



**Policy 11 - Health and Safety**  
**(Review annually from 2015)**

<b>Date</b>	<b>Reviewed by</b>	<b>Date Approved by SMT</b>	<b>Date Approved by Governors</b>	<b>Next review date</b>
02.02.21	Rachel Barraud	19.04.21	Category 1 Policy for 23.06.21 Court Meeting	April 2022 for June 2022 Bridewell Court Meeting

## HEALTH AND SAFETY POLICY STATEMENT

### GENERAL

The governing body notes the provisions of the **Health and Safety at Work, etc. Act 1974**, together with subsequent amendments, which states that it is the duty of every employer to conduct his or her business in such a way as to ensure and secure, so far as is reasonably practicable, the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It accepts that it has a responsibility to take all reasonable practicable steps in order to ensure the same. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

The aim of the governing body is 'To provide a safe and healthy working and learning environment for staff, pupils and visitors.'

The arrangements outlined in this statement and the various other safety provisions made by the governing body cannot prevent accidents or ensure safe and healthy working conditions. The governing body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal safety. The governing body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils have a Duty of Care and must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

### REVIEW

The governing body will review this policy statement, with the assistance of the **Health and Safety Manager**, annually and update, modify or amend it, as it considers necessary to ensure the health, safety and welfare of staff and pupils.

Signed: \_\_\_\_\_ (For the governing body)      Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Head)      Date: \_\_\_\_\_

(THIS PAGE IS SIGNED ANNUALLY)

## **ORGANISATION AND RESPONSIBILITIES**

### **MANAGEMENT STRUCTURE**

#### **The Duties of the Governing Body**

In the discharge of its duty the governing body, in consultation with the Head, will:

- (a) make itself familiar with the requirements of the **Health and Safety at Work, etc. Act 1974**, together with subsequent amendments, and any other health and safety legislation and codes of practices, which are relevant to the work of the School, in particular, the **Management of Health and Safety at Work Regulations 1999** (SI 1999 No.3242)
- (b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the School
- (c) periodically assess the effectiveness of this policy and ensure that any necessary changes are made
- (d) identify and evaluate all risks relating to:
  - (i) accidents
  - (ii) health
  - (iii) school-sponsored activities (including work experience)
- (e) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others
- (f) create and monitor the management structure.

In particular, the governing body undertakes to provide:

- (a) a safe place for staff and pupils to work including safe means of entry and exit
- (b) plant, equipment and systems of work which are safe
- (c) safe arrangements for the handling, storage and transport of articles and substances
- (d) safe and healthy working conditions which take account of all appropriate:
  - (i) statutory requirements
  - (ii) codes of practice whether statutory or advisory
  - (iii) guidance, whether statutory or advisory
- (e) supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by or considered necessary for the safety of staff, pupils and others then the governing body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities, which they are carrying out.
- (f) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.
- (g) adequate welfare facilities.

So far as is reasonably practicable the governing body, through the Head, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- (a) this policy
- (b) all other relevant health and safety matters
- (c) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

### **The Duties of the Head**

As well as the general duties which all members of staff have the Head has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff; non-teaching staff; ancillary staff; pupils, visitors and any other person using the premises or engaged in activities sponsored by the School and will take all reasonable practicable steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

The Head is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular, the Head will:

- (a) be aware of the basic requirements of the **Health and safety at Work, etc. Act 1974** and any other health and safety legislation and codes of practices relevant to the work of the School
- (b) ensure, at all times, the health, safety and welfare of staff, pupils and others using the School premises or facilities or services or attending or taking part in school-sponsored activities
- (c) ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the School premises and facilities
- (d) ensure safe working practices and procedures throughout the School including those relating to the provision and use of machinery and other apparatus so that each task is carried out to the required standards and so that all risks are controlled
- (e) consult with members of staff, including the safety representatives, on all health and safety matters
- (f) arrange systems of risk assessment to allow the prompt identification of potential hazards
- (g) carry out periodic reviews and safety audits on the findings of the risk assessment
- (h) identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- (i) encourage staff, pupils and others to promote health and safety
- (j) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay
- (k) encourage all employees to suggest ways and means of reducing risks

- (l) collate accident and incident information and, when necessary, carry out accident and incident investigations
- (m) monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others
- (n) monitor first aid and welfare provision
- (o) monitor the management structure, along with the governors.

### **The Duties of Supervisory Staff**

All supervisory staff (e.g., heads of departments) will make themselves familiar with the requirements of the **Health and Safety at Work, etc. Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.

In addition to the general duties which all members of staff have, they will be directly responsible to the Head or the member of staff nominated by the Head to have overall day-to-day responsibility for the implementation and operation of the School's health and safety policy within their relevant departments and areas of responsibility.

They will take a direct interest in the School's Health & Safety policy and in helping other members of staff, pupils and others to comply with its requirements.

As part of their day-to-day responsibilities they will ensure that:

- (a) safe methods of working exist and are implemented throughout their department
- (b) health and safety regulations, rules, procedures and codes of practice are being applied effectively
- (c) staff, pupils and others under their jurisdiction are instructed in safe working practices
- (d) new employees working within their department are given instruction in safe working practices
- (e) regular safety inspections are made of their area of responsibility as required by the Head or as necessary
- (f) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
- (g) all plant, machinery and equipment in the department in which they work is adequately guarded
- (h) all plant, machinery and equipment in the department in which they work is in good and safe working order
- (i) all reasonable practicable steps are taken to prevent the unauthorised or improper use of all plant machinery and equipment in the department in which they work
- (j) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
- (k) toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled

- (l) they monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety of others
- (m) all the signs used meet the statutory requirements
- (n) all health and safety information is communicated to the relevant persons
- (o) they report, as appropriate, any health and safety concerns to the appropriate individual.

### **The Duties of All Members of Staff**

All staff will make themselves familiar with the requirements of the **Health and Safety at Work, etc., Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work. They should:

- (a) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
- (b) as regards any duty or requirements imposed by his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

In particular, all members of staff will:

- (a) be familiar with the safety policy and any and all safety regulations as laid down by the governing body
- (b) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
- (c) see that all plant, machinery and equipment is adequately guarded
- (d) see that all plant, machinery and equipment is in good and safe working order
- (e) not make unauthorised or improper use of plant, machinery and equipment
- (f) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
- (g) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- (h) report any defects in the premises, plant, equipment and facilities which they observe
- (i) take an active interest in promoting health and safety and suggest ways of reducing risks.

### **Staff Consultative Arrangements**

The Governing Body, through the Head, will make arrangements for the establishment of a safety committee by incorporating agenda items on health and safety matters into existing consultative groups. Representation on this committee will cover all appropriate areas of work or special hazards. As a group, the nominated safety representatives of each accredited trade union or staff association will be offered a number of places on this committee and should decide amongst themselves which individuals should sit on the committee.

### **Codes of Practice and Safety Rules**

In consultation with the governing body (where appropriate) and taking into account the requirements of this statement the safety committee will approve (where necessary) codes of practice for the observation of safety requirements in school.

From time to time the Department for Education (DfE), the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Heads and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Head considers the inclusion of all or any such documents into this policy to be inappropriate, he will be required to demonstrate to the satisfaction of the governing body that he has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

### **Review**

The governing body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.