



The Grange School and Sports College Policy Document



1. Title:

Health & Safety Policy

2. Purpose:

- This document provides the framework by which the *School's positive Health and Safety culture* is effectively managed, maintained and promoted.
- This School's Health & Safety Policy conforms to the requirements of a Policy made by the Health & Safety at Work Act 1974, and is supplemental to the Local Authority's Health & Safety Policies.

3. Aims:

- The School recognises its responsibility to promote a culture where H&S issues are discussed in an open and positive way to achieve improved standards and safe methods of work. The school will ensure, so far as is reasonably practicable, that:
 - Plant, equipment and systems of work are safe and without risks to health.
 - The handling, storage or transport of articles and substances will be safe and without risk to health.
 - Information, instruction, training and supervision will be provided as necessary, to ensure the health and safety of employees, and those who are affected by the work of the school.
 - The site is maintained in a safe condition and without risks to health.
 - Access to and egress from the site is maintained in a condition that is safe and without risks to health.
 - A working environment is provided that is safe and without risks to health
 - There are adequate arrangements for staff welfare at work and the welfare of students and other visitors.
- The persons with specific responsibilities for H&S are identified in Section 4 of this Policy and the arrangements implemented to meet the above requirements are as detailed in Appendices 1 & 2 of this Policy.

4. Policy:

- The **Governors** have the responsibilities as identified in the Local Authority's Health and Safety Policy. They will ensure that:
 - The Head produces a school H&S Policy for approval by the committee of the Governing Body that this policy is regularly reviewed.
 - Risk assessments of work activities are undertaken and a written record of the assessments kept.



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- Sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing etc.
 - Regular safety inspections are undertaken.
 - A positive H&S culture is established and maintained.
- The **Head** is the day-to-day manager of the site and is responsible for H&S on that basis, and will ensure that:
- A school H&S policy is produced for approval by the committee of the Governing Body and that the policy is regularly reviewed and revised as necessary.
 - Risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed regularly and deleted when they are no longer felt to be valid. (See the Management of H&S Regulations, Section 1.2 of the H&S Manual).
 - Safe systems of work identified via risk assessment or to comply with national standards/guidance are monitored to ensure they are followed and effective.
 - Information and advice on H&S is acted upon/circulated to staff and governors. In particular the H&S Manual is kept in so that it is available to all staff and governors and the Local Authority's H&S bulletin is circulated for the attention of staff and governors.
 - Regular safety inspections are undertaken.
 - An annual report is provided to the school governors on the schools' H&S performance covering the areas identified in the annual return provided to the LA.
 - The school co-operates with the Local Authority in meeting its legal requirements in respect of the monitoring of health and safety practice and procedures.
 - Staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely.
 - Duties delegated to the H&S Officer are clearly defined, that the person is competent to carry them out and that sufficient resources are allocated to enable them to be carried out.
- The **H&S Officer** will:
- Receive all H&S information sent to the school and disseminate the information to staff/governors as necessary.
 - Advise the Head and the Governors on action required to comply with relevant H&S legislation.
 - In consultation with the Head/Governors, set timescales/ensure work is carried out to meet the requirements of H&S Legislation.
 - Carry out the regular safety inspections, accompanied by the schools H & S representative and invited governor.
- The **Head of the Department/Faculty** is responsible for the day-to-day management of Health and Safety issues within the Department/Faculty and will:
- Ensure that H&S is a standard item on the agendas of Departmental/Faculty meetings



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- Produce a Departmental/Faculty H&S Policy, which follows the conventions of the School Policy
 - Assist the H&S Officer in identifying competent persons who can carry out risk assessments
 - Ensure that H&S requirements, e.g. staff training, provision of Personal Protective Equipment {PPE}, are adequately catered for from Departmental/Faculty budgets or brought to the attention of Head/H&S Coordinator/Governors as appropriate
 - Ensure that staff are made aware of H&S information relevant to them and have access to the H&S publications provided or referred to as standards.
- **Accredited H&S representatives** are trade union representatives, appointed by trade union members working for South Gloucestershire Local Authority. Accreditation follows submission of the names of the representatives to the Local Authority, by their local union officer, and issue of an accreditation card by the Council. The Accredited H&S Representatives rights are covered by the Safety Representatives and Safety Committees Regulations 1977 an approved code of practice known as the brown book expanding on the basic legislation, whilst there is a local Safety Representatives Agreement which can be found in the H&S Manual, page 2.760.
- **All Employees** must:
- Take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions at work.
 - Report immediately, or as soon as practicable, any defects noted with plant equipment machinery or the workplace generally to their line manager or other designated person.
 - Not misuse anything provided for health and safety purposes.
 - Report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents.
 - Co-operate with management in respect of complying with H&S requirements.
- N.B. Staff are advised to ensure that their own vehicle insurance covers them for any use of the vehicle for work purposes. The Local Authority does not hold insurance to cover use of private vehicles.
- **Caretakers & Cleaners** have responsibilities indicated as for all employees together with those indicated in the Policy Statement for caretakers and cleaners. (See model policy for Caretakers and Cleaners contained in the H&S manual, page 2.102).
- **Volunteer Helpers** have the same duties as those indicated for employees.
- **Students** are expected to:
- Comply with School rules relating to general behaviour.
 - Take note of and comply with information provided for safety with regards activities undertaken.
 - Remain quiet, listen and obey instructions given by staff during an emergency.
 - Not misuse anything provided for H&S reasons.



5. Relationship to Other Policies:

- This School's Health & Safety Policy is supplemental to the Local Authority Health & Safety Policy as referenced throughout this document.
- The ***Structure and Lines of Communication*** and the ***Arrangements*** for the effective management and implementation of this Policy are attached in Appendix 1 and Appendix 2 respectively.

6. Monitoring, Review and Evaluation:

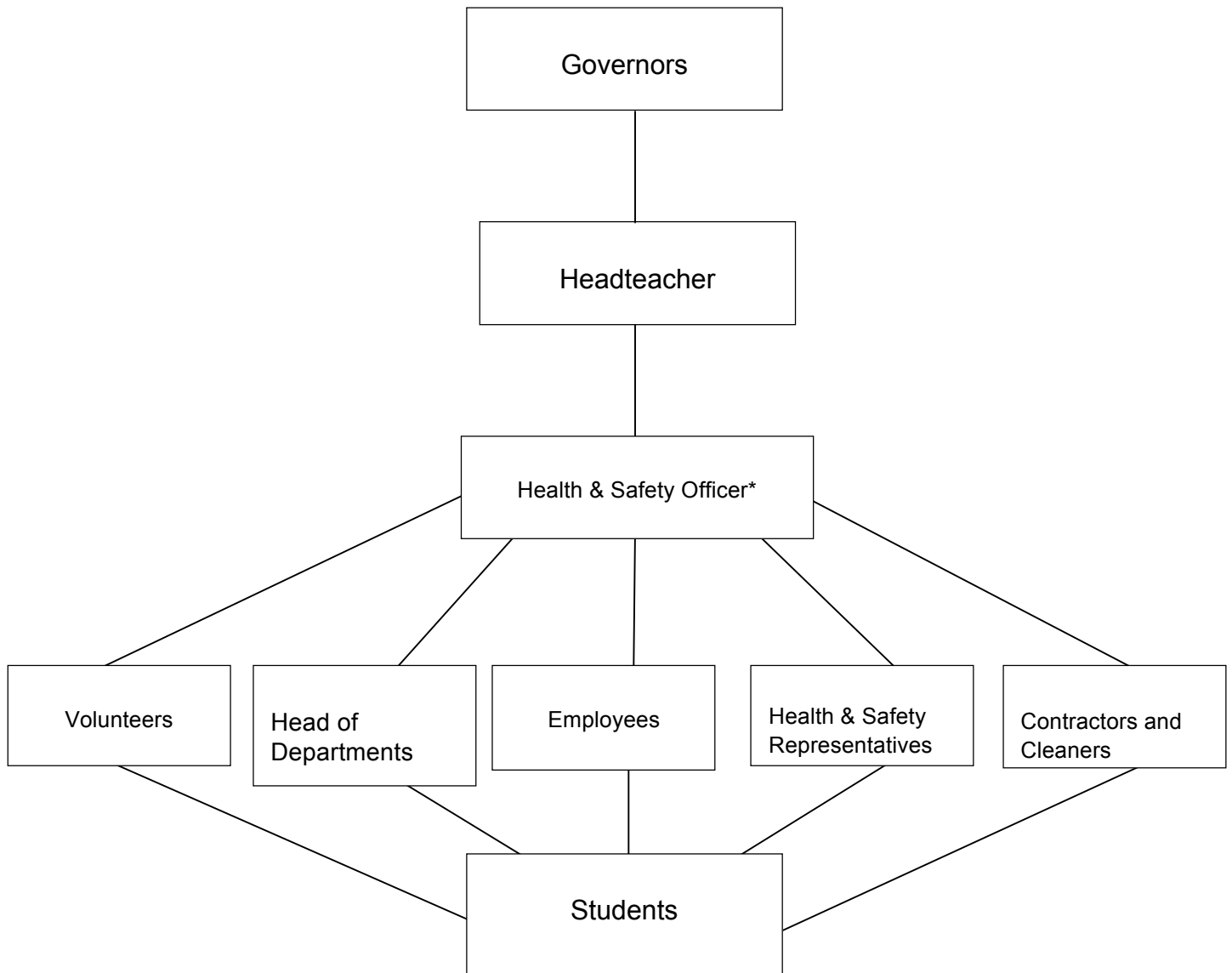
- The School Senior Leadership Team and Governors Premises, Health and Safety committee will review this policy bi-annually.
- Although responsibility for monitoring the implementation of the Policy in the first instance is part of the responsibilities of the Head and the senior team (see Section 4 Policy), the Health and Safety Officer will provide regular reports to the Governors Premises, Health and Safety committee so that they can review the effectiveness of the implementation and development of the this Policy document.
- The Policy will need to be continuously monitored to take account of changing national or local safety regulations.

Adopted by Full Governing Body on: February 2011

Review Date: February 2013



Appendix 1 : The Structure and Lines of Communication





Appendix 2 : Arrangements

- Governors' Health & Safety Committee to review and evaluate Health & Safety Policy bi-annually.
- Governors' Health & Safety Committee to meet bi-termly to receive report from Headteacher and Health & Safety Officer to monitor Health & Safety Policy and day-to-day Health & Safety issues.
- Headteacher and Health & Safety Officer to meet termly to discuss Health & Safety issues/changes in legislation/results of Health & Safety Survey Reports.
- Health & Safety Officer to meet regularly (within line management meeting cycles) with SLT Line Manager.
- All employees to be made aware of Health & Safety Policy and need to report Health & Safety issues to Health & Safety Officer. Health & Safety Officer to act upon Health & Safety when appropriate or refer to Headteacher when consultation is necessary, e.g. where new funding implications are involved.
- Health & Safety Officer to keep all employees informed of Health & Safety legislation and policy/procedures.
- Health & Safety Officer to personally deliver and/or arrange via teaching staff dissemination of Health & Safety information to students.