



HEALTH AND SAFETY POLICY

NEWBURY SCHOOL



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1. INTRODUCTION

Ensuring the health and safety of staff and other people affected by the organisations activities is essential. This document states our policy on health and safety and describes the organisational responsibilities and arrangements for carrying out the policy.

This policy comprises four sections:

1. A general statement of intent, which sets out aims and objectives of the policy.
2. The Legislation this policy applied to,
3. Organisational responsibilities, which allocates responsibilities for health and safety to specific job roles in the organisation.
4. Organisational arrangements, which summarise how the policy aims are to be achieved

2. LEGISLATION:

The Health and Safety at Work Act 1974 Section 2(3), 3 and 4.

The management of health and safety at work regulations 1999

3. GENERAL STATEMENT OF INTENT

We recognise the legal and moral duty to protect the safety, health and welfare of all staff and any other person who could be affected by the actions of the company in its day to day running of the business.

We will ensure that duties required under the Health and Safety at Work Act 1974 and the Regulation 3 and 5 of the Management of Health and Safety at Work Regulations 1999 are met by:

- Providing, so far as is reasonably practicable, a safe working environment without risk, including lighting, heating, ventilation and workspace, together with adequate facilities for staff such as washroom facilities;
- Providing safe access and egress from all places of work;
- Providing suitable equipment and systems of work which are safe and without risk to a persons' health;
- Providing information, instruction, training and supervision to enable staff to identify and avoid hazards and to contribute positively to their own health and safety at work;
- Providing safe arrangements for the use, storage and transport of articles and substances;



- Ensuring every member of staff takes reasonable care for their own safety and health and for that of any other person their actions may affect.

4. GENERAL STATEMENT OF INTENT

The objectives of this policy are fundamental to our business and the Operational Directors are responsible for ensuring that the requirements of this policy are achieved. These persons are responsible for ensuring safety is taken seriously across the whole organisation.

The proprietor has responsibility for implementing the specific arrangements made under this policy throughout the school. All staff are expected to read the relevant sections of the policy, familiarise themselves with its provisions and carry out their defined responsibilities.

Staff are expected and encouraged to be proactive on health and safety issues as part of the continued development of the health and safety culture of the organisation and the manual describes the arrangements for staff consultation and feedback.

All staff have a statutory duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. They must also co-operate so far as is necessary to enable the company to comply with its duties or requirements imposed by law. All members of staff are reminded that a breach of this duty could constitute a disciplinary offence. Specifically, members of staff are expected to:

- Ensure their own health and safety and that of others who may be affected by actions that they do or not do;
- Observe our health and safety policy and procedures;
- Make correct use of protective clothing and safety equipment provided by Protecting Rights in a Caring Environment for the safe completion of work related tasks;
- Report to line managers any shortcomings, defects or hazards in working practices, equipment or processes that may be a risk to the health and safety of themselves or others in the course of their job;
- Report any incident or accident, including near misses however slight to their line manager immediately to enable any necessary action to be taken;
- Assist at all times, in maintaining good housekeeping standards within the workplace;
- Co-operate and assist in the effective completion of risk assessments with their line manager, and carry out any actions that may be required under the risk assessment process;

5. ORGANISATIONAL ARRANGEMENTS

5.1 Information, Instruction and Training



Responsibility for staff to be informed on health and safety issues will lie with the Head Teacher.

5.2 Risk Assessment and Safe System of Work

The Management of Health and Safety at Work Regulations 1999 requires employers to assess the risk to employees in the workplace. The Head Teacher will be responsible for ensuring risk assessments are completed in the work place including any activities, which may be performed by members of staff. Where a specific task has been assessed and removing the hazard cannot realistically reduce the risk to members of staff, a safe system of work may be required.

The Head Teacher, in consultation with the Designated H&S Staff Member (Health and Safety Officer) will also be responsible for completing specific risk assessments on new or expectant mothers as laid down by the Management of Health and Safety at Work Regulations.

5.3 Accident Reporting and Investigation

All accidents that occur to children or members of staff, must be reported to The Head Teacher. In all cases, the accident book must be completed no matter how minor including any investigation documentation.

The Head Teacher shall be responsible for the completion of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations) reports.

Accidents occurring to other visitors or contractors employed by the company will also require reporting in the same way as mentioned above

6. HEALTH AND SAFETY ASSISTANCE

For help and assistance, speak to the following people:

Health and Safety Officer Designated Staff Member (Health and Safety Officer)

First-Aider In school

Fire Safety Designated Manager (Fire Safety Officer)

The school recognises that there may be occasions when specialist advice is necessary. In these circumstances, the services of competent external advisors will be obtained.

7. EMERGENCY PROCEDURES

Emergency procedures are designed to give warning of imminent danger and to allow all personnel to move to a place of safety. The Head Teacher is responsible for ensuring that all Children and young people, staff and visitors within the school are informed of, and are fully conversant with, emergency procedures.



8. INFORMATION AND COMMUNICATION

Statutory notices will be displayed throughout the workplace.

Health and Safety matters are discussed regularly at Senior Leadership meetings and are an agenda item for each staff meeting.

9. EMPLOYEE INVOLVEMENT IN POLICY MAKING

The Health and Safety Commission has stated in the Statement on Worker Involvement and Consultation that “an organisation’s greatest asset is its workforce. Employees are often best able to spot issues and bring about real improvements. We need to expand the base of employee involvement in health and safety management to cover the whole workforce”. Where a policy has the approval of the workforce, it is more likely to be adhered to.

The Health and Safety (Consultation with Employees) Regulations 1996 (HSCER) require employers to consult their employees on matters that affect their health and safety, where all employees are not already covered by the provisions of the Safety Representatives and Safety Committees Regulations 1977 (SRSCR). Employees will be consulted directly.

This policy should be read in conjunction with the following school policies, strategies and documents:

- First Aid policy
- Premises Management policy

This policy has been written & authorised by:

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