

Policy

Health and Safety

Published: December 2011
For Review: 2012–13





Our Purpose

The work of the school is the spiritual, moral, intellectual, aesthetic and physical development of each pupil. It seeks to put Christ at the centre of every activity, worship, learning and service to others.

This policy was adopted by the Governing Body

Signature:

A handwritten signature in black ink, appearing to read 'R Lavery', written over a horizontal line.

Mr R Lavery, Chair of Governing Body

Date:

7/12/2011

Section 1 : Policy Statement

The Governing Body of St Mary's School is committed to providing and maintaining a safe and healthy workplace for all staff, pupils and visitors. The requirements of health and safety law, as laid out in the 'Health & Safety at Work Act 1974', are laid out in this document.

St Mary's School:

1. Will take all reasonable steps to provide safe and healthy conditions for pupils, staff and others who may be affected by its activities.
2. Will take steps to ensure compliance with all relevant health and safety legislation.
3. Accepts its responsibilities as an employer and will provide adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained.
4. Accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively.
5. Expects all staff and pupils to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others.
6. Is committed to providing the necessary information, instruction and training to all staff and pupils where applicable.
7. Acknowledges and actively supports the role and responsibilities of staff representatives and will give full co-operation to elected safety representatives of recognised professional associations to enable them to carry out their duties effectively.
8. Is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the policy in light of new legislation and other changing circumstances.
9. Will set out full details of the organisation and arrangements for the day to day arrangements of health and safety in the school in separate documents.

Section 2 : Organisation and Responsibilities

1. **The Governing Body** is responsible for strategic health and safety planning and for periodic review of health and safety performance.
2. **The Headteacher** is responsible to the Governing Body for securing the full implementation of the school's Health and Safety Policy.
3. **Members of the Senior Management Team** are responsible for ensuring that the requirements of this policy and all other legislative requirements are managed under the normal methods of delegated powers.
4. **The Business Manager and Site Manager** are responsible for advising the Headteacher and other senior managers in the discharge of their responsibilities as advised by Education Leeds Health & Safety Team.
5. **The Health & Safety Committee**, under the direction of the Business Manager, will meet once every term. Actions and outcomes will be reported to the Senior Management Team and Governors' Buildings Sub Committee.
6. **The Governors' Buildings Sub Committee** will discuss health and safety as a set agenda item at every meeting. The Chair will report to the Governing Body.
7. **Heads of Faculty** are responsible for ensuring that the requirements of this policy and legal requirements specific to their sphere of activity are implemented and monitored.
8. **The School Council** will be consulted upon matters pertaining to pupil safety.
9. **Education Leeds' Health and Safety Officers** are responsible for providing advice and support to schools on all aspects of health and safety.

Section 3 : Implementation

The Governing Body, Headteacher, Senior Management Team and Health & Safety Committee will implement the school's Health and Safety Policy by:

1. Ensuring adequate resources, both personnel and financial, are allocated to secure implementation of the policy.
2. Planning, organising and implementing arrangements to eliminate or control significant risks and to comply with relevant statutory provisions.
3. Determining and documenting procedures, operational instructions, guidelines and codes of practice to implement the school's Health and Safety Policy.
4. Ensuring that their responsible managers and employees are capable, through recruitment, training or otherwise, to carry out their duties for health, safety and welfare.
5. Setting health and safety performance standards to ensure effective management within their areas of control.
6. Ensuring that all hazards are identified, significant findings of assessments are recorded, groups exposed to risks are identified and the actions taken to protect the health and safety of these groups are recorded.
7. Ensuring that all staff and pupils are familiar with, and comply with, the requirements of the school's Health and Safety Policy, that all new staff and

- pupils are inducted into the requirements of the Health and Safety Policy.
8. Ensuring, through the Site Manager, that contractors and sub-contractors have effective arrangements for health, safety and welfare in place.
 9. Establishing systems for monitoring all arrangements to ensure that they are working effectively.
 10. Reviewing information from monitoring systems to ensure continued and effective compliance with performance standards.
 11. Reporting to the Governing Body on health and safety issues within the school through the Buildings Sub Committee.

Heads of Faculty will ensure that:

1. Hazards within their department are identified and appropriate risk assessments are undertaken, recorded and communicated to all staff.
2. Any health and safety matters that they cannot deal with directly are brought to the attention of the Business Manager or Site Manager.
3. Safety measures and controls identified by risk assessments are fully implemented.
4. Pupils are provided with suitable and sufficient information and instruction in health & safety procedures.
5. A system is implemented to manage health and safety within their department, which will include consultation through faculty meetings and an agreed schedule of risk assessment review.

All staff are responsible for:

1. Complying with the school's Health and Safety Policy.
2. Taking reasonable care of their own health and safety and that of others affected by their acts or omissions.
3. Co-operating with the management in complying with relevant statutory provisions.
4. Using all work equipment and substances in accordance with the instruction and training received.
5. Not intentionally misusing anything provided in the interests of health, safety and welfare.
6. Following all prescribed safe working practices and not working while unfit to do so.
7. Reporting to their team leader any health and safety problem they cannot deal with themselves or any shortcoming they find in the health, safety and welfare arrangements.

All pupils are responsible for:

1. Complying with school rules and procedures.
2. Taking reasonable care of themselves and others.
3. Co-operating with their teachers and other school staff.
4. Using equipment and substances in the manner in which they are instructed.
5. Not misusing anything provided for the purposes of health and safety.

6. Reporting anything they believe to be hazardous or dangerous to their Teacher / Form Tutor.

Section 4 : Health & Safety Arrangements

The Education Leeds Health & Safety Advice is available on Infobase. Detailed advice on specific regulations can be sought through the Business Manager.

Staff Handbook: The following procedures are detailed separately in the Staff Handbook. It is essential that all staff familiarise themselves with these procedures:

Accident Reporting
Dangerous Incident Reporting
Educational Visits Procedures
Evacuation Procedures
Fire Safety
First Aid Procedures
ICT Safety Procedures
Site & Security Safety and Procedures
Vehicle Movement

Risk Assessment: It is essential that all potential risks are assessed, recorded, and appropriate safety measures implemented. The Business Manager will advise on risk assessment procedures upon request. Copies of all risk assessments are forwarded to the Business Manager in order that appropriate schedules of review can be monitored.

Health & Safety Committee: The Committee comprises of representation from:

Senior Management (Business Manager)
Site Management
ICT
First Aid
Catering
Professional Associations
Science
Technology
PE
Educational Visits

Consultation & Communication: The Health & Safety Committee will report to the SMT and Governors' Buildings Sub Committee. Minutes of the H&S Committee meetings will be copied to the Professional Association representatives, and be made available in the Staff Room. H&S Committee representatives will feed action points back to their faculty areas or support staff teams. H&S will be a standing agenda item for all school council meetings. Important H&S information received from Education Leeds will be circulated as appropriate by the Business Manager. Messages pertaining to H&S will be announced at the weekly staff briefing or via the weekly bulletin. Messages may also be posted on the Learning Platform. When in doubt about any health and safety matter,

staff must seek advice from the Business Manager.

Monitoring & Review: The Health & Safety Policy will be formally reviewed by the Governing Body formally every year. A schedule of risk assessment review will be held by the Business Manager and communicated to the Health & Safety Committee. The Governors' Buildings Sub Committee will report to the Governing Body at every meeting, advising of any changing circumstances or changes in legislation, ensuring that the Health & Safety Policy remains effective.