



## Westfield Primary Community School

### Health and Safety Policy

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|---------------------|---|
| <b>Approved By:</b> | Resources   |
| <b>Date:</b>        | 2nd December 2019   |
| <b>Review Date:</b> | December 2020<br>(Updated Sept 2021 to<br>include staffing changes) |

### **Vision for Westfield**

*Together we strive to:*

**Inspire** a love for our community through mutual respect, teamwork and the shared belief that anything is possible

**Create** a learning culture which recognises potential, celebrates achievement and respects individuality

**Nurture** strong relationships in a safe and secure environment, where opinions are valued and kindness is the core

## STATEMENT OF INTENT

School management at Westfield Primary Community School believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- Reducing accidents and work-related ill health as far as reasonably practicable
- Ensuring compliance with statutory requirements as a minimum standard
- Assessing and controlling risks from curriculum and non-curriculum work activities on and off school premises
- Providing a safe, healthy and secure working and learning environment for staff and pupils
- Ensuring safe working methods and providing and maintaining safe work equipment
- Providing appropriate health and safety information, instruction, supervision and training
- Consulting with employees and their representatives on health and safety matters
- Monitoring and reviewing our risk assessment systems and control measures to ensure that they are effective
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist throughout the school for all
- Ensuring adequate resources are made available for effective health and safety risk management
- Learning from our own health and safety experiences and sharing learning opportunities with other schools and to implement controls where appropriate
- Selecting and engaging competent contractors who work safely
- Providing adequate first aid cover and occupational health support

To ensure the above commitments can be met the City of York Council Safety Management System (SMS) has been adopted. All governors, staff and pupils will play their part in its implementation.

**Name: Mrs Lamara Taylor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Head Teacher)

**Name: Mr John McCormack Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Chair of Governors)

**Name: Mr John McCormack Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Health and Safety Governor)

# ORGANISATION

## ROLES AND RESPONSIBILITIES

In order to achieve compliance with the Statement of Intent, specified roles within the school's management structure will have additional responsibilities assigned to them as detailed below.

### THE HEAD TEACHER

The Head Teacher has the following health and safety management responsibilities – to ensure:

- The school is following the CYC Safety Management System and that appropriate arrangements exist within the school to effectively manage risks
- Sufficient resources are made available in respect of finance, time, equipment and people to deliver a safe and healthy school environment
- Staff understand and accept their health and safety roles and responsibilities in ensuring effective health and safety management within the school
- Consultation takes place with staff and their representatives on health and safety matters
- Effective communication of health and safety information to all staff and contractors
- Systems are in place for the provision of suitable and timely health & safety training for staff
- Systems are in place for undertaking specific requirements set out in the compliance notes within the SMS
- The need for continuing improvement in local health & safety performance is promoted within their school and also for sharing experiences with peers across CYC
- Educational visits/off site learning is managed in line with the Evolve system adopted by CYC
- Staff have a sensible approach to health and safety within all of the school's activities

### THE GOVERNING BODY

The Governing Body has the following responsibilities – to monitor to ensure that:

- The CYC health and safety management system is being implemented effectively
- Competent advice is sought from CYC Health, Safety and Wellbeing Team at appropriate times and implemented
- Persons have sufficient experience, knowledge and training to safely perform tasks required of them
- The head teacher and other school leaders develop a sensible approach to health and safety management ensuring a proportionate response to reducing health and safety risks in the school
- Clear procedures are created to assess risks and put in place sensible/proportionate control measures and safe systems of work.
- Sufficient resources are made available in respect of time, finance, equipment and people to ensure a safe and healthy learning environment
- Only contractors who are capable of working safely are selected and engaged – for higher risk work it is recommended that they are accredited by a SSIP (Safety Scheme in Procurement) member organisation, this also includes any sub-contractors
- Health and safety performance is measured both actively and reactively
- The school's health and safety policy and performance is reviewed as a minimum annually or when there is a change of head teacher or Chair of Governors

### TEACHERS & ALL SUPPORT STAFF

As part of their normal work activities in and out of school, teachers and all support staff shall:

- Take reasonable steps to safeguard their own health and safety and that of others including pupil and colleagues
- Cooperate with colleagues and others including contractors and other CYC employees to ensure the school remains safe
- Raise any health and safety concerns with the head teacher
- Discharge any specific health and safety duties in accordance with current CYC Safety Management System instructions
- Attend health and safety training as directed by the head teacher

### **SCHOOL BUSINESS MANAGER AND SITE MANAGER**

The head teacher may delegate responsibilities to the school business manager or site manager as outlined in the SMS, specifically to:

- Co-ordinate and manage the annual risk assessment review and revision process for the school in line with the SMS
- Co-ordinate the workplace inspection and active monitoring process in line with the SMS
- Make provision for the inspection and maintenance of work equipment throughout the school, including the statutory examination and testing of specific equipment
- Manage the keeping of records of all health and safety activities
- Ensure that staff are adequately instructed in health and safety matters in connection with their specific work place and the school generally
- To co-ordinate the control of contractors on school premises when work is being undertaken in line with the SMS.

The following roles are delegated where appropriate (if not delegated the head teacher assumes responsibility):

|  |   |
|--|---|
| Site Asbestos Liaison Officer (SALO)       | SALO's are Richard Corner and Alistair Swindlehurst, Site Managers                |
| Site Legionella Representative (SLR)       | SLR's are Richard Corner and Alistair Swindlehurst, Site Managers                 |
| Responsible person for fire safety (RPFFS) | RPFFS's are Richard Corner and Alistair Swindlehurst, Site Managers               |
| First Aid                                  | First aider is Maria Eland, Children's Champion                                   |
| Educational Visits Coordinator             | EVC is Sarah Hill, KS2 Leader. Deputy EVC's are Richard McEvoy and Vicky Bootland |

All staff have a responsibility to advise the head teacher of situations or activities that are potentially hazardous to the health and safety of staff, pupils and visitors. Other staff will have tasks allocated to them relevant to their curriculum roles and responsibilities.

## **ARRANGEMENTS**

The school will adopt the arrangements found within the compliance notes in the CYC Safety Management System which can be found on the York Education website <https://www.yorkeducation.co.uk/>