

Health and Safety Policy



Wistaston Academy
Primary and Nursery School
Together We Learn • Together We Achieve

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Responsible Governor's Committee	Business, Finance and HR
Date Reviewed	Autumn 2021
Frequency of Review	Review in the light of changes to legislation or operating experience

CHANGE CONTROL

Date	Details of Change	Staff Member
9.11.21	Entered 3.0 Retention and Destruction of Records – with relevant and correct Information.	SO

1. HEALTH AND SAFETY POLICY STATEMENT

- 1.1.1 Wistaston Academy 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.
- 1.2 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.
- 1.3 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 LA 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.
- 1.4 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.
- 1.5 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 is the designated Health and Safety Coordinator and Stuart Harper 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 LA 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 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. 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 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.

Accident / Incident Reporting

- 2.7 Every injury should be reported on the appropriate accident form, located at the School Office. 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 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.

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

Retention and Destruction of Records

3.0 The school will adhere to the following guidelines for retention and destruction of Health and Safety Records.

- Accident Books should be retained for 3 years after the last entry in the book. These can now be kept electronically. Then secure disposal.
- RIDDOR Incident should be retained for date of incident + 3 years. Then secure disposal.
- COSHH should be retained for date of incident + 40 years. Then secure disposal.
- Person likely to come into contact with asbestos should be retained last action + 40 years. Then secure disposal.
- Minor Accident/Incident Report Forms should be retained from date of Incident + 3 years. These will be scanned into pupil folders and then paper copy will be securely disposed of.

