HEALTH & SAFETY POLICY

Our Vision:

We are committed to quality teaching and learning in a positive and compassionate Christian environment, where everyone is valued as an individual.

We expect everyone to, 'Treat others as you want them to treat you.' (Matthew 7:12).

We have high expectations of all, and strive to provide a safe, challenging and stimulating environment where everyone can flourish spiritually.

Our Values:

To ensure the health and safety of our pupils, staff, and visitors are met through our school values of:

Respect – by respecting our safeguarding policies and procedures to ensure the health, safety and wellbeing of our whole school community.
Compassion – by considering the needs of the whole school community, expecting everyone to look after each and keep each other safe.
Creation – creating a safe and secure environment which allows children, staff and the wider school community to thrive and flourish.
Perseverance – Following health and safety policy and procedures at all times. Ensuring a safe inclusive environment for all.
Service – by building trusting relationships with children and the whole school community as we serve to help to keep everyone safe.

HEALTH AND SAFETY POLICY STATEMENT

Willaston Church of England Primary School recognises its duty of care for the health, safety and well-being of its school community. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable.

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.

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 local authority to ensure that all statutory duties in this field are met.
- To emphasise the importance of keeping hazards under control by assessing operating risks.

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. For employees, this is not only a matter of common sense, but also as a legal duty.

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 only 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.

ORGANISATION AND ARRANGEMENTS FOR IMPLEMENTING THE POLICY

The Headteacher has overall responsibility for the implementation of this Policy. To facilitate this, the Headteacher and Deputy Headteacher will be the Health and Safety Coordinators. Taking responsibility for fire, legionella and asbestos. Mr R Howe is the named Health and Safety Governor. 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 considered in the proposals which come before it and

will seek to encourage a positive climate in which good Health and Safety can flourish.

Risk Assessment

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 LA risk assessment process.

Risks covered through assessments made in school include:

- Classrooms
- Day visits
- Residential visits
- Curriculum subjects
- Fire
- Vulnerable pupils
- PTA events
- Office areas
- Outdoor learning
- Health and welfare of children and staff

Our school is whole heartedly committed to the delivery of outdoor learning for all our children through which we teach children to handle risks and, more importantly use their own initiative to solve problems and work with others, e.g. Children will learn to use tools, play and learn boundaries of behaviour; both physical and social, establish and grow in confidence, self-esteem and become self-motivated.

All risk assessments for day and residential visits are loaded on the LA 'Evolve' site prior to the visit taking place.

Covid-19 Risk Assessment

During the pandemic we carried out a robust risk assessment using the Local Authority template and considered the safety and well-being of all children, staff, parents and visitors. We adapted our environment and made changes to structures to ensure safer working practices. The risk assessment was informed by Government and Local Authority guidance and although is no longer currently in place it remains on file to ensure no learning is lost in dealing with a global pandemic in school. It could easily be re-instated should the need be required – especially with the evolution of new strains of the virus.

Consultation

Employees with concerns should normally raise them with the Headteacher or Health and Safety Coordinator. However, the Governors welcome the support of Staff Associations in Health and Safety matters, and staff should feel free to contact the appropriate Staff Association's appointed Safety Representative. Requests for external help should be raised initially with the Headteacher or Health and Safety Coordinator. They will seek advice from the Departmental Health and Safety Adviser on any concerns of employees which cannot be resolved locally.

Contractors and School Partnerships

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 because of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Headteacher to ensure that the school's Governing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.

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 to standards in 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 school's activities.

Inspection and Monitoring

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.

We believe that risk management is the responsibility of everyone. The children are therefore involved in this process through implementation of Health and Safety responsibilities which each team adopts on a rota basis across the year. Children are involved in carrying out risk assessments and organising events to teach one another how to keep

safe.

Accident / Incident Reporting

Every injury must be reported in one of the school's accident books, located in the infant medical room. An injury that needs medical attention or involves time off work/school must be investigated by the person in charge of the area or activity. Where the accident falls within the LA accident reporting criteria, the County Accident Form must be completed by the relevant member of staff, signed by the Headteacher and sent to the Health and Safety Team by loading onto the 'Prime' site.

Legionella –

Duty to manage legionella is contained in the L8 Approved code of Practice.
The control of legionella bacteria in water systems.

Willaston C of E Primary School will:

- Avoid water temperatures between 20 °C and 45 °C and conditions that favour the growth of legionella bacteria and other microorganisms
- Avoid water stagnation which may encourage the growth of biofilm
- Maintain the cleanliness of the system and water in it
- Taking action to ensure the correct and safe operation and maintenance of the water system if remedials are identified after completion of the annual risk assessment.

Asbestos -

The duty to manage asbestos is contained in regulation 4 of the Control of Asbestos Regulations 2012.

Willaston C of E Primary School will:

- take reasonable steps to find out if there are materials containing asbestos and if so, its amount, where it is and what condition it is in
- presume materials contain asbestos unless there is strong evidence that they do not
- make, and keep up to date, a record of the location and condition of the asbestos- containing materials - or materials which are presumed to contain asbestos
- assess the risk of anyone being exposed to fibres from the materials identified

- prepare a plan that sets out in detail how the risks from these materials will be managed
- take the necessary steps to put the plan into action
- periodically review and monitor the plan after each annual inspection so that the plan remains relevant and up to date
- provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

Training and Information

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 Administrative Assistant. The Departmental Health and Safety Manual will be made readily available to employees with relevant notes on the Intranet for the employees concerned to refer to them.

POLICY REVIEW

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.

Other related school policies

First Aid policy

Approved by Governors: October 2025



Signed Chair of Governors