



## HEALTH & SAFETY POLICY

<b>Audience</b>	All Staff & Governors
<b>Date for renewal/updates/review</b>	February 2022
<b>Named person responsible for monitoring</b>	Business Manager
<b>Agreed by FPH&amp;S Committee</b>	12/02/2019

### 1. Statement of Intent

Sir William Ramsay School will strive to achieve the highest standards of Health, Safety and Welfare consistent with its responsibilities under the Health and Safety at Work Act 1974 and subsequent legislation. Sir William Ramsay School is committed to the provision and maintenance of safe and healthy working conditions, equipment and systems of work for all its employees and to the provision of information, training and supervision for this purpose. Sir William Ramsay School also recognises and accepts its responsibility to protect the Health and Safety of students and all other visitors to its site, to include contractors, temporary staff and members of the public.

Sir William Ramsay School is also committed to ongoing monitoring and review processes, in order that continual improvement in the management of Health and Safety can be achieved.

This policy, and supporting procedures, will be brought to the attention of each Sir William Ramsay School employee and volunteer. The policy will be reviewed every 3 years, or sooner if required.

### 2. Organisational Responsibilities

As the employer, Sir William Ramsay School Academy Trust has overall responsibility for Health and Safety within the school.

#### Governing Body

The Governing Body is accountable for the management and administration of health and safety. The responsibilities of the Governing Body include:

- Ensuring that health and safety objectives are met in accordance with its strategy
- Ensuring sufficient resources are available to control the risks
- Ensuring health and safety performance is measured and reported to the Governing Body
- Ensuring systems are implemented and monitored
- Ensuring that the Health and Safety Policy and Procedures are adhered to

The Lead Governor for Health and Safety has the following responsibilities:

- To be fully and visibly committed to the Governing Body's Policy Statement for health and safety
- To scrutinise and review health and safety performance
- To provide support and challenge to the Headteacher and the Governing Body in fulfilling their health and safety responsibilities
- To ensure in particular that risk assessments of the premises and working practices are carried out and documented
- To arrange a termly inspection of the school by either themselves or another Governor and to provide a report to the Governing Body.

## **Headteacher**

The Headteacher is responsible for overseeing the day to day management of health and safety. In particular, they will:

- Ensure the Health and Safety Policy and Procedures are communicated
- Ensure staff are trained in health and safety
- Where appropriate, ensure consultation arrangements are in place for staff and Trade Union representatives
- Arrange risk assessments
- Arrange safe systems of work as identified by the risk assessments
- Arrange annual audits of health and safety systems
- Ensure records are kept
- Ensure premises and equipment are inspected and tested so that they are safe
- Ensure emergency procedures are in place
- Ensure that accidents are reported both internally and to external authorities as required and accidents are investigated and remedial action taken

The Headteacher may delegate functions and responsibility for health and safety matters to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for Health and Safety within the school.

## **Senior Leadership Team (SLT)**

The Senior Leadership Team will support the Headteacher 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;
- 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 school's health and safety policy in their areas of control and agreeing the annual health and safety report.

### **Health and Safety Coordinator (Business Manager)**

The Health & Safety Coordinator takes the lead, on behalf of the Headteacher, for health and safety on site. They provide the focal point for the school's health and safety management arrangements. Their school wide role includes:

- management and monitoring of purchasing and contracting procedures to ensure risks are effectively managed;
- advising contractors of site specific risks and overseeing their activities on site;
- ensuring staff and visitors are aware of the onsite procedures and the precautions to follow;
- accident and incident reporting;
- implementation, monitoring and review of training procedures;
- preparation of reports and returns for the Senior Leadership Team.

### **Employees and Volunteers**

Under the Health and Safety at Work Act 1974, all employees and volunteers have general Health and Safety responsibilities. They must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

The general responsibilities of employees and volunteers include:

- To take reasonable care for the health and safety of themselves and others in undertaking their work;
- To comply with the school Health and Safety policy and procedures at all times;
- To report all accidents and incidents in line with the reporting procedure;
- To co-operate with school management on all matters relating to health and safety;
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare;
- To report all defects in condition of premises or equipment and any health and safety concerns immediately;
- To report immediately to their line manager any (or any perceived) shortcomings in the arrangements for health and safety;
- To ensure that they only use equipment or machinery that they are competent/ have been trained to use;
- To make use of all necessary control measures and personal protective equipment (PPE) provided for health and safety reasons.

### **Students**

Students are expected to:

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

### **3. Audit, Review, Performance Measurement and Action Plan**

The Health & Safety Coordinator is responsible for reviewing the School's Health and Safety Policy and Procedures and ensuring all staff signed a list to acknowledge that they have read and understood the policy.

The Health & Safety Coordinator is responsible for ensuring the implementation of recommendations of any health and safety audit reports carried out by the Lead Governor or an external organisation.

The Health & Safety Coordinator is responsible for implementing any recommendations following a visit by the Enforcing Authorities and reporting matters requiring authorisation/ action to the Governing Body.

### **4. Consultation with Employees**

Any employee appointed as a safety representative by their Association or trade union will be offered suitable facilities to undertake their work.

Union-appointed safety representatives are

<b>Professional Association</b>	<b>Employee Name</b>	<b>Job Title</b>
NEU	M Adams	Head of History

Consultation with employees not represented by a union is provided through the Business Manager.

### **5. Training Records and Training Needs Identification**

The Health & Safety Coordinator is responsible for identifying training and refresher training needs across the school and keeping health and safety training records.

### **6. Enforcing Authority Visits**

The Health & Safety Coordinator is responsible for implementing any recommendations following a visit by the Enforcing Authorities and reporting matters requiring authorisation/ action to the Governing Body.

### **7. Incident Reporting and Investigation**

The Health & Safety Coordinator is responsible for ensuring the reporting of all incidents, as soon after the event as possible, using the AssessNet on-line recording system.

Types of incidents that will be recorded:

- **Accident** – is an undesired, unplanned incident that resulted in injury, damage or loss to persons or property. Accidents that result in a visit to the hospital and/ or time away from school will be recorded on AssessNet, all other accidents are recorded on SIMS.
- **Near miss** – is an undesired, unplanned incident that did not result in injury, damage or loss to persons or property but had the potential to do so. Examples such as; unsafe working practices, a ceiling tile falling and narrowly misses hitting someone. All near misses that could have resulted in a significant injury (requiring hospitalisation) or loss to persons or property must also be reported on the system.
- **Workplace Violence** - any incident in which a person is abused, threatened or assaulted in circumstances relating to their work is an act of workplace violence. This includes physical and non-physical acts (verbal abuse, physiological trauma).

The Health & Safety Coordinator will investigate all incidents and act on findings to prevent a reoccurrence or similar accident/ incident. Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reports are submitted by the Health & Safety Coordinator via the AssessNet system. The Lead Governor for Health & Safety is informed of all RIDDOR reports.

## **8. General Risk Assessment**

General risk assessments will be coordinated by the Health & Safety Coordinator.

They will be responsible for ensuring risk assessments relating to jobs, locations, work equipment, chemicals and activities are produced by appropriate persons and appropriately communicated to staff and ensuring the actions required are implemented.

## **9. Policy Review**

This Policy will be reviewed by the Lead Governor for Health & Safety annually and by the Premises, Finance, Health & Safety Committee every 3 years (or sooner if required).