



Norley CE Primary School



Health & Safety Policy

We are a church school where education is nourished through the teachings of Jesus Christ, enabling each child to fulfil their potential and which reflects our commitment to academic excellence.

We want our children to celebrate and appreciate diversity, fostering qualities that encourage every child to have aspiration for a society in which every individual is cherished.

With our Christian belief at its heart, we work in partnership with each other, families, the church, the local and wider community to create a stimulating and caring environment, where everyone is welcomed, nurtured and empowered.

Christian values directly inspire and influence the children to recognise their self-worth and flourish, enabling them to make the right choices that will continue to shape their lives.

You are the light of the world. A city built on a hill cannot be hidden. No one after lighting a lamp puts it under the bushel basket, but on the lamp stand, and it gives light to all in the house. In the same way, let your light shine before others, so that they may see your good works and give glory to your Father in heaven.

(Matt. 5:14-16)



Health & Safety Policy

1. HEALTH AND SAFETY POLICY STATEMENT

- 1.1.1 Norley Church of England Primary School recognises its duty of care for the health, safety and well-being of its employees. 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 pupils, visitors and others who might be affected by its operations.
- 1.1.2 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. 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.
- 1.2 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 Cheshire West and Chester Council 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.
- 1.3 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 a legal duty.
- 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.

2. ORGANISATION AND ARRANGEMENTS FOR IMPLEMENTING THE POLICY

- 2.1 The Headteacher has overall responsibility for the implementation of this Policy. To facilitate this, the Head has designated the School Business Manager to be the Health and Safety Co-ordinator when the Head is unavailable, and Deryn O'Connor to be 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 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 Headteacher, Heads of Departments 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 Council risk assessment process.

Consultation

- 2.3 Employees with concerns should normally raise them with the Headteacher 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 and or appointed safety representative. Requests for external help should be raised initially with the Headteacher or Health and Safety Co-ordinator, who will seek advice from the Departmental Health and Safety Adviser, 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 by the school's building consultants. 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 Headteacher 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 in 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 school's activities.

Inspection and Monitoring

- 2.6 The Head teacher/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 health and safety review. Feedback from this process will be referred to the Governing Body.

Accident / Incident Reporting



- 2.7 Every injury should be reported in the school accident book, located in the first aid bag. An injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity. Where the accident falls within the Council's PRIME on-line accident reporting and recording system will be used. The Health and Safety Team will review the accident and report it to the Health and Safety Executive (HSE) in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 if applicable.

Training and Information

- 2.9 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 School Business Manager. The Health and Safety Team Intranet site contains further information for schools on the training sessions available.

3. POLICY REVIEW

- 3.1 This Policy will be reviewed annually. The Governing Body will receive a summary report covering key issues, based on the annual health and safety review, at least annually.

Health and Safety Policy	
Review Frequency:	Annual
Reviewed and approved by:	Full Governing Body
Date:	15 th November 2023
Headteacher signature:	<i>Helen Kelly</i>
Chair of Governing Body signature:	<i>Paul Corbishley</i>
Date of next review:	15 th November 2024



FOOTNOTES

1. Standards

Staff are expected to be aware of relevant standards issued or commended by the LA 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:

- i. Identify hazards - those aspects which have the potential to cause harm.
- ii. Assess risks - the likelihood of injury coupled with its severity.
- iii. Take precautions - appropriate to the level of risk established.

2. Consultation and Advice

Employees with observations or queries should normally raise them with the Head or the designated senior 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.

3. Accident Reporting

Reports of injuries should be recorded promptly, in accordance with detailed advice given in the LA Health and Safety Manual "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations."

4. 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.