

Robertsbridge Community College

HEALTH AND SAFETY POLICY

General Policy Statement

It is the policy of the governors and Headteacher of Robertsbridge Community College to ensure a safe and healthy environment is created and maintained for all persons in the College and its grounds, and for College activities off the site, and by implementation of this policy to avoid accidents and ill health. The Headteacher will ensure that appropriate procedures are implemented to achieve this objective, disseminating them to all those who need to know. The governors act here on behalf of the Local Authority, as the employers of the staff and owners of the premises.

Compliance

The governors require the full co-operation of everyone involved with the College to implement this Policy, in compliance with the Health and Safety at Work etc. Act. Any person, regardless of their position or status, who is found to be deliberately or consistently negligent in the performance of their duty with relation to this Health & Safety Policy, will be subject to disciplinary action.

Basis for Safety

Health & Safety law in this country is based on the principle of risk assessment. What the law requires is what good management and common sense would dictate; that is to look at what the risks are and take sensible measures to mitigate them. Risk assessment should be straightforward in most College situations. Specific risk assessments will be required to address identified hazards where the risk cannot be considered negligible, such as in chemistry laboratories, technology workshops, physical education and on College trips.

Responsibilities

The Governing Body

This College Health & Safety Policy has been formulated with due consideration of the Local Authority's Health and Safety Policy.

In order to discharge its responsibilities, the Governing Body will:

- a. ensure that procedures adopted by the Headteacher and staff to implement this policy are being monitored and kept up-to-date. In particular, **at least bi-annually**
 - a nominated Health & Safety governor will review the accident and incident books, undertake a safety inspection with the Headteacher and/or their nominated staff, and report their findings to the Finance & Estates Committee,
- b. ensure there is adequate provision both in staffing, facilities and other resources to allow the College to meet both its legal and moral obligations with respect to health, safety and welfare,
- c. ensure that Health & Safety issues are addressed at every Finance & Estates Committee meeting and appropriate reports made to the full Governing Body meetings.

The Headteacher

The Headteacher has overall responsibility for implementing this safety policy, which will be discharged through the establishment of an effective health & safety management system within the College. This will involve the effective implementation of arrangements for the planning, organisation, control, monitoring and review of appropriate preventative and protective measures.

The Headteacher shall

- a. delegate health & safety responsibilities clearly and appropriately to competent persons,
- b. budget for health & safety matters,
- c. make reports on health, safety and welfare to the Finance & Estates Committee.

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In particular, the governors require the Headteacher to

- a. develop, introduce, maintain and review safety management procedures to ensure the College complies with all relevant legislative requirements and good practices e.g. risk assessments for fire, display screen equipment and manual handling,
- b. review those safety management procedures no less frequently than once every two years and whenever significant changes occur within the College,
- c. ensure that health and safety is achieved throughout the College by delegation of responsibilities only to appropriately qualified and trained persons,
- d. ensure that incidents and occurrences are reported promptly to the relevant enforcing authority as required under any relevant legislation; e.g. RIDDOR,
- e. ensure that there is a comprehensive system for recording safety incidents, including near-misses, which also reviews those incidents to identify methods of reducing accidents,
- f. ensure that health and safety is considered as an integral part of course syllabi, both in the preparation of new course submissions and in their review,
- g. identify staff training requirements to allow the College to comply with legislative and good industry practice that relate to or affect health, safety and welfare,
- h. instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters,
- i. ensure that health & safety arrangements and their effectiveness are monitored at appropriate intervals and that necessary remedial action is carried out,
- j. develop and establish emergency procedures, and periodically demonstrate the effectiveness of those procedures within the College,
- k. promote health & safety awareness and maintain an overview of health & safety activities throughout the College.

The governors would expect procedures for the implementation of this Health & Safety Policy to include

- a. Office and classroom safety
- b. Emergencies
- c. Travel and offsite visits
- d. Specific activities where risks cannot be reduced to a negligible level
- e. Arrangements for monitoring and reviews
- f. Dissemination of safety procedures to staff, pupils, contractors and visitors
- g. Promulgation of those to whom specific safety responsibilities have been delegated.

Review

The Finance & Estates Committee shall review this Policy annually, reporting their findings to the Full Governors.

This Health & Safety Policy is hereby adopted by the Governing Body and accepted by the Headteacher

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Mrs K Marr
Chair of Governors

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Mr D Downs
Headteacher

Reviewed May 2016