



Health & Safety Policy

Rationale

The school acknowledges the provisions of the Health and Safety at Work Act 1974 (s.2(1)), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, and (s.3(1)), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of learner, parents and carers, staff and others using its premises or participating in its activities. The school believes that the prevention of accidents, injury or loss is essential to the efficient operation of the provision and is part of the good care and development of its learner.

The aim of the employer is "To provide a safe and healthy working environment for staff and visitors and a safe, caring and developmental environment for every learner."

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

Procedure: Duties of the Employer

In the discharge of its duty the employer will:

1. make itself familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the provision, in particular the Management of Health and Safety at Work Regulations 1999 (SI 1999 No. 3242)
2. ensure that there is an effective and enforceable policy for the provision of health and safety throughout the provision

3. periodically assess the effectiveness of this policy and ensure that any necessary changes are made
4. identify and evaluate all risks relating to:
 - i. accidents
 - ii. health
 - iii. all activities, including work experience
5. identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, learner and others
6. create and monitor the management structure.

In particular the employer undertakes to provide:

7. a safe place for staff to work and for learner to be cared and developed, including safe means of entry and exit
8. plant, equipment and systems of work which are safe
9. safe arrangements for the handling, storage and transport of articles and substances
10. 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
11. supervision, training and instruction so that all staff and learner can perform their activities in a healthy and safe manner
12. necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
13. adequate welfare facilities.

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

14. this policy
15. all other relevant health and safety matters
16. instruction and training to be given so that they may carry out their duties in a safe manner without placing themselves or others at risk.

Duties of the Head of Education

1. As well as the general duties which all members of staff have (see 5.0), the Head of Education has responsibility for the day-to-day maintenance and development of safe working practices and conditions for staff, volunteers, learner, visitors and any other person using the premises or engaged in

- activities sponsored by the provision and will take all reasonably practicable steps to achieve this.
2. The Head of Education 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.
 3. In particular, the Head of Education will:
 - i. 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 practice relevant to the work of the provision
 - ii. ensure, at all times, the health, safety and welfare of staff, learner and others using the premises or facilities or services or attending or taking part in the provision's activities
 - iii. ensure safe working conditions for the health, safety and welfare of staff, learner and others using the school premises and facilities
 - iv. ensure safe working practices and procedures throughout the provision including those relating to the provision and use of machinery and other apparatus, so that all risks are controlled
 - v. consult with members of staff, including the safety representatives, on health and safety issues
 - vi. arrange systems of risk assessment to allow the promptly identification of potential hazards
 - vii. carry out periodic reviews and safety audits on the findings of the risk assessment
 - viii. identify the training needs of staff and learner and ensure, within the financial resources available, that all members of staff who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
 - ix. encourage staff, learner, parents, carers and others to promote health and safety
 - x. ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, learner and others are made safe without delay
 - xi. encourage all employees to suggest ways and means of reducing risks
 - xii. collate accident and incident information and, when necessary, carry out accident and incident investigations
 - xiii. monitor the standard of health and safety throughout the provision, including all activities, encourage staff, learner 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
 - xiv. monitor first aid and welfare provision
 - xv. monitor the management structure, along with the governors.

Duties of Supervisory Staff

1. All supervisory staff (e.g. line managers) 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.

2. In addition to the general duties which all members of staff have, they will be directly responsible to the Head of Education or the member of staff nominated by that person to have overall day-to-day responsibility for the implementation and operation of the provision's health and safety policy within their relevant departments and areas of responsibility.
3. They will take a direct interest in the health and safety policy and in helping other members of staff, learner and others to comply with its requirements.

4. As part of their day-to-day responsibilities they will ensure that:
 - i. safe methods of working exist and are implemented throughout their department
 - ii. health and safety regulations, rules, procedures and codes of practice are being applied effectively
 - iii. staff, learner and others under their jurisdiction are instructed in safe working practices
 - iv. new employees working within their department are given instruction in safe working practices
 - v. regular safety inspections are made of their area of responsibility as required by the Head of Education or as necessary
 - vi. positive, corrective action is taken where necessary to ensure the health and safety of all staff, learner and others
 - vii. all plant, machinery and equipment in the department in which they work is adequately guarded and in good and safe working order
 - viii. all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work
 - ix. appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
 - x. toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled
 - xi. they monitor the standard of health and safety throughout the department in which they work, encourage staff, learner and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others
 - xii. all the signs used meet the statutory requirements
 - xiii. all health and safety information is communicated to the relevant persons
 - xiv. they report, as appropriate, any health and safety concerns to the appropriate individual.

Duties of All Members of Staff

1. 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 of the department in which they work. They should:

1. take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
2. as regards any duty or requirements imposed on 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.
3. 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.
4. In particular all members of staff will:
 - i. be familiar with the safety policy and any and all safety regulations as laid down by the employer
 - ii. ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and learner
 - iii. see that all plant, machinery and equipment is adequately guarded and in good and safe working order
 - iv. not make unauthorised or improper use of plant, machinery and equipment
 - v. use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
 - vi. ensure that substances that are hazardous to health and/or safety and highly flammable substances are correctly used, stored and labelled
 - vii. report any defects in the premises, plant, equipment and facilities which they observe
 - viii. take an active interest in promoting health and safety and suggest ways of reducing risks.

Hirers, Contractors and Others

1. When the premises are used for purposes not under the direction of the employer then the Head of Education person in charge of the activities for which the premises are in use will have responsibility for safe practices. This may mean liaising with the landlord within shared premises.
2. The employer or the coordinator will seek to ensure that hirers, contractors and others who use the premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times. If in shared premises it will usually be whilst the provision is open.
3. Where the provision has sole use of the premises and the premises are hired to persons outside the employ of the employer, it will be a condition for all hirers, contractors and others using the premises or facilities that they are familiar with this policy, that they comply with all safety directives of the employer and that they will not without the prior consent of the employer:

1. introduce equipment for use on the premises
 2. alter fixed installations
 3. remove fire and safety notices or equipment
 4. take any action that may create hazards for persons using the premises or the staff or pupils of the school.
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4. All contractors who work at any premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work, etc Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3–4 of the Health and Safety at Work, etc Act 1974.
 5. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the employer will take such actions as are necessary to prevent persons in his or her care from risk of injury and may wish to consult with the Health& Safety Executive for guidance and possible enforcement of the legislation.
 6. The employer draws the attention of all users of the premises (including hirers and contractors) to s.8 of the Health and Safety at Work, etc Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Staff Consultative Arrangements

1. The employer will make arrangements for the establishment of a safety committee by incorporating agenda items on health and safety matters into staff consultative group. 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

1. In consultation with the employer (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.
2. From time to time the Health and Safety Executive and other regulatory or advisory bodies, such as SEAC, will issue codes of practice on particular topics for the guidance of employers who will normally incorporate such codes into their health and safety policy and procedures if deemed appropriate.

Risk Assessment

1. The Head of Education will ensure that a risk assessment survey of the premises, methods of work and all activities is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the employer.
2. Teachers will carry out risk assessments for processes in which the health and safety of learner may be compromised prior to undertaking the activity, this includes trips and visits (see Visits Policy).

Emergency Plans

1. The Head of Education will, using the Gulbenkian guide 'wise before the event' ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the provision. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
 1. save life
 2. prevent injury
 3. minimise loss
 4. communicate and keep informed all relevant parties.

This sequence will determine the priorities of the emergency plan.

2. The plan will be agreed by the employer and be regularly rehearsed by staff and learner. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the employer.

First Aid

1. The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents (see First Aid Policy).
2. The number of certificated first aiders will not, at any time, be less than the number required by law.
3. At the discretion of the employer other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the employer after seeking appropriate advice. The number of such trained but uncertificated first aiders will be determined by the employer as that being sufficient to meet the needs of all foreseeable circumstances.
4. Supplies of first aid material will be held at various locations throughout the building. These locations will be determined by the Head of Education. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.
5. Adequate and appropriate first aid provision will form part of the arrangements for all external visits.

6. A record will be made of each occasion any member of staff, child or other person receives first aid treatment either on the employer's premises or as part of a provision's activities.

Review

This policy will be reviewed annually.