



**HEALTH AND SAFETY POLICY  
WILMSLOW HIGH SCHOOL  
Version 2022.1**

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<b>Policy Type:</b>	<b>Governing Board</b>
<b>Managed by:</b>	<b>School Business Manager</b>
<b>Designated Governor:</b>	<b>Health and Safety Governor</b>
<b>Staff Lead:</b>	<b>Headteacher</b>
<b>Deputy Staff Lead:</b>	<b>School Business Manager</b>
<b>Date of Policy:</b>	<b>Autumn 2016</b>
<b>Review schedule:</b>	<b>Annually</b>
<b>Review records:</b>	<b>Jan 2018, Jan 2019, Mar 2020, Aug 2021, Nov 2022</b>

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## **1. HEALTH AND SAFETY POLICY STATEMENT**

- 1.1.** Wilmslow School recognises its duty of care for the health, safety and well-being of its employees and students. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable. In discharging this responsibility, it will consider its parallel obligations for the Health and Safety of 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

- set out duties and responsibilities
- recognise the partnership necessary with Cheshire East to ensure that all statutory H&S duties are met
- emphasise the importance of keeping hazards under control by making an assessment of risks to individuals and property

**14.** The Governing Board is committed to securing the health, safety and well-being of employees, students 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 required. For employees, this is not only a matter of common sense, but also a legal duty. In this respect the governors require all staff to comply with the regulations contained in the Health and Safety at Work, etc. Act 1974 together with any subsequent amendments, as well as the "Health and Safety: advice on legal duties and powers, for local authorities, school leaders, school staff and governing bodies", issued by the Department for Education (Feb 2014).

**2.** All employees, regardless of seniority, have a duty to take care of themselves and others that might be affected by their actions or omissions. Staff should use equipment and working methods approved by their line manager/senior colleague. Recognising that new ventures may have unidentified health and safety issues, a review prior to implementation of any new venture is required.

### **3. ORGANISATION AND ARRANGEMENTS FOR IMPLEMENTING THE POLICY**

**31.** The Headteacher has overall responsibility for the implementation of this Policy. To facilitate this, the Headteacher has designated the School Business Manager to be the Health and Safety Coordinator (*see Appendix 1 for names of role holders*). 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. These procedures are supported and monitored by the Operations Support Officer.

The Governing Board requires Health and Safety to be taken into account in the proposals which come before it and its subcommittees and will seek to encourage a positive climate in which Health and Safety can flourish.

### **32. Risk Assessment**

The underlying process, which secures this Policy, is risk assessment. Assessments of known and anticipated risks will be made, with formal written assessment being made of those deemed to be significant, in conjunction with those affected; a list of the risk assessments undertaken or reviewed annually can be found at Appendix 2. Also detailed therein are high risk areas under specific professional management and monitoring. It will be the responsibility of the Head teacher (School Business Manager as designated Health and Safety Coordinator), Curriculum Team Leaders 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 Cheshire East risk assessment process.

### **33. Consultation**

Employees with concerns should normally raise them with the Headteacher or Health and Safety Coordinator. However, the Governors welcome the support of trades unions in health and safety matters and staff should feel free to contact their trade union representative. Requests for external help should be raised initially with the Headteacher or Health and Safety Coordinator, who will seek advice from the Cheshire East Health and Safety Adviser, on any concerns of employees, which cannot be resolved locally.

### **34. Contractors and School Partnership**

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 risk 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 Board and users are sufficiently and suitably informed and consulted on issues relevant to risk control.

- 35.** External users of the facilities, including those under contract to the school or hiring the facilities, will exchange, where relevant, 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.

### **36. Inspection and Monitoring**

- a) The (Headteacher) Health and Safety Coordinator will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure the 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 Board.
- b) The school has adopted Smartlog since summer 2021. This is a cloud-based fire and health & safety compliance management software for business organisations and non-profit institutions.

### **37. Accident / Incident Reporting**

- a) Accident / Incident Forms are available in First Aid
- b) An accident form must be completed as soon as possible after any accident / incident occurs by the member of staff or first aider who deals with it.

- c) As much detail as possible should be supplied when reporting an accident
- d) Information about injuries are retained securely by the Medical Needs / First Aid Team
- e) Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, or until the student / ex-student reaches the age of 25 and then securely disposed of.
- f) An injury that needs medical attention off site or involves time off work must be investigated by a competent person independent of the person in charge of the area or activity.

This accident then falls within Cheshire East's reporting criteria and the relevant section of the 'Prime' computerized reporting system should be completed by a member of the Medical Needs / First Aid Team.

[www.primesafety.net/](http://www.primesafety.net/)

- g) The Headteacher and Health and Safety Coordinator should be advised that a report has been submitted.
- h) Cheshire East will review the report to determine whether it is a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).
- i) Where necessary, Cheshire East will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.
- j) The Medical Needs / First Aid Team will inform parents of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### 38. Information

**The Staff Handbook Health and Safety section (6.3) provides a central reference point for policies, procedures, advice and guidance (see also *Appendix 3*).** As an online resource this is a dynamic tool that is kept up to date and reviewed at least termly by the Health and Safety Coordinator.

### 39. Training and Induction

- a) Training and development needs will be evaluated and appropriate briefing and training provided. Health and Safety training will be available to employees and training 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.

- b) Over and above the induction of all staff to health & safety issues, the Health and Safety Coordinator will hold a valid IOSH Managing Safely certification, or equivalent. In addition, the Headteacher will hold a valid IOSH Leading Safely certification, or equivalent.

#### 4. POLICY REVIEW

41. This Policy will be reviewed annually by the Headteacher. The Governing Board will receive a summary report covering key issues, based on the Annual Risk and Safety Review, at least annually.

Approved: .....  ..... Headteacher

Date: ..... 15 November 2022 ..... 

*(signed original scanned and on file)*

Date reported to governors: 05 December 2022 (planned)

Confirmed reported to governors: ... ..(TBC)..... Chairman of Governors



## Version Control

Version	Date	Note
1.0	29 Nov 2016	Approved by FI&E, subject to names moved to Appendix and reference inserted to DfE guidance
1.1	05 Dec 2016	FI&E changes reflected in Appendix 1 (e.g. referenced in Para. 3.1) and para. 1.4.
1.2	06 Dec 2016	Page numbers and file name inserted in footer; version control table added at end
1.3	18 Jan 2018	Addition of Appendix 2 and change to para. 3.2. and 3.8.
1.4	22 Jan 2018	Changes identified by MK and approved by GB
2019.1	21 Jan 2019	Review dates updated in main doc and appendix; version numbers now linked to calendar year; version number added to header
2020.1	04 March 2020	Review dates updated in main doc and appendix. Minor formatting and naming consistency changes. Policy now reviewed and approved by Headteacher (to be reported to, but not ratified by governors).
2021.1	19 August 2021	Review dates updated in main doc and appendix. Minor formatting and naming consistency changes. Update to Para. 3.7 and 3.7. Added Para. 3.8. Appendices 2 & 3 replace the previous Appendix 2
2022.1	15 November 2022	Review dates updated in main doc and appendix. Minor formatting and naming consistency changes. Hyperlinks in Appendix 2 and 3 updated. Name update to Appendix 2.

## Appendix 1: Named Individuals linked to Roles in Health and Safety Policy

Headteacher:	Dr. James Pullé
School Business Manager:	Mr. Gareth Crookes
Operations Support Officer:	Mrs. Karen Theobald

Reviewed: 15 November 2022

Signed: .....  ..... Headteacher

Date: .....15 November 2022.....

*(signed original scanned and on file)*

## **Appendix 2 : Risk Assessments**

Asbestos
Buildings and Site
Classroom and Work Areas
Control hazardous substances
Dangerous substances and explosive atmosphere regs
DSE Workstations
Fire
First Aid
High Risk subject areas: Science, CDT, Food Technology, Sports
Lifting ops and lifting equipment
Legionella
Lifts hoists
Moving and Handling Assessment
Office
Out of House School Use
Pond
Security
Slips trips falls
Vehicle Movement
Working at height

The above risk assessments can be accessed via this link:

<https://wilmslowhigh.fireflycloud.net/staff-handbook---current/6--finance-health-and-safety-and-infrastructure--estates/63-health-and-safety/63-c---health-and-safety-risk-assessments-and-mitigations>



### **Appendix 3: Health and Safety Key Procedures**

Accident and incident reporting
Caretaking and Maintenance Safety
COSHH assessments: Science, Art, CDT, Premises
Educational visits
Equipment (General, Electrical, PE, DSE, Specialist)
Fire safety evacuation and PEEPS
First aid and Medical Needs
Gritting plan (snow and ice)
Infection Prevention and Control
Lettings
Lone working
Manual handling
New and expectant mothers
Occupational stress
Smart Log
Smoking
Supervision of students (duties)
Unreasonable conduct towards staff
Working at height

The above procedures can be accessed via this link:

<https://wilmslowhigh.fireflycloud.net/staff-handbook---current/6--finance-health-and-safety-and-infrastructure--estates/63-health-and-safety/63-a---health-and-safety---key-procedures>