

**WINSFORD HIGH STREET COMMUNITY PRIMARY  
AND NURSERY SCHOOL**

**HEALTH AND SAFETY POLICY**

DATE ADOPTED	Autumn 2011
LAST REVIEWED	Spring 2025
AUTHOR/OWNER	SLT
REVIEW CYCLE	ANNUAL
NEXT REVIEW DATE	Spring 2026



## HEALTH AND SAFETY POLICY

- 1.1.1 High Street 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. This Policy should be read in conjunction with the LA's Health and Safety Manual, which can be found in full on the Cheshire West and Chester Council website.
- 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 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.
- 1.2.1 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.
- 1.2.2 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 a member of the SLT/UPS member of staff to be the Health and Safety Leader and a Health and Safety Governor has been nominated. 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, 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 All accidents resulting in minor injury should be reported on CPOMS marked as 'First Aid'. An injury that needs further medical attention (hospital) or involves time off work must be reported using the LA Accident reporting criteria, the Accident Form (PRIME) must be completed (online) by the relevant member of staff.

### **First Aiders**

A copy of all first aid certificates is kept in the school office. A list of current first aiders is located next to each first aid box, as well as communal areas (eg. staffroom).

### **Medicines**

These must be kept in the Office in an area not accessible by children. Forms, giving permission for a member of staff to administer the dosage, must be completed by the child's parent. These are available from the school office. If a pupil brings to school any medication for which the school has not received written notification, the staff of the school will not be held responsible for that medication. Administering of medication is witnessed by another member of staff. The

'Record of Medicines Administered to All Children' form is completed to ensure that all medicines are given at the requested time. This is countersigned by another member of staff.

If a child is being taken on a school journey where medical treatment may be needed and the parent is not prepared to give written instructions, and an indemnity on the subject of medical treatment, the school might decide that the pupil should not go on the journey.

NB - It is against the school and LA policy to give medication of any kind to a pupil without the parents consent.

## **Playground Safety**

### *Morning and afternoon breaks*

First aiders are available at all times to deal with any accidents on the playground.

### *Lunch time*

A member of the SLT is on duty each day, in addition to the Midday Assistants. MDAs and TAs are First Aid trained to deal with any accidents during lunch time.

## **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. 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.

## **POLICY REVIEW**

- 3.1 This Policy will be reviewed every two years. The Governing Body will receive a summary report covering key issues, based on the Annual Risk and Safety Review, at least annually.

**Reviewed:** Spring 2025

David Stott: Chair of Governors