



Windsor Park CE Middle School

Learning for Life

"Teach me good judgement and knowledge"
Psalm 119:66

Health, Safety & Welfare Policy and Arrangements Document

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Respect ∞ *Resilience* ∞ *Responsibility*

OUR VISION

Learning for Life

*“Teach me good judgement and knowledge”
Psalm 119:66*

As a Church of England school and a founding partner in the Uttoxeter Learning Trust community, the teachings of Jesus are at the heart of all we do. Whilst striving for excellence, we celebrate achievement in all its forms and encourage pupils and staff to live life in all its glory and flourish.

OUR MISSION

- 1. Encourage all children irrespective of background or ability to fulfil their God-given potential and flourish. Our broad and balanced curriculum takes a holistic approach to education ensuring that spirituality, emotional intelligence, physical development, academic excellence and social skills are developed creatively across a range of school subjects.*
- 2. Deliver a safe space for children to develop philosophical and theological thinking through Religious Education as a core subject; delivering inspirational lessons which bestow upon pupils the skills to understand Christianity as a living and diverse faith, whilst teaching a knowledge and respect of other faiths and world views.*
- 3. Value education in its widest sense; building on our history and Christian foundations, making the most of today in order that we can make even more of tomorrow and the days, weeks, months and years that lie ahead. This is Learning for Life: ‘teach me good judgement and knowledge’ Psalm 119:66*
- 4. Foster respect for all God’s children; embracing difference and diversity and teaching all to live well together in an inclusive, welcoming community, supporting each other to remove or cross barriers and live with dignity and respect.*
- 5. Reinforce the Christian values and beliefs that will make our children good people: kind, honest, forgiving and courageous.*
- 6. Care deeply about our pupils’ and staff wellbeing and mental health, appreciating that it is the genuine quality of relationships that matter. We strive to support each other to flourish, achieving happiness and fulfilment.*
- 7. Encourage our pupils to approach local and global communities with a deep sense of integrity, justice, responsibility and courageous advocacy; identifying and challenging injustice.*
- 8. Collaborate primarily with St Mary the Virgin church to share the teachings of Jesus through inspirational collective worship. Develop, deliver and evaluate opportunities for pupils and adults to express spirituality through varied worship experiences.*
- 9. Encourage and nurture exploration, creativity and compassion with unlimited and unbounded energy. At Windsor Park learning is not a spectator sport.*

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WINDSOR PARK CE MIDDLE SCHOOL

1. Health, Safety & Welfare Policy Statement

The Governing Body and Head Teacher and those in control of the school recognise and take responsibility to ensure risks are managed effectively and that the School is compliant with the relevant legislation and guidance. They will ensure so far as is reasonably practicable that all staff, students, contractors, and visitors who work or visit the school or are involved in activities are safe. Arrangements are in place to ensure:

- All plant and equipment are safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- Appropriate risk assessments / safe systems of work exist and there is sufficient information, instruction, training, and supervision available and provided to ensure a safe environment.
- Non-employees are not adversely affected by the Schools activities.
- Consultation on health and safety with employees and employee representatives occurs on a regular basis.
- Ensure that procedures exist which allow the implementation of the health and safety policies and any arrangements through procedures.
- Health and Safety responsibilities are defined for staff and governors.
- A system for monitoring, reviewing, and auditing of the procedures takes place and any actions arising from this review are acted upon, as necessary.
- Health and safety targets are set each year and communicated to all staff.
- School activities (including residential visits and any school-led adventure activities) are planned, risk assessed and have sufficient supervision to be carried out in a safe manner, appropriate to the nature of the activity.
- All injuries to staff, students, contractors, and visitors who visit the school or are on a school trip are recorded. Significant incidents are also recorded and reported appropriately to the School Governors.
- A healthy working environment is maintained with adequate welfare facilities.
- Ensure that all visitors, including contractors, are made aware of any hazards on site of which they may be unaware.
- A formal management review of health and safety performance is conducted to monitor and report performance and the effectiveness of the health and safety policy
- Staffordshire County Council Health and Safety policy is adopted as required.

It is the responsibility of every employee / individual within in the School or on an activity to:

- Perform their job in a safe manner
- Look out for themselves and their colleagues
- Stop and seek guidance if they believe what they are doing is unsafe
- Report any unsafe acts or conditions they see
- Comply with all health and safety requirements
- Contribute ideas to help continually improve the effectiveness of health and safety risk management

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2. Management Responsibilities

Governors

- The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher.
- The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.
- The Uttoxeter Learning Trust, as the employer, also has a duty to:
 - Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
 - Inform employees about risks and the measures in place to manage them
 - Ensure that adequate health and safety training is provided

The governor who oversees health and safety is Duncan Goodfellow.

Head Teacher and Deputy Headteacher

The Headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there are enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Headteacher's absence, the Deputy Headteacher assumes the above day-to-day health and safety responsibilities.

Staff

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

Health & Safety Advisor

The nominated health and safety lead is Ian Whitworth.

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3. Arrangements & Procedures for Health, Safety and Welfare

1. Access and egress to school (emergency access and student drop off areas)
2. Accident Reporting and monitoring
3. Asbestos
4. Building maintenance
5. Classroom safety
6. Confined spaces
7. Contractors
8. COSHH (Control of substances hazardous to health) and chemical storage
9. Crisis management
10. Curriculum safety
11. Display screen equipment (DSE)
12. Drugs and medicines
13. Electrical hazards (equipment and electricity)
14. Environmental hazards
15. Fire
16. First aid
17. Gas safety (including LPG)
18. Glass and glazing
19. Ground maintenance
20. Health hazards (biological)
21. Housekeeping and waste disposal
22. Jewellery
23. Kitchen / canteen safety
24. Lighting
25. Lone working
26. Maintenance of equipment
27. Manual handling
28. Multi-user liaison and requirements
29. New and expectant mothers
30. Noise
31. Office safety
32. Personal protective equipment (PPE)
33. Pest control
34. Physical education
35. Pressure systems
36. Portable heaters
37. Reporting defects
38. Risk assessments and method statements
39. Safeguarding
40. School residential visits and any school-led adventure activities
41. Security
42. Smoking
43. Staff consultation and communication (including Trade Unions)
44. Stress (occupational stress) and well-being
45. Storage of materials
46. Supervision

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47. Training and development
48. Vehicles on site
49. Violence to staff / school security
50. Virus /contagious disease pandemic
51. Visitors
52. Working at height
53. Water