

FIELD HEATH HOUSE SCHOOL



STATEMENT OF HEALTH AND SAFETY POLICY

Date of Policy: September 1995
Review Date: October 2018
Next Planned Review: As required in line with legislation or as things change

STATEMENT OF HEALTH AND SAFETY POLICY

Introduction

Pield Heath School is keen to promote best practice in all areas of health and safety. We regard this as a priority not an imposition since we aim to put the welfare of our students and staff at the centre of all we do. The safety of parents, visitors, contractors and others with whom we deal is also of great importance to us.

Every employee, whether involved in teaching, administration, maintenance or another role, can play his or her part in bringing this about. Please read carefully the whole of this policy, which sets out our broad aims, individual's responsibilities and the procedures and arrangements in place to ensure compliance with the Governing Body's statement of intent.

We aim not merely to fulfil the legal requirements on us but also where possible to seek continuous improvement in the safety of our workplace and in our activities. It requires resources, of time as well as money and equipment to obtain the necessary professional advice, appropriate instruction and training which will enable staff at all levels to fulfil their obligations in order to minimise health and safety risks. We are committed to providing these resources.

The Trustees and Governors recognise and accept their responsibility to take all reasonably practicable steps to secure the health and safety of students, staff and others using the school premises or participating in school sponsored activities. The Trustees and Governing Body emphasise however that they alone, cannot prevent accidents or ensure safe and healthy working conditions. It is only by the adoption of safe methods of work and good practice by every individual can everyone's personal health and safety be ensured. This policy should be read in conjunction with the congregational Statement of General Health & Safety Policy which acts as an umbrella policy to this policy.

In accordance with the Health and Safety at Work Act 1994.

Duties of the Governing Body

In the discharge of their duties, the Governors in consultation with the Executive Principal will strive to:

- Be familiar with statutory requirements and advisory guidance in health and safety matters;
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- Periodically assess the effectiveness of this policy and ensure that any necessary changes are made;
- Carry out risk assessments to identify and evaluate all risks relating to accidents, health and school sponsored activities and seek the most appropriate means of minimising such risks; these risk assessments will be documented and reviewed as appropriate.
- In particular, the governing body will strive to provide
 - A safe place for staff and students to work including safe means of entry and exit;
 - Plant, equipment and systems of work which are safe;
 - Safe arrangements for the handling, storage and transport of articles and substances;
 - Safe and healthy working conditions;
 - The opportunity, by all staff, to receive health and safety training which is appropriate to their duties and responsibilities;
 - Adequate welfare facilities.

Duties of the Executive Principal

The Executive Principal is responsible for the day to day maintenance and development of safe working practices and conditions for all persons using the premises or engaged in activities sponsored by the school. She will take all reasonably practicable steps to achieve this end through her Leadership Team and other members of staff as appropriate. In particular, the Executive Principal will strive to:

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- Familiarise herself with statutory requirements and advisory guidance in health and safety matters;
- 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;
- Consult with members of staff on health and safety issues;
- Carry out periodic reviews and safety audits on the findings of risk assessment;
- Identify the training needs of staff and arrange appropriate training;
- Encourage all staff, students and others to promote health and safety;
- Ensure that any defects in the premises, its plant, equipment or facilities which may affect the health and safety of staff, students or others are made safe without delay;
- Encourage all employees to suggest ways and means of reducing risks;
- Monitor, collate and evaluate accident and incident information and act upon the information accordingly;
- Monitor first aid and welfare provision.

Duties of all Staff

All staff should strive to familiarise themselves with statutory requirements and advisory guidance as provided by the governors, LEA professional associations etc. in health and safety matters and take reasonable care of their own health and safety and that of any other person(s) who may be affected by their acts or omissions at work. In particular, staff will

- Co-operate with their employer, i.e. the governing body, to ensure that statutory requirements, codes or practice advisory guidance are complied with;
- Be familiar with the school's health and safety policy and codes of practice;
- Set the appropriate example to students;
- Ensure that all plant/machinery/equipment is in safe working order and used properly;
- Use the correct equipment, tools for the job and any protective equipment/safety devices which may be supplied;
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- Report to the Health & Safety Manager any defects in the premises, plant, equipment and facilities;
- Actively promote health and safety and suggest ways of reducing risks.

Duties of Hirers, Contractors and Others

The governors' requirements and expectations are as follows:

- When the premises are used for purposes not under the direction of the Executive Principal then the lead person in charge of the activities for which the premises are in use will have responsibility for safe practices.
- The Executive Principal/caretaker/coordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy the organiser of that activity, even if an employee will be treated as a hirer and will comply with the requirements of this section.
- When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the governing body and that they will not without the prior consent of the governing body:
 - introduce equipment for use on the school premises
 - alter fixed installations
 - remove fire safety and other safety notices or equipment
 - take any action that may create hazards for persons using the premises or the staff or students of the

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school

- All contractors who work on the school 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 s.3.4 of the Health and Safety at Work, etc. Act 1974.
- In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Executive Principal will take such actions as are necessary to prevent persons in her care from risk of injury.
- The governing body draws the attention of all users of the school 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.
- The Health and Safety at Work Act 1974 places a legal responsibility on Management and employees alike to comply with systems of work designed to safeguard people at work and also take care for their own safety and the safety of others.
- A copy of this statement will be issued to every employee. Where this Statement of Safety of Health & Safety Policy is revised or modified each employee concerned with such changes will be notified.