



*The*  
**COUNTY**  
**HIGH SCHOOL**  
*Leftwich*

Achieving Excellence

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**Document Control Sheet**

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POLICY NAME Health & Safety  
DATE November 2022

## Health & Safety

### 1. HEALTH AND SAFETY POLICY STATEMENT

- 1.1. The County High School, Leftwich and its Governing Body recognise 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 take into account its parallel obligations for the Health and Safety of visitors and others who might be affected by its operations. 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 a legal duty.
- 1.2. Student safety is paramount and therefore this policy is thus linked to the Safeguarding Policy.
- 1.3. 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. Health and Safety will be included in the school's review and planning processes and will form an essential part of the School's management systems.
- 1.4. The purpose of the Policy is:
  - 1.4.1. To provide the necessary authority and support for staff as they make their respective contributions to health and safety;
  - 1.4.2. To set out duties and responsibilities;
  - 1.4.3. To recognise the partnership necessary with the Local Authority to ensure that all statutory duties in this field are met;
  - 1.4.4. To emphasise the importance of keeping hazards under control by making an assessment of operating risks.
- 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.
- 1.6. The County High School, Leftwich and its Governing Body recognise that the nature of the services it provides will necessitate some members of staff to work alone. The Governors of The County High School, Leftwich are committed to promoting a safe working environment, and in doing so recognise the additional and specific risk to the members of staff involved when working alone. A Risk Assessment detailing these specific risks and the control methods to be used has been documented.

## **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 Headteacher will designate a Health and Safety Co-ordinator (Head of Finance). 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.

### **2.2. Risk Assessment**

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, Learning 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 the Local Authority risk assessment process.

### **2.3. Consultation**

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, as necessary, from the Foundation Trust Board or the Local Authority Health and Safety Adviser on any concerns of employees, which cannot be resolved locally.

### **2.4. Contractors and School Partnerships**

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 has 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 of 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 the school's regular activities.

#### **2.6. Inspection and Monitoring**

The 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 two audits of the premises each year and a whole school Annual Risk Assessment and Safety Review. Feedback from these processes will be referred to the Governing Body.

#### **2.7. Health and Safety Committee**

Comprising of the Head of Finance, a nominated Governor, the Site Manager and representatives of the teaching, office, technical support and kitchen staff, the committee will meet termly to discuss the findings of the audits, the Annual Review and other relevant matters.

#### **2.8. Accident / Incident Reporting**

Every injury shall be reported on the School accident designated reporting system. Any accident or incident that needs medical attention or involves time off work must be reported and investigated by the person in charge of the area or activity, as must any incident which could have caused injury but didn't. Where the accident falls within the Local Authority accident reporting criteria, the RIDDOR must be completed by the relevant member of staff, signed by the Headteacher and sent to the Local Authority Health and Safety Team.

#### **2.9. Fire Evacuation Procedures**

Details of exit routes shall be clearly visible in each room. A full set of evacuation routes shall be displayed in the Staffroom. One practice drill will be held each term. A record will be kept of this and any other drills undertaken.

#### **2.10. Educational Visits**

Staff wishing to lead visits out of school should complete a Risk Assessment in conjunction with the Educational Visits Co-ordinator to ensure any necessary risks are minimised. These Risk Assessments will ensure that educational visits comply with all relevant ESfA and Local Authority guidance.

#### **2.11. Training and Information**

Training and development needs will be evaluated and appropriate briefing and training provided. 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.

### **3. POLICY REVIEW**

3.1 This Policy will be reviewed Bi-annually. The Governing Body will receive an annual summary report covering key issues, based on the Annual Risk and Safety Review.