

PRIORY ACADEMY

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

Introduction

The Governing Body believes that ensuring the health and safety of staff, students and visitors is essential to the success of the school.

We are committed to:

- a) Preventing accidents and work related ill health
- b) Compliance with statutory requirements as a minimum
- c) Assessing and controlling risks from curriculum and non-curriculum work activities.
- d) Providing a safe and healthy working and learning environment.
- e) Ensuring safe working methods and providing safe working equipment.
- f) Providing effective information, instruction and training.
- g) Consulting with employees and their representatives on health and safety matters.
- h) Monitoring and reviewing our systems and prevention measure to ensure they are effective.
- i) Setting targets and objectives to develop a culture of continuous improvement.
- j) Ensuring adequate welfare facilities exist throughout the school.
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- l) Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work.

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and students will play their part in its implementation.

Name _____ Signature _____ Date: _____
Chair of Governors

Other sources of Health and Safety Information:-

- Staff Handbook (Copy in Staff Area)
- Site Agent Handbook
- CBC Education Visits Policy Document
- Asbestos Log / Management survey – Main management survey held on Frontline
- Fire Risk Assessment
- First Aid Policy Statement
- HSE Website

ORGANISATION

Introduction

In order to achieve compliance with the Governing Body's Statement of Intent the school's senior leadership team will have additional responsibilities assigned to them as detailed in this part of the Policy.

The Governing Body

The Governing Body has the responsibility to ensure that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and students.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually as a minimum or as and when required.

The Headteacher

The Headteacher supports the Governing Body by ensuring that:

- a) This Policy is communicated adequately to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors.
- c) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Risk assessments of the premises and working practices are undertaken.
- f) Safe systems of work are in place as identified from risk assessments.
- g) Emergency procedures are in place.

- h) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- i) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents etc.
- j) Arrangements are in place to monitor premises and performance.
- k) Accidents are investigated and any remedial actions required are taken or requested.
- l) A report to the Governing Body on the health and safety performance of the school is completed annually.
- m) Ensure appropriate health and safety notices are displayed and identified.

The School Health and Safety Responsible Officer is Mrs T. Newton, Business Manager

She is responsible for:

- a) Co-ordinating and managing the risk assessment process of the school.
- b) Co-ordinating general workplace monitoring inspections and performance monitoring process.
- c) Making provision for the inspection and maintenance of work equipments throughout the school.
- d) Keeping records of all health and safety activities.
- e) Advising the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, students and visitors.
- f) Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific workplace the school generally.
- g) Carrying out any other functions devolved to her by the Headteacher or Governing Body.
- h) Unsafe conditions being reported and dealt with to agreed timescales.

Teaching / Non-Teaching Staff Holding Posts / Positions of Special Responsibility

This includes Senior Leadership Team, Year Leaders, Subject Leaders, Office Manager, Technicians, Site Manager, Site Services Technician and Housekeeper. They must:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements. Carry out regular Health and Safety Risk Assessments and keep file copies for reference.
- b) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work and issues arising to be discussed at weekly Staff Meetings.
- c) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- d) Ensure all accidents are investigated appropriately.
- e) Ensure that a Health and Safety report is completed on an annual basis and reported to the Governing Body.

Special Obligations of Class Teachers

Class teachers are expected to:

- a) Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Headteacher or Subject Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- g) Report all accidents, defects and dangerous occurrences to their Headteacher or Subject Leader.

Obligations of ALL Employees

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the School or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f) Inform their line manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- g) Inform their line manager of any shortcomings they identify in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- j) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's line manager.

Students

Students, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

ORGANISATION CHART

