



The Sercombe Federation

Cledford Primary School

&

Gainsborough Primary & Nursery School

A Federation of Cheshire East Primary Schools



Cledford Primary School

George VI Avenue, Middlewich, Cheshire, CW10 0DD

Telephone: 01606 663667

E mail: admin@cledford.cheshire.sch.uk

Website: www.cledford.cheshire.sch.uk

Local Authority Code: 895

Establishment Number: 3821

School Principal: Mr C Adlington

Chair Governors: Mrs J M Sercombe

Federation Headteacher: Mrs A J Booth

Gainsborough Primary & Nursery School

Belgrave Road, Crewe, Cheshire, CW2 7NH

Telephone: 01270 696810

E mail: admin@gainsborough.cheshire.sch.uk

Website: www.gainsboroughschool.co.uk

Local Authority Code: 895

Establishment Number: 3810

School Principal: Mrs J Nurse

Federation Health & Safety Policy

Reviewed: September 2024

Signed:

Mrs J Sercombe (Chair of Governing Board)

Mrs AJ Booth (Federation Headteacher)

Mrs J Nurse (School Principal GPNS)

Mr C Adlington (School Principal CPS)

Next Review Date: September 2027

Introduction

The Sercombe Federation recognises its duty of care for the health, safety and well-being of its employees. 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 children, visitors and others who might be affected by its operations. This policy is framed against the Health and Safety at Work Act 1974.

This policy is intended to ensure that Health and Safety is an integral part of the general process of risk management which the Sercombe Federation operates. Health and Safety is discussed and addressed at committee level for the Sercombe Federation where the maintenance of buildings and compliance are reported on.

The purpose of this policy is:

- To provide the necessary authority and support for staff as they make their respective contributions to health and safety
- To set out duties and responsibilities
- To adopt the recommendation of the commissioned services of Cheshire East
- To emphasise the importance of keeping hazards under control by making an assessment of operating risks.

The Governors of the Sercombe Federation are committed to securing the health, safety and well-being of employees, children and others affected by school activities, including visitors and contractors. 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 as a **legal duty**.

All employees 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 Line Managers. Special care should be taken with the health and safety issues of any new venture.

Organisation and Arrangements for Implementing the Policy

The Principal of each school has overall responsibility for the implementation of this policy. To facilitate this, the Federation Business Manager and Caretakers work alongside the Principals to support with Health and Safety. Mr Barrie Richards is the named Health and Safety Governor.

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 Federation Governing Board require 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.

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 Principals 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 Cheshire East risk assessment process.

Consultation

Employees with concerns should normally raise them with their Principal or Health and Safety Co-ordinator. However, the Governors welcome the support of trade unions in health and safety matters. In addition, staff should feel free to contact the appropriate trade union appointed safety representative. Requests for external help should be raised initially with their Principal who will seek advice from HR on any concerns of employees, which cannot be resolved locally.

Contractors and Academy Partnerships

Contractors carrying out work for the schools will be vetted for their Health and Safety performance. They will be required to act in accordance with this policy and the specific school's 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 Principal to ensure that the Governors and users are sufficiently and suitably informed and consulted on issues relevant to risk control.

Linked partners and hirers, will exchange health and safety policies and procedures with the Sercombe Federation and ensure that the health and safety of all staff and users will be protected to a level which is reasonably practicable and equivalent in standard to the schools in which they are working. In particular, partners will be required to provide 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 activities.

Inspection and Monitoring

The Principals and Health and Safety Co-ordinators 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 a whole school Annual Risk Assessment and Safety Review. Feedback from this process will be referred to the Governors. The site maintenance officer will provide a termly Health and Safety report to the Governors.

Accident Reporting

Every injury should be reported in line with the school's first aid policy. An injury that requires medical attention at the hospital, or involves time off work, must be investigated by the person in charge of the area or activity. Where a member of staff or the general public have an injury, this must be reported to the office. The injury must then be recorded on the Prime Electronic Reporting System (PRIME) by the relevant member of staff, submitted to the Health and Safety Team.

Incident Reporting

It is the responsibility of all staff to immediately report any defects or health & safety hazards to the site maintenance office via email, unless considered urgent, in which case this would be reported in person.

Training

Training and development needs will be evaluated and appropriate briefing and training provided. Health and Safety training will be available to employees and records will be maintained by the school.

Information

A weekly briefing takes place for staff where Health and Safety issues are communicated.

It is the responsibility of staff members to ensure that they have read and adhered to the briefing notes each week (memo).

Where there are any Health and Safety issues which concern any parents/carers/guardians across the Federation, they are informed through the weekly newsletter, school Facebook page and the school's website, as appropriate to each school.

Outcomes

This policy will promote the excellent ethos of the Federation. It will ensure that children and staff feel safe and that they enjoy coming to their school or nursery.

Policy Review

This Health and Safety Policy will be reviewed annually. The Governors will receive a summary report covering key issues based on the Annual Risk Assessment/Compliance and Safety Review, at least annually.

This policy should be read in conjunction with the following policies:

- Accessibility Plan
- Administration of Medication Policy
- Anti-bullying Policy
- Child Protection and Safeguarding Policy
- Complaints Policy
- Critical Incident, Business Continuity and Disaster Recovery Policy
- CCTV Policy (if applicable)
- Positive Handling
- Learning Outside the classroom
- Equality Policy
- Fire safety Policy
- First Aid Policy
- GDPR Policy
- Gritting Plan
- Inclusion Policy
- Individual Curriculum Policies
- Lone Working Policy
- Online Safety Policy
- Behaviour Policy
- Special Educational Needs Policy
- Staff Handbook (which includes Code of Conduct)
- Supporting Children with Medical Needs Policy
- Whistleblowing Policy
- Working at Height Policy