



Manor Hill

Health & Safety Policy

1. General

The Governing Committee notes the provisions of the Health and Safety at Work, etc. Act 1974, which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment, but who may be affected by it, are not exposed to risks to their health and safety and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises. It believes that the prevention of accidents, injury or loss, is essential to the efficient operation of the school and is part of the good education of its pupils.

1.1 The aim of the Governing Committee is to provide a safe and healthy working and learning environment for staff, pupils and visitors.

1.2. The arrangements outlined in this statement and the various other safety provisions made by the Governing Committee cannot alone prevent all accidents or ensure complete safe and healthy working conditions.

1.3. The Governing Committee believes that policies and procedures put in place require the assistance of the whole school community. The Governing Committee will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises.

2.The Duties of the Governing Committee

2.1. In the discharge of its duty the Governing Committee, in consultation with the Head Teacher, will:

- a. Make itself familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the school.
- b. Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
- c. Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
- d. Identify and evaluate all risks relating to:
Safety
Health
- e. Identify and evaluate risk control measures in order to select the most appropriate means of minimizing risk to staff, pupils and others.
- f. Monitor health and safety performance – scrutinize accident/ill health and near miss records and use lessons to improve health and safety.

3. The Duties of the Head Teacher

3.1. As well as the general duties which all members of staff have (see 5) the Head Teacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, pupils and visitors and will take all reasonably practicable steps to achieve this.

3.2. The Head Teacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

3.3. In particular, the Head Teacher will:

- a. Be aware of the basic requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the school.
- b. Ensure, at all times, the health, safety and welfare of staff and pupils
- c. Ensure safe working conditions for the health, safety and welfare of staff, and pupils.
- d. Encourage staff, pupils and others to promote health and safety.
- e. Encourage all employees to suggest ways and means of reducing risks.
- f. Collate accident and incident information and when necessary, carry out accident and incident investigations.
- g. Monitor the standard of health and safety throughout the school, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- h. Monitor first aid and welfare provision.

4. The Duties of all Members of Staff

4.1. All staff will make themselves familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work.

They should:

- a. Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
- b. As regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

4.2. All staff are expected to familiarize themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

4.3. In particular all members of staff will:

- a. Be familiar with the safety policy and all safety regulations as laid down by the Governing Committee.
- b. Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils.
- c. Take an active interest in promoting health and safety and suggest ways of reducing risks.

5. Risk Assessment

5.1. The Head Teacher will ensure that a risk assessment survey of the premises and methods of work is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Governing Committee.

5.2. The Governing Committee will obtain competent advice to enable them to comply and maintain good standards of Health and Safety.

6. Emergency Plans

6.1. The Head Teacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- a. Save life
- b. Prevent injury
- c. Minimize loss

This sequence will determine the priorities of the emergency plan.

6.2. The plan will be agreed by the Governing Committee and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Committee.

7. First Aid

7.1. The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.

7.2. The number of certificated First Aiders will not, at any time, be less than the number required by law.

7.3. At the discretion of the Governing Committee other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the Governing Committee after seeking appropriate advice. The number of such trained but uncertificated First Aiders will be determined by the Governing Body as that being sufficient to meet the needs of all foreseeable circumstances.

7.4. Supplies of first aid material will be held at various locations throughout the school. These locations will be determined by the Head Teacher. They will be prominently marked, and all staff will be advised of their position. The materials will be checked regularly, and any deficiencies made good without delay.

7.5. A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment on the school premises.

8. Fire

Fire evacuation drills are carried out at least once per year to ensure effective emergency evacuation of the school.

9. Review

The Governing Committee will review this policy statement annually and update, modify, or amend as it considers necessary to ensure the health, safety and welfare of staff and pupils.

Approved by the Governing Committee

Reviewed 27th October 2019

Signed:Nicoletta Kessarlis ... (For the Governing Committee)

Date: 27th October 2019

Signed:Michael Ellinas (Head Teacher)

Date: 27th October 2019