



Health and Safety Policy Statement

(April 2020)

Introduction

School Governors and the Headteacher recognise their responsibility to provide a safe and healthy environment for teaching and non-teaching staff, pupils, visitors, contractors at the premises and those affected by the school's activities elsewhere. Within the ethos of self-regulation the governors and Headteacher will, so far as is reasonably practicable, ensure a safe place of work and a safe system of work.

In carrying out the policy effectively the Governors and Headteacher, within the ethos of self-regulation, undertake so far as is reasonably practicable to:-

- seek the co-operation, through consultation and involvement, of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974, and associated legislation;
- maintain all places of work, including the means of access and exit from such places, in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risks to health;
- provide and maintain facilities and arrangements for the welfare of employees and pupils, including adequate provision for first aid treatment;
- ensure safety and the absence of risks to health and to the general environment in connection with the use, handling, storage, transport and disposal of articles and substances, and to provide appropriate protective equipment where necessary;
- bring to the attention of all regular and temporary employees, pupils, visitors, contractors, at the school premises their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions. This will involve the provision of such information, training and supervision as is necessary;
- identify, eliminate or reduce by controls, hazards which exist at the place of work through risk assessment and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and where necessary, practise of effective procedures for use in the event of a serious risk or imminent danger.

In addition to assist in the proper implementation of this policy the Governors and Headteacher will;

- keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety

performance on a regular basis with regards to places of work, work activities and, where necessary, contractor activities as well as keeping records;

- bring this policy statement and relevant safety arrangements not only to the attention of all employees, but other persons affected by the school's activities.

The policy statement, organisation and arrangements will be reviewed and amended as often as necessary.

This statement of policy was approved by the Governing Body.

Signed:

_____ (Chair of Governors)

_____ (Headteacher)

Date: _____

Health and Safety Representatives

Chair of governors: Dr Seona Barrow

Governor responsible for Health and Safety: Ms Sonali Samani

Headteacher: Ms Elaine D'Souza

Deputy Headteacher/ Educational Visits Co-ordinator: Mrs Parmjit Varaitch

School Health and Safety Lead: Mr Russell Grant

Site Manager: Mr Paul Clargo

Assistant Site Manager: Mr Steven Conroy

Roles and Responsibilities

Governor responsible for Health and Safety

- will be responsible in conjunction with the Headteacher to ensure formulation, reviewing and subsequent amendment to the School Health and Safety Policy Statement, Organisation and arrangements
- will cause the Health and safety Policy to be translated into effective action at all levels within the school
- will ensure that the Health and Safety Legislation, Codes of Practice and Guidance together with school rules are implemented and that staff and pupils are operating safe working practices
- will ensure that Health and Safety is put on the agenda of every main governor meeting in liaison with the Headteacher, will ensure that professional safety advice is available and that a safety officer for the premises is appointed
- will make adequate financial provision for carrying the policy into effect
- will cause the effectiveness of the policy and safety performance of the school to be monitored
- will cause the health and safety policy to be amended whenever necessary
- will promote an interest in, and enthusiasm for Health and Safety matters throughout the school

The Headteacher

- will be responsible for the implementation of the Health and Safety Policy and will liaise with the governors to ensure full compliance with all its requirements
- will appoint persons as listed in the organisation so as to deal with the day to day issues on Health, Safety and Welfare
- will periodically review the policy and draft amendments to it whenever necessary
- will monitor the safety performance of the school and take such steps as may be necessary to improve performance

- will ensure that all employees have access to the policy and are aware of their responsibilities as determined by the policy, particularly those parts of the policy which affect them or the responsibilities that are individually allocated
- will ensure that effective channels of communication and consultation with staff and safety representatives are maintained
- will be responsible for the formulating and execution of the Health and Safety training policy for staff, in order for them to undertake their work safely
- will ensure that a suitable and sufficient assessment of risks to the Health and Safety of all persons on the school premises are carried out. The assessments are recorded, together with the significant findings of the assessment and any group of employees identified as being especially at risk
- will promote an interest in, and enthusiasm for Health and Safety matters throughout the school
- will ensure that appropriate staff liaise with subject advisers and health and safety officer/coordinator on health and safety matters
- will provide ongoing recommendations and present regular reports on Health and Safety to the governing body
- will be responsible for dealing with visits from any Health & Safety officials

The School Health and Safety Co-ordinator

- will create a positive approach to accident prevention and the health and safety of staff, pupils and others on the school premises
- will carry out investigations and periodically inspect the premises and activities in order to determine whether the law is being complied with and whether the highest standards of health, safety and welfare, which it is reasonably practicable to attain, are being achieved
- will initiate and maintain positive measures to raise the level of safety performance; this includes the organisation of periodic fire drills and all necessary checks to safety equipment (Fire Extinguishers, First Aid Kits, Electrical Equipment etc,)
- will ensure that leads and plugs are regularly checked. All staff, however, must satisfy themselves that equipment is safe at the time of use. In particular they should check electrical leads for evidence of fraying and plugs to ensure they are tightly fitting. Any defects should be notified to the Headteacher - as soon as possible and a note made in the issues log for review by the Site Manager and subsequent repair by a competent person. The Site Manager will be responsible for checking those items of electrical equipment which are provided for cleaning purposes.
- will liaise with outside Safety Advisers
- will ensure that they are conversant with current legislation affecting Health, Safety and Welfare of staff, pupils and others.
- In all health and safety issues dealt with by the appointed School Safety Co-ordinator, expert advice will be sought when appropriate.

Teaching Staff

- will, notwithstanding their individual functions, take reasonable care of their own health and safety and that of the pupils and others who may be affected by what they do;
- will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety;
- will take special care in matters of health and safety if they teach in the Home Economics room or other potentially hazardous areas
- will report all accidents, dangerous occurrences and potentially dangerous practices and situations to the Health and Safety co-ordinator

Support Staff

- will, notwithstanding their individual functions, take reasonable care of their own health and safety and that of the pupils and others who may be affected by what they do
- will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety
- will report all accidents, dangerous occurrences and potentially dangerous practices and situations to the Headteacher or Health and Safety co-ordinator

Site Manager

- will ensure that staff under his immediate control are familiar with those parts of the Health and Safety Policy which affect them or the activities in which they are engaged;
- will arrange for all levels of staff under his/her immediate control to receive, where necessary, adequate and appropriate training and information in health and safety matters;
- will identify health and safety repairs and put into operation as necessary emergency work required to ensure the Health and Safety of staff, pupils and others;
- will maintain plans, schedules and other data relating to the maintenance and building alterations as they affect health and safety issues;
- will liaise with Property Services/outside bodies on matters of health and safety relating to
 - electricity, gas, water supplies
 - waste disposal,
 - safe access of pedestrians and vehicles
 - building regulations and planning;
- will promote an interest in, and enthusiasm for Health and Safety throughout the school.

Governors Finance and Facilities Committee

- In conjunction with the Headteacher to monitor and generally keep under review, the state of repair of the school buildings. To assist with this, establish any necessary reporting systems to allow staff, pupils and others where appropriate to bring to the attention of the Headteacher or the Committee any items of concern.
- With the Headteacher and Health and Safety Coordinator, liaise, as appropriate, over the establishment of the list of necessary repair and maintenance items to be undertaken.

- To, in conjunction with the Headteacher, initiate any necessary emergency repairs that may arise from time to time, e.g. following break-ins, vandalism etc.
- To consider and recommend to the full Governing Body any desirable improvement projects that might form the subject of bids, for resourcing, from school funds or other sources in connection with this to obtain any necessary estimates and feasibility studies.
- To, in conjunction with the Headteacher, make sure buildings, equipment and materials are safe and no risk to health, reporting or making recommendations to the full Governing Body as is appropriate.
- To ensure that all security measures and procedures, including signage and lighting are in place.

Accidents and reporting

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR)

require that Employers report:

- all fatal and specified major injuries,
- any injuries that result in the inability of an employee to work more than 3 days,
- or any injury which results in a person being admitted to hospital for more than 24 hours.

The local authority ASSURE system should be used.

The regulations relate to any employee or other person within the school or engaged upon an activity arranged by the school e.g. pupils, visitors, service user, volunteers, contractors, agency, work experience.

Appendices

- Health & Safety Guidance (located in public drive\Safe and Sound\Health and Safety guidance)
- Risk Assessments (located in public drive\Safe and Sound\Risk Assessments)