

## **Health and Safety Policy.**

### **Introduction**

This policy statement underlines the School's and Governors of the School's recognition of the importance of health and safety, and is an acknowledgement of our health and safety responsibilities in law.

This policy demonstrates the duty of care owed by the school to its employees, and those who use the school, to provide a workplace in which they will not be put at risk. The value of employees is not underestimated, and they are recognised as a key resource within the organisation.

### **Aims of the policy**

The cornerstone of this policy is the development of a climate in which a positive health and safety culture can develop. This will be achieved by:-

- 1) Maintaining effective systems of communication on health and safety matters.
- 2) Ensuring there is sufficient competency within the school in terms of health and safety support and advice.
- 3) Establishing and maintaining control by setting clear health and safety objectives and providing strong leadership.
- 4) Securing co-operation between individuals, safety representatives, employee representatives and working groups.

It is expected that all employees will play a full part in achieving the highest possible standards of health and safety.

### **Responsibilities for Health and Safety**

#### **Governors**

The Governors of the school have a duty of care to employees of the school to ensure that adequate and reasonable health and safety processes and procedures are in place and regularly monitored.

They will liaise with the Premises Manager through regular monitoring and update meetings. The outcomes of these meetings will form the basis of the agenda for the Health and safety Sub-Committee meetings of the Governing Body.

#### **The Premises Manager**

Within this school the Premises Manager is the Head Teacher, aided by the Site Manager. Their role is to make sure that the procedures in place to ensure the health and safety of all employees are rigorously implemented.

They have the role of;

- 1) Ensuring that the responsibilities for health and safety and the welfare of employees are properly assigned, understood and implemented by employees within the school.
- 2) Establishing management practices, including appropriate risk assessments to reduce the likelihood of harm.
- 3) Ensuring that the appropriate risk assessments and procedures are in place in the case of fire.

- 4) Putting in place processes for both proactive and reactive monitoring of incidents, actual or potential, and making sure findings are acted upon to improve health and safety in the school.
- 5) Carrying out regular safety tours of the school to demonstrate their commitment to health and safety.
- 6) Liaising with the Local Authority and Union health and safety representatives where required, or necessary.
- 7) Ensuring that all relevant information is readily available to employees.
- 8) Seeking advice on matters of health and safety when necessary.
- 9) Providing funds for the management of health and safety within a planned way that takes into account the financial position of the school.

## **Employees**

Within Langley employees will;

- 1) Take reasonable care for the health and safety of themselves and of other persons who may be affected by what they do or neglect to whilst at work.
- 2) Co-operate with the school with regard to any duty or requirement imposed on the employer to enable that duty or requirement to be performed or complied with.
- 3) Not intentionally or recklessly misuse or interfere with anything provided in the interests of health and safety and to use items in accordance with their instructions.
- 4) Have a particular duty to other persons and members of the public in order to protect their safety, and ensure that no operation or method of work is employed that can be considered hazardous to themselves or members of the public.
- 5) Draw to the attention of their line manager, without delay, any work situation that might present a serious and imminent danger to themselves or others or any shortcomings in health and safety arrangements.
- 6) Ensure that they familiarise themselves with, and work in accordance with, guidance given in risk assessments and protective measures with regard to their working practices.
- 7) Be appropriately dressed for the workplace and activities they are undertaking.
- 8) Refrain from activities that may put themselves or others in danger of harm.
- 9) Assist fully with the reporting and monitoring procedures for health and safety, including near misses.
- 10) Make themselves aware of the fire evacuation procedure for the school and ensure that exits are kept unblocked at all times.
- 11) Attend training and seek advice as and when it is required.

## **Procedures for Health and Safety**

There are a series of layered health and safety measures that take place at Langley to ensure the safety of employees and reduce the risk of harm.

- a) A full set of risk assessments are available to staff to support them in carrying out their duties safely. These are available either from the Head Teacher, in the Staff Room or in a folder in the staff area of the school network. Compliance with these assessments is presumed. The assessments are updated yearly, or sooner if circumstances dictate.

- b) A near miss and accident reporting system is in place for staff to record incidents. Near miss forms are kept in the pigeon hole cupboard in the staff room and should be completed and forwarded to the Head Teacher. Accident forms for employees, pupils and visitors are kept in the Secretary's office. They should be filled in as soon as is practicable and given to the Head Teacher. Pupil head bumps are to be recorded and reported to parents or carers.
- c) The Site Manager carries out a weekly sweep of likely "troublespots" and rectifies any deficiencies. This includes testing the fire alarm on a weekly basis. He also has authority to ask staff to rectify any minor problems, such as incorrect storage or general untidiness that may lead to slips or trips.
- d) A half termly meeting of the Health and Safety Working Group ( Site Manager and Governor rep.). This will take the format of a tour of the school looking for areas of concern, analysis of near miss and accident forms and discussion of any other reports or areas of concern. These discussions will form the basis of reporting to the health and safety Sub-committee of the Governing Body.
- e) Regular health and safety tours/ inspections by Local Authority and Trade Union representatives.
- f) A termly meeting of the Health and Safety Sub-committee of the Governing Body to discuss any issues raised by the Working Group. Resolutions here will be raised at the next full Governing Body meeting.

### **Medicines in School**

See Medicines in School Policy

### **Confidentiality**

Within Langley we operate a "no blame" culture in regard to the reporting of incidents as regards health and safety. Where incidents are reported they will be dealt with in confidence where the situation requires this.

### **Equal opportunities**

This policy will be operated in such a way that it does not discriminate against any employee on the basis of disability, gender, ethnic origin, culture, sexual orientation or any other way defined as discriminatory by Sandwell MBC.

### **Monitoring the policy**

This policy will be monitored actively through management health and safety auditing systems carried out by the Health and Safety Sub- Committee of the Governing Body.

### **Review**

This policy will be monitored and reviewed on an annual basis, or more often if circumstances demand or make that necessary.