

Cheapside CE Primary School



School Health, Safety and Wellbeing Policy

Policy Statement for: Cheapside CE Primary School

In recognition of its statutory duties in accordance with the provisions of the Health and Safety at Work etc. Act 1974, the Governing Body of the school will take all reasonably practicable steps to ensure the health, safety and welfare of staff, pupils and others whilst engaged in school activities.

The Governing Body will ensure so far as is reasonably practicable that:

- All places under its control, where staff, pupils and others are required to work, are maintained in a condition that is safe and without risk to health and safety.
- Hazards arising from the use, handling, storage and transportation of articles and substances used in the school are adequately controlled.
- Appropriate safe systems of work exist and are maintained; and,
- A healthy working environment is maintained, including adequate welfare facilities.

Furthermore, the school undertakes to provide adequate information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively towards their own health and safety and that of others.

In addition, the school will ensure, so far as is reasonably practicable, that the health and safety of others is not adversely affected by its activities. This would include, for example visitors, contractors etc., and may involve providing appropriate information, suitable safety arrangements and monitoring these against agreed safety standards.

The Headteacher with the assistance of the Assistant Headteachers and all their staff will endeavor to implement this policy.

Employee involvement is an important part of managing safety, and consultation on health and safety with employees and employee representatives forms part of this policy.

This policy is complementary to the LA's Directorate Health and Safety Policy, and ultimately the Corporate Health and Safety Policy. This Policy is the school's local arrangements for implementing the Council's policy.

This policy statement and the accompanying organizational arrangements supersede any previously issued.

Mrs Amelia Robinson – Chair of Governing Body		has overall and final responsibility for health and safety	
Headteacher (Member of staff) (In her/his absence, Mr Matthew Wickenden, Assistant Headteacher)		has day-to-day responsibility for ensuring this policy is put into practice.	
Statement of general policy	Responsibility of: Name/Title	Arrangements	
Ensuring that Health and Safety procedures within the school are adequate.	The Governing Body (Genevieve Gosling is the H&S Governor)	1. Decide policy. 2. Give strategic guidance. 3. Monitor and review health and safety issues. 4. Ensure adequate resources for health and safety are available. 5. Take steps to ensure plant equipment and systems of work are safe. 6. Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe. 7. Maintain the premises in a condition that is safe and without significant risk. 8. Provide a working environment that is safe and healthy. 9. Provide adequate welfare facilities for staff & pupils. 10. Maintain an interest in all the health and safety matters. 11. Review and monitor the effectiveness of this policy.	
Review and monitor the day-to-day management of the school	Headteacher (In her absence the Assistant Headteachers will carry out these functions).	1. Promote a positive, open health and safety culture in school. 2. Report to Governors on key health and safety issues 3. Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary. 4. Ensure that all staff co-operate with the policy. 5. Devise and implement safety procedures. 6. Ensure that risk assessments are reviewed on an annual basis. 7. Ensure relevant staff have access to appropriate training. 8. Meet with the Facilities staff every week to ensure any building/grounds issues are dealt with in a timely manner	

Coordinating Health and Safety	School Bursar	1. Ensure risk assessments are accurate, suitable and reviewed annually. 2. Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved. 3. Provide a good example, guidance and support to staff on health and safety issues. 4. Carry out a health and safety induction for all staff and keep records of that induction. 5. Keep up to date with new developments in Health and Safety issues for schools. 6. Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise. 7. Ensure any contractors on site are competent in health and safety matters. 8. Ensure that any work that has health and safety implications is prioritized. 9. Report any concerns regarding unresolved hazards in school to the senior management team immediately. 10. Ensure that all work under their control is undertaken in a safe manner 11. Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas 12. Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling 13. Carry out a weekly test of the fire alarm 14. Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working 15. Fully co-operate with health and safety arrangements during larger building projects
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The day to day management of the outdoor learning environment – Allotment, Pond and Forest School site.	Outdoor Learning Lead and School Bursar	1. Carrying out regular health and safety risk assessments of the activities for which they are responsible and submitting reports to the Headteacher or the School H&S Coordinator, as appropriate. 2. Ensure that all staff (both permanent and temporary, including new starters) under their management are given instruction in the health and safety procedures for their area of work. 3. Resolve health and safety matters that members of staff refer to them, or refer any problems to which they cannot achieve a satisfactory solution to the Headteacher 4. Carry out regular inspections of their areas of responsibility to ensure that all equipment is appropriately stored where necessary and is in good and safe working order 5. Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to ensure the health and safety of other staff, pupils and any others who may be affected, in areas under their control 6. Assess the training needs of themselves / their staff and raise any requirements with the Headteacher 7. Ensure all accidents/ incidents occurring in areas under their control are reported and investigated appropriately.
Competent Person	Occupational Health & Safety Advisor	1. Provide advice and guidance to help schools fulfil their health and safety responsibilities 2. Answer queries from staff on health and safety issues 3. Give advice on all aspects of new and existing health and safety policies and procedures 4. Collect information on accidents and incidents to report to HSE where necessary 5. Advise on and facilitate (when possible) staff safety training 6. Advise on policies, procedures and guidance for health and safety 7. Interpret and advise on new legislation impacting on the working environment 8. Attend meetings to advise on occupational safety issues

Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons	All Staff (All staff given responsibilities for specific aspects of health and safety must satisfy themselves that those responsibilities, as appropriate, are re-assigned in their absence (with the approval of the relevant Line Manager).	1. Read the Health and Safety Policy 2. Comply with the School's health and safety arrangements 3. Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas 4. Take reasonable care of their own and other people's health and safety 5. Leave the classroom / playground / office in a reasonably tidy and safe condition 6. Follow safety instructions when using equipment 7. Supervise pupils and advise them on how to use equipment safely 8. Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff 9. Follow the accident reporting procedure (which is a separate document) 10. Contribute to and highlight any gaps in the school's risk assessments 11. In accordance with the school rules and procedures on discipline, Pupils will: Follow safety and hygiene rules intended to protect the health and safety of themselves and others
To support all staff in their management of the teaching environment	Pupils (as appropriate to their age and aptitude)	1. Take personal responsibility for the health and safety of themselves and others 2. Observe standards of dress consistent with safety and/or hygiene 3. Follow the health and safety rules of the school and in particular instructions given by staff in an emergency 4. Follow safety instructions of teaching and support staff, especially in an emergency They must not misuse, neglect or interfere with things provided for their health and safety.

Signed: * (Employer)	Date:
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You should review your policy if you think it might no longer be valid, eg if circumstances change. If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Staffroom
First-aid box is located:	Entrance Hall opposite First-Aid room and in red bags in class
Accident book is located:	In each class room

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>
To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>
Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Risk Assessments – See Appendix 1

Policy: Health & Safety
MGB Ratification: July 2025
Review due: July 2026