



HEALTH AND SAFETY POLICY

OVERVIEW

Overleigh St Mary's CE School recognises our responsibility for the health, safety and well-being of our employees, pupils, visitors and others who may be affected by our undertakings and activities.

This school also recognises that effective health and safety management is an integral part of the general process of managing our business, with no less importance than any other aspect, and we will take sensible and effective steps to ensure that all the school's undertakings and activities are healthy and safe, so far as is reasonably practicable. To that end the Governing Body requires Health and Safety to be taken properly into account in all proposals that come before it and will seek to encourage a positive climate in which Health and Safety can flourish.

The Headteacher has overall responsibility for implementing, monitoring, reviewing and revising this policy, supported by the Governing Body.

The school will do this in partnership with CW&C, which has an overarching common law duty of care and statutory duties under provisions of the Health and Safety at Work, etc. Act 1974.

PURPOSE

The purpose of this Policy Document is to identify our aims and objectives, provide the necessary authority and support for staff and to outline our organisation (people and their responsibilities) and arrangements (procedures, systems, equipment, facilities, etc.) to achieve the policy set out above.

AIMS AND OBJECTIVES

The school shall take effective action to secure the aims outlined in the Policy Overview by:

Planning

- This means deciding, on the basis of sensible risk assessment (i.e. identifying reasonably foreseeable hazards, evaluating their significance – the nature and

potential extent of consequences if left unchecked – and what controls/further controls are needed), what needs to be done, how, by whom, when and what facilities, equipment, competences, resources (including time and money), etc. are needed to deliver.

- The process of assessing risks shall be carried out in advance where it is sensible to do so and shall involve, or shall be lead by, those persons with responsibilities for and/or competence in the areas/issues concerned.
- Where risks are significant the results of the assessments, including what is to be done about them, shall be recorded.
- In “dynamic” situations (where a present or developing hazardous situation must be addressed immediately) this may not be feasible, but it may still be sensible and useful to record details after the event.

Doing

- This means putting the plans into effect, ensuring the necessary responsibilities and actions are assigned, clearly communicated, facilitated and carried out.
- It also means that the necessary resources (internal or external), equipment, information, training, competent help, supervision, etc. are authorized and provided to make this possible.

Checking

- This means checking that what the policy and plans say should be done actually is being done, collecting feedback on what works and what could be improved and looking at a sensible and suitable range of proactive and reactive health, safety and welfare performance measures.
- Proactive measurements look at how well the systems are being applied (e.g. the proportion of school excursions having proper risk assessments made in accordance with the procedures).
- Reactive measurements look at the success of or consequences of failures in the system (e.g. accident rates and analysis of accidents/incidents to identify trends).
- Key risks relating to particularly serious potential harm will be identified and specially monitored in a manner agreed with the Governing Body. Such risks would include those associated with potentially life-threatening situations or activities.

Reacting

- This means reviewing the management policy (including both the general approach and more specific aspects of the organization and/or arrangements) and making sensible, worthwhile improvements in the management system to improve health, safety and welfare performance.
- It requires taking account of the information obtained from the monitoring and feedback, listening, learning lessons, making decisions and communicating with all relevant people.
- The policy will be reviewed at least once annually

ORGANISATION

The Headteacher has overall responsibility for implementing, monitoring, reviewing

and revising this policy, supported by the Governing Body.

The Governing Body shall nominate a sub committee to take a special interest in health, safety and welfare. The Governing Body shall, in writing, agree the role and responsibilities of this nominated sub committee and may delegate some of the Body's relevant monitoring and /or decision-making functions, but shall retain overall responsibility.

The Headteacher shall, in agreement with the Governing Body where that is deemed (by the Headteacher and/or the Governing Body) to be appropriate:

- Identify and designate appropriately, to all relevant persons, the specific roles and responsibilities relating to health, safety and welfare, necessary for implementation of this policy. These details shall be suitably recorded, clearly communicated to those with relevant responsibilities and made available to all those concerned.
- Ensure that sensible, suitable and sufficient assessments are made and suitably recorded when that is appropriate for all reasonably foreseeable, significant risks. The relevant details shall be clearly communicated to those affected and made available to all those concerned.
- Ensure that sensible, suitable and effective plans are made and carried out for addressing the identified risks. These details shall be suitably recorded and clearly communicated, provided and/or made available, as relevant, to all those concerned.
- Ensure that performance is monitored and feedback on matters of health, safety and welfare is obtained, effectively communicated as required and taken properly into account.
- Ensure that the results of the monitoring and feedback are communicated to the Governing Body as agreed with them.
- Ensure that all corrective, preventive and mitigatory actions identified for improving health, safety and welfare performance within the context of this policy, are properly assessed, prioritized and carried out as appropriate.

All employees and persons working for or on behalf of CW&C or school, regardless of seniority, are responsible for carrying out the roles, duties and procedures, etc. assigned to them in accordance with successful implementation of this policy and co-operating with others in line with the overall policy aims.

All these people are also responsible for acting in such a way as to not put themselves (or others who may be affected by their actions or omissions) at risk of harm, so far as reasonably practicable.

All visitors to the school, including members of the Governing Body are similarly responsible for co-operating, so far as reasonably practicable, with the school's procedures to ensure the continuing health safety and welfare of themselves and others who may otherwise be affected.

General duties of employees at work.

It shall be the duty of every employee while at work—

(a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

(b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with

ARRANGEMENTS FOR IMPLEMENTING THE POLICY

The LEA has carried out a generic assessment of reasonably foreseeable risks relevant to the education sector and has published detailed guidance on a range of these.

It is the policy of Overleigh St Mary's School to adopt these assessments and procedures unless, and with the approval of the Governing Body, they are not relevant, do not meet our specific needs and/or are found to be inappropriate for our situation or circumstance. In all such cases sensible alternative arrangements shall be prepared and put into affect without delay, so far as reasonably practicable. This also applies where new risks not already covered by generic LEA guidance are identified, assessed as significant and need to be addressed.

Signed:**S Maoudis**..... Chair of Governors

Signed:**E Drew**..... Headteacher

Date:**May 2019**.....

Sarah Jackson - School Health and Safety Coordinator