



Health & Safety Policy (Part 3)

This policy should be read in conjunction with the Cotswold Beacon Academy Trust Health & Safety Statement of Intent (Part 1) and the Cotswold Beacon Academy Trust Health & Safety Standards (Part 2)

AIM

- To establish, maintain and further develop a safe and healthy working and learning environment

OBJECTIVES

- To raise awareness amongst employees, students and other site users of health and safety issues and to encourage good practice
- To take all reasonable precautions to protect people by reducing risks both on and off site
- To take prompt and appropriate action in the event a hazardous situation developing, and of an accident and/or emergency occurring on or off site

RESPONSIBILITIES

1. GOVERNORS

- To monitor the allocation of funds based on suitable and sufficient risk assessments
- Prioritise health and safety matters within the School Development Plan
- Maintain Health and Safety as a standing item on the agenda of all meetings to enable the reporting of recent accidents and near misses and highlight current health and safety issues
- Carry out a regular cycle of inspections of buildings and grounds
- Co-operate with the DFE and HSE on matters of Health and Safety
- Nominate a Governor with responsibility for Health and Safety
- Ensure the wellbeing of the Headteacher

2. HEADTEACHER

- To take overall responsibility for the implementation and monitoring of the establishments health and safety policy by:
 - Line managing the Leadership Team
 - Allocating sufficient resources to meet health and safety priorities
 - Ensuring good communications by including health and safety issues in staff briefings, bulletins and meetings
 - Organising and implementing termly inspections in consultation with Staff Safety Representatives
 - Ensure that QCA/HSE health and safety curriculum requirements are being delivered in lessons
 - Overseeing the completion of the arrangements and risk assessments for all on/off site activities
 - Ensuring that health and safety is a criteria for performance management/appraisal scheme
 - Formulating and implementing a policy for the management of critical incidents.
 - Ensure off site visits are approved and appropriately staffed
 - Monitor and minimise the causes of stress in staff
 - Ensure the wellbeing of staff, students and visitors.

3. BUSINESS MANAGER

- Include health and safety in all new employees' induction
- Undertake an annual health and safety training needs analysis of all employees
- Undertake an annual health and safety assessment of staff
- Monitor departmental documentation, risk assessments, practices and procedures
- Ensure Accident and Physical and Verbal Abuse documentation is completed and submitted as appropriate
- Encourage and support employees in completing risk assessments for students giving cause for concern
- Support employees with personal safety issues including stress
- Review departmental co-ordinators' risk assessments annually
- Purchase and maintain equipment to British and European Standards
- Ensure attendance on appropriate health and safety training courses
- Be alert to issues of security and lone working
- Is required to ensure that:
 - All office risk assessments are completed and reviewed
 - Visitors are registered, wear a badge and are briefed on the emergency procedures
 - Hazard reporting and maintenance documentation is actioned
 - The Health and Safety website is regularly checked for updated information
 - All appropriate risk assessments guidance and hiring documentation is completed for community use of the site
 - All community users are registered and made aware of emergency procedures
 - Adequate trained first aid cover is available for on/off site activities
 - Periodic checks are made of the first aid arrangements and containers
- Report on Health and Safety issues to Headteacher and nominated Governors

4. FACILITIES ADMINISTRATOR

- Ensure that the school follows the correct procedures:
 - when selecting a contractor (Contractor Risk and Assessment and Method Statements)
 - when liaising with and monitoring contractors over health and safety matters
- Ensure hazard reporting and maintenance notification is actioned
- Review progress of all health and safety issues with the Business Manager weekly
- Ensure all employees and contractors are fully briefed on health and safety issues
- Complete all relevant risk assessments
- Carry out termly fire drills
- Be alert to issues of security and lone working
- Ensure all maintenance employees are trained and competent to undertake their tasks safely and that training is relevant and current
- Maintain the Fire Safety Folder
- Maintain the Water Hygiene Folder
- Organise the planned programmed maintenance of plant and equipment
- Maintain central register of the annual electrical testing programme
- Keep accurate maintenance records of all equipment and resources
- Purchase and maintain all site equipment and resources to British and European Standards
- Ensure compliance with COSHH

5. SENIOR CARETAKER

- Carry out daily checks of the site and take appropriate remedial action
- Carry out weekly fire tests and check fire extinguishers
- Carry out monthly water temperature tests
- Carry out monthly emergency operational checks
- Be alert to issues of security and lone working

6. HEADS OF DEPARTMENT AND CO-ORDINATORS

- Produce health and safety risk assessment guidance and documentation as appropriate especially in Art, Design and Technology, ICT, Science, PE, Drama and off-site activities
- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained, used and stored by a competent person
- Advise colleagues on the completion of risk assessments and ensure they are carried out, reviewed periodically and recorded
- Undertake additional training needs analysis for their teams
- Ensure any health and safety issues are reported promptly to the Facilities Administrator or Business Manager
- Ensure that students are aware of health and safety issues and that these are being continually monitored and reinforced.

7. ALL EMPLOYEES

- Co-operate with and follow all health and safety requirements
- Report all defects on the maintenance forms and return them to the office
- Complete and action risk assessments for all potentially hazardous on/off site activities
- Use, but not misuse, things provided for their health, safety and welfare
- Do not place themselves or anyone else under hazard
- Report to Senior Caretaker when working out of hours and subsequent departure
- Inform the Business Manager or Facilities Administrator of any concerns of Lone Working
- Inform the Facilities Administrator or Business Manager of any "Near Misses"
- Be familiar with the emergency action plans for fire, first aid, bomb, security and off site issues
- Raise health, safety and environmental issues with students

8. VISITORS AND CONTRACTORS

- Sign in on arrival and out on departure at the School Office
- Read the resume of the health and safety procedures on arrival at the School
- Contractors will be informed of hazards peculiar to this site, eg asbestos
- Wear a visitor badge whilst on site at all times
- Follow evacuation procedures in the event of an emergency

9. STUDENTS

- Behave in a way that does not put themselves or others at health and safety risk
- Observe standard of dress consistent with good health, safety and hygiene practices
- Follow all safety rules including the instructions of staff
- Use, but not misuse, things provided for health, safety and welfare

This policy is also related to the following established school policies:

Safeguarding Policy, Visitors to School Policy, Lone Working Policy, Educational (Off Site) Visits Policy, Lettings, Staff Absence Management Policy, Curriculum Policy.

And: The Visitors Health & Safety laminate, Staff Wellbeing Handbook, current Staff Handbook.

Health and Safety Governor: Vacant?

Health and Safety School Representative: Mrs Emma Gray

Health and Safety Staff Representative: Mr Andrew McDonald (IT)

Health and Safety website: www.hse.gov.uk