

# AYLESTONE, BROADLANDS AND WITHINGTON FEDERATED PARTNERSHIP

## HEALTH AND SAFETY POLICY 2014/15

Reviewed: 13<sup>th</sup> October 2014 – Brendan Finlow  
Last reviewed: 30<sup>th</sup> October 2012 – Sallyanne Griffiths

### Part One: Statement of Intent

#### Introduction

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

We are committed to:

- Providing a safe and healthy working and learning environment;
- Preventing accidents and work related ill health;
- Assessing and controlling risks from curriculum and non-curriculum work activities;
- Complying with statutory requirements as a minimum;
- Ensuring safe working methods and providing safe working equipment;
- Providing effective information, instruction and training;
- Monitoring and reviewing systems to make sure they are effective;
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- Setting targets and objectives to develop a culture of continuous improvement;
- Ensuring adequate welfare facilities exist at the school; and
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

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

Signature: \_\_\_\_\_ PHILIP WILCOCKS Chair of Governors October 2014

## ***Part Two: Organisation***

### **Introduction**

In order to achieve compliance with the Governing Body's Statement of Intent, the Federation's normal management structure will have additional responsibilities assigned to them as detailed in this part of the Policy.

### **The Governing Body**

The Governing Body has the following responsibilities to ensure:

- a. A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils;
- b. Responsibilities for health, safety and welfare are allocated to specific people and that 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; and
- g. The Federation's health and safety policy and performance is reviewed annually.

### **The Headteacher**

The Headteacher has the following responsibilities:

- a. Be fully committed to the Governing Body's Statement of Intent for Health and Safety;
- b. Create a clear written local Policy for Health and Safety;
- c. Ensure that the Policy is communicated adequately to all relevant persons;
- d. Ensure appropriate information on significant risk activities is given to visitors and contractors;
- e. Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives;

- f. Ensure that all staff and students are provided with adequate information, instruction and training on health and safety issues;
- g. Make or arrange for risk assessments of the premises and working practices to be undertaken;
- h. Ensure safe systems of work are in place as identified from risk assessments;
- i. Ensure that emergency procedures are in place;
- j. Ensure that equipment is inspected and tested to ensure it remains in a safe condition;
- k. Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc;
- l. Ensure arrangements are in place to monitor premises and performance;
- m. Ensure that all accidents are investigated and any remedial actions required are taken or requested; and
- n. Report to the Governing Body annually on the health and safety performance of the school.

### **Federation Health and Safety Coordinator (Bursar)**

The Federation Health and Safety Coordinator (Bursar) has the following responsibilities:

- a. To co-ordinate and manage the annual risk assessment process for the Federation;
- b. To co-ordinate the annual general workplace monitoring inspections and performance monitoring process;
- c. To make provision for the inspection and maintenance of work equipment throughout the Federation;
- d. To manage the keeping of records of all health and safety activities;
- e. To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors;
- f. To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally; and
- g. Carrying out any other functions devolved to him/her by the Headteacher or Governing Body.

## **Teaching & Associate Staff in Positions of Responsibility**

This includes Deputy Headteachers, Assistant Headteachers, Heads of Learning, Achievement Coordinators, Heads of Faculties, Site Manager, Office Manager, Technicians and Caretakers. They have the following responsibilities:

- a. To apply the Federation's Health and Safety Policy to their own department or area of work and to be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- b. To carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher or the Federation Health and Safety Co-ordinator;
- c. To ensure that all staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work;
- d. To resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- e. To carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- f. To ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- g. To investigate any accidents which occur within their sphere of responsibility; and
- h. To prepare an annual report for the Headteacher on the health and safety performance of their faculty or area of responsibility.

## **Teachers**

Teachers are expected to:

- a. Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out;
- b. Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied;
- c. Give clear oral and written instructions and warnings to pupils as often as necessary;

- d. Follow safe working procedures personally;
- e. Require the use of protective clothing and guards where necessary;
- f. Make recommendations to their Headteacher, Head of Learning or Head of Faculty on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery;
- g. Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education;
- h. Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorization; and
- i. Report all accidents, defects and dangerous occurrences to their Headteacher or Head of Faculty.

### **School Health and Safety Representatives**

The Governing Body and Headteacher should recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out inspections within directed time but, wherever practicable, outside teaching time.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or the Governing Body.

### **All Employees**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions.

In particular, employees must:

- a. Comply with the Federation's health and safety policy and procedures at all times - in particular procedures for fire, first aid and other emergencies;
- b. Cooperate with Federation management in complying with relevant health and safety law;
- c. Use all work equipment and substances in accordance with instruction, training and information received;

- d. Report to their immediate Line Manager any hazardous situations and defects in equipment found in their work places;
- e. Report all incidents in line with current incident reporting procedures;
- f. Act in accordance with any specific health and safety training received;
- g. Inform their Line Manager of what they consider to be shortcomings in the Federation's health and safety arrangements;
- h. Exercise good standards of housekeeping and cleanliness; and
- i. Cooperate with appointed Trade Union Health and Safety Representative(s).

### **Pupils**

Pupils, 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 Federation and in particular the instructions of staff given in an emergency; and
- d. Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.