



HEALTH & SAFETY POLICY

Audience	All Staff & Governors
Date for renewal/updates/review	Nov 2018
Named person responsible for monitoring	Business Manager
Agreed by GBFP Committee	Nov 2017
Agreed by Governing Body	

1. Policy Statement

The Governing Body of Sir William Ramsay School is committed to high standards of health, safety and wellbeing and will take all reasonable steps to meet its responsibilities under the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations, other relevant health and safety legislation and the Regulatory Reform (Fire Safety) Order and also to ensure that the School's health and safety policies and procedures are implemented with regard to the provision of:

- a safe and healthy working environment with adequate control of health and safety risks arising out of the school's activities;
- an effective local organisation within the school to implement the policy;
- full and effective consultation with employees on matters affecting their health and safety;
- effective communication throughout the school on health and safety matters;
- competent specialist advice on health and safety matters when this is not available in the school;
- sufficient information, instruction and training for staff on health and safety;
- staff who are competent to carry out their work to meet their health and safety responsibilities and have been provided with adequate training and development to do this;
- the effective management of contractors;
- the effective monitoring and review of the implementation of the health and safety policy and health and safety performance.

2. Policy Scope

This policy applies to all employees, students, governors, contractors, visitors and all other stakeholders

3. Key Principles

Responsibilities of the Governing Body

The Governing Body recognises its responsibilities and will endeavour to ensure that the school's policy is implemented with regard to its responsibility for:

- Formulating and ratifying the school's Health and Safety Statement and Health and Safety Plan;
- Regularly reviewing health and safety arrangements (at least once annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that the statement and other relevant health and safety documentation is drawn to the attention of all employees;
- Prioritising action on health and safety matters where resources are required from the school's budget, seeking further advice where necessary and ensuring that action is taken;
- Reporting to the Education Funding Authority any hazards which the school is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the school may not feel competent to deal with;
- Promoting high standards of health and safety within the establishment;
- Ensuring active and reactive monitoring of health and safety matters within the school including health and safety inspection reports and accident reports;

ORGANISATION

Responsibilities of the Head

The Head is responsible for:

- Being the "Responsible Person" under the Fire Safety Order within the School.
- Ensuring that subordinate managers meet their health and safety responsibilities;
- Ensuring that the arrangements for consultation with staff on health and safety matters are implemented;
- Ensuring effective communication on health and safety matters within the school;
- Ensuring the school health and safety policies and procedures are implemented;
- Undertaking risk assessments in relation to directly managed staff, for example, stress risk assessments, return to work risk assessments, personal emergency evacuation plans;
- Ensuring that incidents, accidents and near misses are reported to the County Council and HSE as appropriate;
- Completing the school's Annual Health and Safety Compliance Report;
- Ensuring that termly health and safety inspections are carried out and that a copy of the report is given to the Chairman of Governors and is placed on the staff room health and safety notice board;
- Ensuring that remedial action is taken following health and safety inspections; □ Ensuring health and safety monitoring is undertaken, including:
 - Accident, incident and near miss reporting and investigation;
 - Specific equipment which requires statutory testing;
 - Termly health and safety inspections;

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- Job risk assessments are completed and health and safety issues are included in staff appraisals and performance management;
- Providing an annual health and safety report to the Governing Body.

Making recommendations to the Governing Body in relation to external independent audits carried out by the Local Authority or other bodies;

Reporting to the School's Governing Body any health and safety issues which cannot be resolved;

The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;

- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that termly health and safety inspections are carried out, where practicable with the health and safety governor;
- Ensuring that information received on health and safety matters is passed to the appropriate people;
- Identifying staff health and safety training needs and arranging for training to be provided as appropriate;
- Ensuring that the correct accident, incident and near miss reporting procedures are followed and that where appropriate accidents are investigated;
- Attending the establishment's health and safety committee;
- Drawing up the establishments annual health and safety action plan;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness and that records are kept;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
- Keeping staff health and safety training records up to date;
- Seeking specialist advice on health and safety matters where appropriate;
- Ensuring appropriate procedures for authorisation of school visits is followed;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs;

Note: in the absence of the Head these responsibilities fall to his/her immediate deputy.

Responsibilities of the Senior Management Team

The senior management team will support the Head with the overall management of health and safety in the school. This will include:

- Providing leadership by ensuring health and safety is considered as part of every decision;

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- Considering the health and safety impact of any new initiatives;
- Informing the Headteacher of any health and safety issues that affect the school;
- Agreeing strategic health and safety initiatives;
- Monitoring the overall implementation of the schools health and safety policy in their areas of control and agreeing the annual health and safety report.

Responsibilities of the Estates & Buildings Manager

Responsible to the Head for:

Ensuring that a fire risk assessment is completed for the school and that it is implemented and reviewed annually;

Attending appropriate Health and Safety Training Courses including IOSH Managing Safely and Fire Risk Assessor Training to enable him/her to discharge his/her duties effectively;

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- Promoting health and safety matters throughout the school and assisting the Head in the implementation of the School's Health and Safety Procedures;
- Ensuring that the Fire Log, Asbestos Log and Legionella Log are kept up to date; □ Ensuring that the Health and Safety Notice Board is kept up to date;
 - Arranging termly health and safety inspections and ensuring follow up action is completed and that completed reports are sent to the Premises Governors Committee;
 - Participating in any Health and Safety Audits;
 - Providing health and safety induction training for all staff;
 - Providing basic fire awareness training for all staff at least every six months;
 - Ensuring that all statutory inspections are completed and records kept;
 - Monitoring contractors on site and ensuring they consult the asbestos log before starting work.

Other Managers including Heads of Subject Departments/Subject Co-ordinators and Managers of Non-Teaching Staff

Managers are responsible for implementing this policy in the area of their control. This includes:

- Ensuring staff meet their health and safety responsibilities;
- Consulting with staff on matters affecting their health and safety;
- Communicating health and safety information to staff;
- Assessing staff competence and ensuring appropriate training and development;
- Ensuring school wide health and safety standards, school health and safety codes of practice and procedures are implemented;
- Ensuring risk assessments, including those relating to directly managed staff, are carried out and implemented;
- Ensuring safe working procedures and codes of practice and procedures are developed for activities under their control;

Implementing health and safety monitoring arrangements within their area of responsibility, such as:

- Incident reporting and investigation;
- Statutory inspection of equipment as appropriate;
- Termly health and safety inspections;
- The school's annual monitoring checklist;
- Checking compliance with job risk assessments and reviewing health and safety performance in staff appraisals/performance management reviews;
- Reporting any health and safety issues which cannot be resolved to the Head or Estates & Buildings Manager.

Heads of Subject Departments have the following specific Health and Safety Responsibilities:

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- The day to day management of health and safety within their department in accordance with the health and safety policy;
Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least annually);
Carrying out regular health and safety monitoring inspections of the department and making reports to the Head where appropriate;
Ensuring follow up and remedial action is taken following health and safety inspections;
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department;
- Passing on health and safety information received to the appropriate people; □ Acting on health and safety reports from above and below in the school hierarchy.

Responsibilities of all staff

All staff employed at the establishment have responsibility to:

- take reasonable care for the health and safety of themselves and others when undertaking their work, for example;
- check classrooms/work areas are safe;
- check equipment is safe before use;
- ensure safe working procedures are followed;
- co-operate with the School Governors and Head on all matters relating to health and safety by complying with the Health and Safety Policy;
- not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
- report immediately to their Head/Line Manager any serious or immediate danger;
- report to their Head/Line Manager any shortcomings in the arrangements for health and safety;
- ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- participate in health and safety inspections and the health and safety committee where appropriate.

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in all the schools activities.

Signed

Print.....Chair of the Governing Body Finance and Premises Committee

Signed

Print.....Headteacher

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