



Health and Safety Policy

Overview

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.

Purpose

- i. To provide the necessary authority and support for staff as they make their respective contributions to health and safety.
- ii. To set out duties and responsibilities.
- iii. To recognise the partnership necessary with the LEA to ensure that all statutory duties in this field are met.
- iv. To emphasise the importance of keeping hazards under control by making an assessment of operating risks.

Guidelines

1. Guidance from the LEA will be presented to the Governing Body to note and formally adopt on behalf of the school. Supplementary guidance may be produced in school but where conflict arises with external documents, the issue must be drawn to the Governors' attention for resolution. Statutory obligations will take precedence.
2. Key risks, relating to sources of potentially serious injury or ill health, will be specially monitored. Health and safety performance will be reviewed in an annual health and safety report presented by the Head to the Governing Body. (Summer Term).
3. The Head will carry the overall responsibility for implementing this Policy. Particular attention will be given to communicating its requirements to all staff and others affected. To facilitate this, the Head may designate a member of staff to be the contact point within the school and with the LEA for safety matters.
4. Staff will identify and control hazards in their areas and check compliance with standards set down in health and safety reference files. The Head will give special attention to the induction and supervision of new, temporary or

probationary staff and discuss health and safety with all formally at least once a term.

5. All employees, regardless of seniority, have a duty to take care of themselves and others who 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 venture or expedition.
6. Visitors, contractors and users of the premises, other than pupils, require special consideration. Contractors and hirers must be able to satisfy the school on their competence to pursue their activities safely and make adequate arrangements for fire and other relevant emergency precautions.

Policy Review

The Head will monitor the effectiveness of health and safety arrangements. This will include meeting with staff at least annually to review past performance and incident statistics and to identify any exceptional future health and safety expenditure.

FOOTNOTES

Standards

Staff are expected to be aware of relevant standards issued or commended by the LEA and should have ready access to the documents. Where no such guidance has been given, risks should be controlled by considering the following three steps:

1. Identify hazards – those aspects which have the potential to cause harm.
2. Assess risks – the likelihood of injury coupled with its severity.
3. Take precautions – appropriate to the level of risk established.

Consultation and Advice

Employees with observations or queries should normally raise them with the Head or the designated member of staff. 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.

Accident Reporting

Reports of injuries should be recorded promptly, in accordance with detailed advice given in the LEA Health and Safety Manual (New ERA 3): "Reporting of Injuries, Diseases and Dangerous Occurrence Regulations." (RIDDOR)

Training, Instruction and Competence

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 employees, pupils and helpers under their direction are competent for the tasks they are called on to perform.

Equal Opportunities

At Wimboldsley we are committed to ensuring equality of education and opportunity for disabled pupils, staff, and all those receiving services from the school regardless of gender, race, and disability.