



## **Health and Safety Policy**

### ***Rationale***

As identified in our Mission statement (we aim to provide a 'secure setting'), the Governors of St Mary's are committed to securing the health, safety and well being of the whole school community including visitors. It is therefore our intention to have due regard to health and safety issues at all times, supported by effective Risk Assessment procedures.

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.

### ***Aims***

- To ensure that hazards are kept under control by making regular assessments of operating risks.
- Work in partnership with Cheshire East LA in order to ensure that all statutory duties in this field are met.
- Provide the necessary authority and support to staff in order that they are able to positively contribute to health and safety issues.
- Designate named staff and governor to have specific duties and responsibilities with regard to health and safety.

### ***Objectives***

- Guidance relating to Health and Safety issues will be drawn from the LA accessed on the intranet at:

<http://centranet.ourcheshire.cccusers.com:81/tasks/healthandsafety/Pages/schools-guidance.aspx>

Statutory obligations will take precedence over any in-house guidance pertaining to any particular issue.

- The Headteacher will hold overall responsibility for implementing this policy. In order to facilitate this, the following named personnel to be responsible for carrying out 'risk assessment' annually and communicating requirements of the policy to all staff:

Headteacher:	Janet McKinlay
Governors:	Simon Davis and Roy Davies

- Key risks identified will be specifically monitored by the above with an annual 'Health and Safety' report being presented to the Governing Body.

- All staff will identify and control hazards/substances within their own areas (classrooms) and take joint responsibility for shared areas of the school. A general risk assessment will be carried out at the beginning of the academic year. Risks will further be assessed on a daily basis according to the activities taking place and safeguards/warnings put in place accordingly. This includes staff taking responsibility for identifying risks in their areas of curriculum responsibility.
- Risks should be controlled through the following steps:
  - identify hazards/substances – those aspects which have the potential to cause harm.
  - assess risks – the likelihood of injury coupled with its severity.
  - take precautions – appropriate to the level of risk established.

The Headteacher will ensure that new and temporary staff are aware of procedures and will formally communicate with all staff once a term regarding health and safety issues.

- All staff have a duty to take care of themselves and others and should obtain the approval of the Headteacher before using equipment or working methods not normally employed. Special care should be taken regarding any new venture or expedition.
- All visitors, contractors and users of the premises other than regular staff and pupils require special consideration and will be made aware of any unusual circumstances by either the Headteacher, Caretaker or Assistant Headteachers. Contractors must satisfy the Governing Body, through communication with the Headteacher, that they are competent to pursue their activities safely and have adequate emergency procedures in place.
- All Accidents/Injuries should be recorded promptly in accordance with the detailed advice given on the LA intranet. Janet McKinlay and Emma Bourne are trained in the use of Prime.
- All residential visits are recorded on and approved by EVOLVE
- The Headteacher will monitor the effectiveness of health and safety arrangements.
- 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 Governing Body.

## **COVID 19**

Since March 2022 when the final Covid restrictions were lifted the UK Health and Security Agency (UKHSA) has advised that COVID-19 should be managed like other respiratory infections, such as flu.

COVID-19 presents a low risk to children and young people. This, combined with high vaccination rates in the population, means there are no longer specific rules relating to COVID-19 in schools, colleges, childcare and other education settings.

## **Specific Issues**

### **Manual Handling**

All jobs which include a degree of manual handling tasks will be assessed to determine the degree of risk and control measures put in place to reduce the risk.

### **Lone Working**

Shift patterns will be arranged in order to ensure that during holiday work periods there are always two employees on site.

During term time there is a short period of time in the early morning when the Caretaker works alone. In order to reduce risk, the employee will always carry a mobile phone for emergency use and notify an appropriate party that they are in the building.

### **Smoking at Work**

In line with the LA, St Mary's is a 'smoke-free' site.

### **Violence and Conflict**

The Governors will take all necessary measures to minimise the risk of violence and abuse (including verbal abuse) to employees including the consideration of prosecution of perpetrators. The school has a violent or aggressive pupil/parent/visitor risk assessment and a Parental/adult Behaviour Policy.

### **Asbestos**

An asbestos report for the building is held on-site and made available to contractors.

### **Legionella**

The Governors employ contractors to carry out all statutory risk assessments in this area and records are kept on site.

### **Display Screen Equipment**

All 'users' of DSE are required to undertake an assessment of their workstation. It is recommended that users should take their eyes off the screen for a minimum 2 minutes every 20 minutes.

*A 'user' is defined as an employee whose work is DSE dependent on a significant element of their directed time (in this case, Admin Staff/Headteacher).*

### **Fire**

One of the two responsible people should carry out an annual fire risk assessment and take action on any issues that may need to be addressed to ensure the lowest risk.

### **Work at Height**

Work at height should be avoided if possible but when it is necessary all employees who do so must be competent and must not do so if they are on their own.

### **Conclusion**

The successful implementation of this policy depends upon the knowledge and skill of all staff. It is a fundamental responsibility of all staff to ensure that other employees, children, and helpers under their direction are competent for the tasks they are called on to perform and presented with a safe environment in which to carry them out. Employees with observations or queries should raise them with the Headteacher or the Governor/Site Manager, Anne Turnbull. Requests for external help should be raised initially with the Headteacher.

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.

Date completed: June 2023

Review date: June 2024

Completed by: J McKinlay, Headteacher

Headteacher: \_\_\_\_\_

Chair of Governors: \_\_\_\_\_