union representatives and employees are invited to take an active role in the management of health and safety in school. The governors will also be informed of health and safety issues as required by the LA during the meeting of the full governing body.

| <b>Role</b>                               | <b>Named Persons</b>  |
|---|---|
| <b>Health &amp; Safety Representative</b> | <b>Phil Binnington, Christina Towers</b>  |
| <b>EVC</b>                                | <b>Paula Newman, Gill Gleave, Christina Towers</b>  |
| <b>Child Protection/ Safeguarding</b>     | <b>Paula Newman, Liz Drinkwater</b>   |
| <b>Fire Risk assessor</b>                 | <b>Cheshire Fire and Rescue Service</b>   |
| <b>First Aiders</b>                       | <b>Liz Drinkwater, Wendy Kavanagh, Andrea McCoy, Colette Harrison, Menna Gorrell, Elaine Jones, Andrea Thompson, Anita Kasingakore, Angie Bland, Michelle Bland</b> |

Agreed by Staff: Paula Newman (Headteacher)  
September 2016

Approved By Governors:



Review Date: September 2017