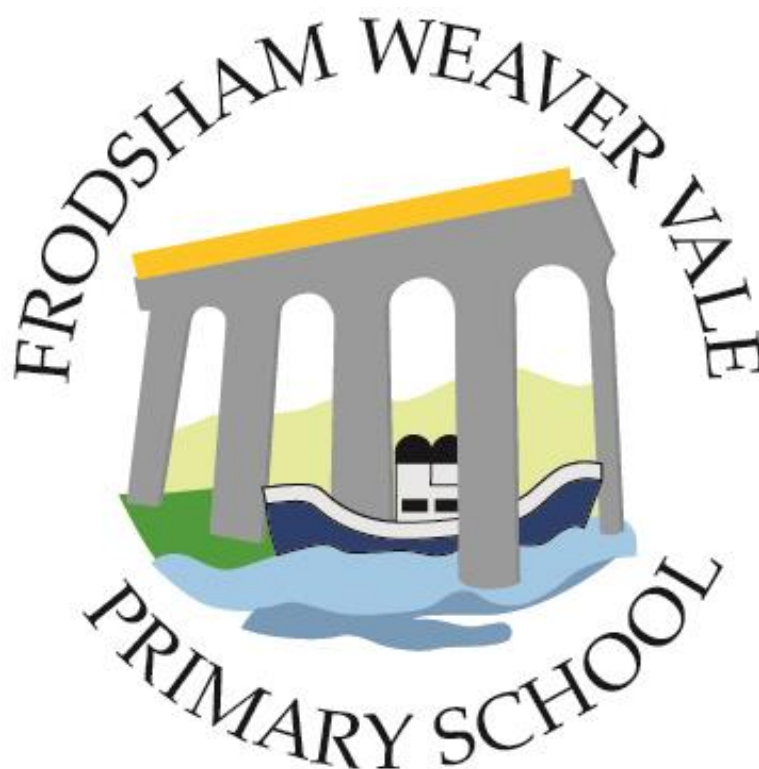


Frodsham Weaver Vale Primary School

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# **FRODSHAM WEAVER VALE PRIMARY SCHOOL**



## **Health and Safety Environment Policy 2021**

# Frodsham Weaver Vale Primary School

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## Health Safety Policy

Health and Safety management is a crucial issue for all of us. We must continually strive to achieve excellence in these areas.

This document sets out the Health and Safety Policy for, Frodsham Weaver Vale Primary School in accordance with the requirements of the Health and Safety at Work Act (HASAWA) 1974 and other legislation referring to the Health and Safety and the protection of the environment.

Health and Safety issues are an integral part of all our day to day activities and as such feature prominently in the school's objectives.

Responsibilities for implementing the policy are clearly identified. In particular the school is required to provide systems and resources necessary to implement the policy electively.

Every member of the school's Staff/Governors has an important part to play in the process

And must take the time to read and understand the policy.

The school's nature of business indicates how important Health and Safety is for It's every day structure, and putting into practice the procedures, controls and ways of working that will make the school a safe place to work.

The school is committed to all aspects of Health and Safety and Environmental protection, and will endeavour to make this there top priority in all ways of working.

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Peter Van Geffen  
Headteacher

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## Statement of Intent

It is the policy of Frodsham Weaver Vale Primary School to:

- Take account of safety, health, loss prevention and environmental protection as an integral part of all activities including projects, planning and decision making.
- Provide information, instruction, training and supervision to enable staff, governor's pupils and visitors as appropriate, to carry out their duties safely and without harm to themselves or the environment.
- Provide and maintain buildings, plant, equipment, processes, systems and working conditions which are safe and without risk to staff, governors, pupils, visitors, contractors, members of the public and the environment.
- Protect all employees, pupils, contractors, visitors, members of the public and the environment from harmful exposure to any substance or activity by providing suitable control measures based on the assessments of the risks.
- Treat statutory requirements for safety, health and environmental protection as minimum standards to be improved upon.
- Involve staff in reviewing and improving safety, health and environmental performance.
- Achieve continuous improvement through the development and attainment of safety, health and environmental standards.
- Monitor the work place, processes and the environment, and carry out relevant inspections, surveys and audits to measure compliance and review the effectiveness of the policy.
- Minimise waste through elimination, substitution and/or recycling and ensure that disposal on or off any workplace is carried out in an acceptable manner.
- Conserve natural resources and maximise the energy efficiency of all operations.
- Promote leadership/stewardship including exerting a positive influence on the health, safety and environmental performance of contracts and key suppliers.
- Provide an effective organisation to implement the policy, including close working relationships with any regulatory bodies (i.e.) HSE, IOSH, and liaise effectively where required with any other competent health and safety professionals. To promote a good working and professional relationship.
- Provide effective Employee health and hygiene programmes
- Consult employees on safety, health and environmental matters.
- Investigate and report accidents, incidents and cases of work-related ill-health, primarily in order to prevent recurrence.
- Record and analyse safety, health and environmental statistics and use this data to monitor performance as a basis for improvement.
- Select contractors and suppliers of goods and services who meet the school's standards
- Provide appropriate information to customers and companies undertaking activities for or on behalf of the school.

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- Develop, maintain and test procedures, contingency plans and resources for dealing effectively with emergencies.
- Assess and seek to minimise risks to employees and pupils from off-site related activities.
- Pandemic: in light of the current corona virus pandemic the school shall undertake steps, highlighted in the “Corona virus (COVID-19) policy”. This shall run, in accordance with this policy.

## Responsibilities

**The primary responsibility for safety, health, environmental protection and loss prevention rests with the headteacher.**

**The headteacher has nominated the School’s Site Manager, to act as Health and Safety Coordinator, and the appointed HSE Governor for advice and consultation.**

**Each employee has a responsibility for his or her own health and safety, and for the health, safety of colleagues, pupils, visitors, members of the public as well as safeguarding the environment.**

## Headteacher

The headteacher has overall responsibility for the implementation of this policy. All Governors and Leadership Team must ensure that the policy is implemented. The implementation of the policy is distributed and explained to all staff, through induction and established communication routes.

## Health Safety Coordinator (Site Manager)

The Health Safety Coordinator will assist the headteacher in regards to managing and implementing the policy. As the Site Maintenance Manager, he will make himself available to coordinate any possible emergency in regards to the buildings/premises.

## Forest School Activities

Forest school activity is the responsibility of the Forest School Leader who is A Professionally Trained Highly Qualified Specialist, with a wealth of experience working with Children/Young People/Pupils.

Toolbox talks will be issued before any activity is started.

All Forest School outdoor activities will have adult supervision at all times.

## School Governors

Through the school governing body meetings, and in liaison with the nominated Health and Safety Governor, the School’s Governing body is responsible for monitoring and reviewing the health and safety policy of the school as and when necessary.

The Governing Body is responsible for making recommendations relating to safety.

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## All Members of Staff

All members have a responsibility to:

- Co-operate fully in implementing the policy
- Comply with instructions, procedures and standards
- Take care of their own and other people's health and safety
- Protect the environment
- Use safety equipment and clothing correctly. To maintain the equipment and clothing in a satisfactory condition and report any defects
- Report promptly accidents, illnesses, hazards, plant defects or any other aspect of operations likely to cause injury, ill health, damage, loss or environmental damage.

## Implementation Statement

### RESPONSIBILITIES

#### **ALL MEMBERS OF STAFF**

We are all responsible for our own health and safety and for the health and safety of colleagues, governors, pupils, members of the public, visitors, contractors as well as safeguarding the environment.

#### **Therefore we must:**

- Co-operate to provide a safe and healthy working environment
- Follow relevant policies, procedures, rules and instructions correctly, ensuring that procedures etc. contain sufficient H.S.E data to allow operations to be carried out safely and without risk to the environment.
- Take action to remove any hazards such as fire prevention etc. **if it is safe to do so.** And protect others as appropriate.
- Bring hazards to the attention of the appropriate Leadership Team Member and report unsafe acts or conditions
- Protect the environment
- Ensure appropriate H.S.E. training has been reviewed.
- Report all accidents, illnesses, however minor to the appropriate Leadership Team member , Health and Safety Coordinator and have any injuries attended to by a qualified first-aider
- Contribute to improving H.S.E. standards
- Not use substances, equipment or procedures for which information and training has not been provided
- Not interfere with or misuse anything provided in the interests of H.S.E.

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## **Headteacher/Governors Leadership Team**

Through normal management structure the Headteacher, Governors, and the Leadership Team will ensure that H.S.E. is integrated with all other aspects of the business and regarded at all levels as no less important than any other activities, customer service and cost. The Headteacher/Governors and Leadership team demonstrate their commitment to safety, health and environment by:

- Ensuring that staff levels, facilities and financial resources across the business enable the requirements of the H.S.E. policies to be met.
- Setting appropriate and achievable H.S.E. targets for the workforce and the business
- Monitor performance against the targets and objectives
- Ensure that key H.S.E. issues are dressed properly
- Personally investigate all Accidents, Illnesses, Dangerous Occurrences and other significant incidents
- Touring the place of business to look for H.S.E. issues.
- Making representation to other sources on general matters effecting the health, safety and welfare at work of the staff they represent.
- Attending any meetings relevant to discuss H.S.E.