



Health and Safety Policy

Philosophy

Ashcroft High School aims to provide a safe and healthy working and learning environment for staff, students and visitors. We believe that the prevention of accidents or injury is essential to the effective operation of the school and is part of the education of its students. Our policy has been developed in accordance with the Health and Safety at Work act (1974).

The policy itself cannot prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The school will take all reasonable steps to identify and reduce hazards to a minimum but staff and students must appreciate that their own safety, and that of others, also depends on their individual conduct and vigilance while on the school premises, or while take part in a school activity.

Aims

- To establish and maintain a safe and healthy environment throughout the school.
- To establish and maintain safe working procedures amongst staff and students.
- Make arrangements to ensure safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances.
- Ensure the provision of sufficient information, instruction and supervision to enable all staff and students to avoid hazards and contribute positively to their own health and safety and to ensure they have access to health and safety training as appropriate.
- Maintain all areas under the control of Governors and Headteacher in a condition that is safe and without risk to health.
- Formulate effective procedures to use in case of fire and/or evacuation of the school premises.
- Lay down procedures in the event of an accident.
- Teach safety as part of the students' responsibility and duty where appropriate
- Liaise closely with the LA over health and safety issues.

To achieve our aims we will:

We aim to do this by identifying responsibilities:

2.1 Responsibilities of the Governing Body

The Governing Body is responsible for:

- Complying with the Local Authority's Health and Safety policy and Arrangements;
- Formulating and ratifying the establishment's Health and Safety Statement and health and safety plan;
- Regularly reviewing health and safety arrangements regularly (at least once annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises is maintained in a safe condition and that appropriate

funding is allocated to this end from the school's delegated budget;

- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that the statement and other relevant health and safety documentation from the LEA is drawn to the attention of all employees;
- Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;
- Reporting to the LEA any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting high standards of health and safety within the establishment;
- Active and reactive monitoring health and safety matters within the school including health and safety inspection reports and accident reports;

2.2 Responsibilities of the Headteacher

The Headteacher is responsible for:

- Ensuring the requirements of the Occupier's Liability 1957/1984 are complied with
- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that termly health and safety inspections are carried out and a copy of the report is given to the Governors and that one is sent to the Health and Safety Team;
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring that information received on health and safety matters is passed to the appropriate people;
- Identifying staff health and safety training needs and arranging for them to be provided;
- Attending the establishment's health and safety committee;
- Drawing up the establishments annual health and safety action plan;
- Co-operating with and providing necessary facilities for trades union safety representative;
- Participating in the Local Authority health and safety auditing arrangements and ensuring audit action plans are implemented;
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
- Seeking specialist advice on health and safety matters where appropriate;

- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.

Note: in the absence of the Headteacher these responsibilities fall to his/her immediate deputy.

2.3 Responsibilities of the Senior Leadership member with responsibility for health and safety.

Responsible to the Headteacher for:

- Attending appropriate Health and Safety Training Courses.
- Promoting health and safety matters throughout the school and assisting the Headteacher in the implementation of the Local Authority's and School's Health and Safety Procedures;
- Ensuring that Health and Safety Handbooks and Asbestos Log are kept up to date;
- Ensuring that the Health and Safety Notice Board is kept up to date;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
- Arranging termly health and safety inspections and ensuring follow up action is completed and that completed reports are sent to the Health and Safety Team;
- Ensuring appropriate procedures for authorisation of school visits is followed;
- Participating in any Health and Safety Audits arranged by the Local Authority.
- Providing health and safety induction training for all staff;
- Keeping staff health and safety training records up to date;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;
- Monitoring contractors on site and ensuring they consult the asbestos log.

2.4 Subject Leaders

Subject Leaders are responsible for:

- The day to day management of health and safety within their department in accordance with the health and safety policy;
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least once annually);
- Carrying out regular health and safety monitoring inspections of the department and making reports to the headteacher where appropriate;
- Ensuring follow up and remedial action is taken following health and safety inspections
- Arranging for the appropriate subject specific health and safety training to be provided to all

staff within the department;

- Passing on health and safety information received to the appropriate people;

2.5 Responsibilities of all staff

All staff employed at the establishment have responsibility to:

- take reasonable care for the health and safety of themselves and others when undertaking their work;
 - checking classrooms/work areas are safe;
 - checking equipment is safe before use;
 - ensuring safe working procedures are followed;
- co-operating with the LA, school governors and headteacher on all matters relating to health and safety by complying with the health and safety policy;
- not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
- reporting immediately to their Headteacher/Line Manager any serious or immediate danger;
- reporting to their Headteacher/Line Manager any shortcomings in the arrangements for health and safety;
- ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- participating in health and safety inspections and the health and safety committee where appropriate.

Success Criteria

- Health and Safety issues are prioritised and dealt with accordingly.
- There is a reduction in the number of accidents that are recorded.
- Staff and students understand health and safety issues.
- Health and Safety inspections results in a reduction of identified issues that need addressing.

Approved by Governing Body of Ashcroft High School:	June 2017
Policy Review date:	September 2018
Governors' Committee:	
SLT staff responsible:	Mrs J Ellins
Statutory Policy: Yes / No	Yes