

# Health & Safety

Policy document

Ratified by the Governing Body – May 2018

The Health and Safety Policy Statement of The Wey Valley School is based on the requirements laid down in the Health & Safety document 'Advice and legal duties and powers, distributed by the Education Funding Agency, February 2014.

## 1. STATEMENT OF POLICY

- 1.1 It is the intention of the governors of The Wey Valley School to provide a safe and healthy environment for all persons who work at, and for students and visitors to the school.
- 1.2 The governors will assist the Education & Skills Funding Agency to discharge those duties which it holds as employer, and they endorse and support the safety policy of the Agency.
- 1.3 The governors recognise that their functions and that of the Agency are intimately linked as regards safety related issues.
- 1.4 The governors will seek improvements to working conditions according to priority within available resource, and believe that monitoring the performance of the school is an essential part of good safety management.
- 1.5 The governors recognise their responsibilities where they make available on hire premises or equipment, and that it is without risk to safety or health to the user. Risk assessments and safety code made available for inspection by users.
- 1.6 The governors recognise the role of safety representative appointed by recognised Trades Union and will co-operate with them.
- 1.7 This policy will be drawn to the attention of all staff, and will be reviewed as necessary in the light of future development.

## ORGANISATION IN RESPECT OF THE WEY VALLEY SCHOOL

### 2.1 Responsibilities of the governors and the Principal

- 2.1.1 The governors and Principal are responsible for implementing this policy within the school. In particular they will:
- 2.1.2 Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis

- 2.1.3 Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (at least once a term) to take place, and for the results of these to be recorded
- 2.1.4 Make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information
- 2.1.5 Make arrangements for the implementation of the school's accident reporting procedure and draw this to the attention of all staff at the school as necessary
- 2.1.6 Make arrangements for informing staff and students of relevant safety procedures. Other users of the school will be appropriately informed
- 2.1.7 Ensure that regular safety inspections are undertaken
- 2.1.8 Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as unsafe or unhealthy
- 2.1.9 Report to the Education & Skills Funding Agency any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them
- 2.1.10 Monitor, within the limits of their expertise, the activities of contractors (in liaison with an appointed professional qualified third party individual hirers and other organisations present on site, as far as is reasonably practicable
- 2.1.11 Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the governors and Principal in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

## **2.2 Duties of the person delegated to assist in the management of health and safety**

- 2.2.1 This role must not be confused with that of the Health and Safety Representative, which is a trade union appointment to enable the representation of staff interests in health and safety matters. The delegated person (Finance & Business Manager) shall
- 2.2.2 Assist the Principal in the implementation, monitoring and development of the safety policy within the school
- 2.2.3 Monitor general advice on safety matters given by the Education & Skills Funding Agency and other relevant bodies and advise on its application to the school

- 2.2.4 Co-ordinate arrangements for the design and implementation of safe working practices within the school
- 2.2.5 Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action
- 2.2.6 Order where necessary that a method of working ceases temporarily on health and safety grounds, subject to further consideration by the governors and Principal.
- 2.2.7 Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified
- 2.2.8 Ensure that staff with control of resources (both financial and other) give due regard to safety
- 2.2.9 Co-ordinate arrangements for the dissemination of information and for the instruction of employees, students and visitors on safety matters and make recommendations on the extent to which staff are trained

### **2.3 Responsibilities of staff towards students and others in their care**

All staff are responsible for health and safety arrangements in relation to staff, students and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to

- 2.3.1 Exercise effective supervision over all those for whom they are responsible
- 2.3.2 Be aware of and implement safe working practices and to set a good example personally
- 2.3.3 Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap
- 2.3.4 Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards
- 2.3.5 Provide written job instructions, warning notices and signs as appropriate

- 2.3.6 Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required
- 2.3.7 Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process
- 2.3.8 Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements
- 2.3.9 Provide the opportunity for discussion of health and safety arrangements
- 2.3.10 Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action
- 2.3.11 Provide for adequate instruction, information and training in safe working methods and recommend suitable off the job training
- 2.3.12 Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.
- 2.3.13 Note: when members of staff consider that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Principal.

## **2.4 Responsibilities of all employees**

All employees have a responsibility to:

- 2.4.1 Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work
- 2.4.2 Co-operate with the Education & Skills Funding Agency and others in meeting statutory requirements
- 2.4.3 Not interfere with or misuse anything provided in the interests of health, safety and welfare
- 2.4.4 Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts and, where in doubt, seek immediate clarification from the Principal
- 2.4.5 Ensure that tools and equipment are in good condition and report any defects to the Principal.
- 2.4.6 Use protective clothing and safety equipment provided and ensure that these are kept in good condition
- 2.4.7 Ensure that offices, general accommodation and vehicles are kept tidy
- 2.4.8 Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Principal

Whenever an employee is aware of any possible deficiencies in health and safety arrangements s/he must draw these to the attention of the Finance & Business Manager or Principal.

### **3.0 Details of particular arrangements:**

HEALTH AND SAFETY	The Finance & Business Manager is the school Health & Safety officer and is responsible for reporting to the Governing Body on health and safety matters.
ACCIDENTS	Accidents should be notified to the medical room where a supply of Accident Report Forms is held.
FIRST AID	The Personnel Manager is responsible for ensuring that adequate first aid provision is maintained.
FIRST AID BOXES	The Personnel Manager is responsible for seeing that first aid boxes are properly stocked.
PROPERTY MAINTENANCE	Defects in the condition of buildings or grounds should be reported to the Campus Site Manager or the Finance & Business Manager. Staff are expected to log any defects in the Repair and Maintenance log book located in the site office.
EQUIPMENT MAINTENANCE	The Head of Department is responsible for ensuring that equipment is maintained in a safe condition.
FIRE PRECAUTIONS	The Finance & Business Manager is responsible for ensuring that the Fire Precautions Record book is properly kept.
CONTRACTORS	The normal point of contact for contractors working on the school premises is the Campus Site Manager with whom they may take up any point related to the safety of school personnel during contractors work.
RECORDS OF INSPECTION	Heads of Department are responsible for seeing that any necessary test or inspection of equipment is made and that equipment is not used outside its next inspection date.  Copies of reports will be held by the Finance & Business Manager.

**2 ARRANGEMENTS ADOPTED BY THE SCHOOL**

Governors will ensure that all necessary procedures and arrangements are in place to comply with relevant statutory requirements and ESFA and HSE guidance.

Signed ... ..... Principal

Signed ... ..... Chair of Governors