



Health and Safety Policy

Written	1 st September 2018
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SLT Lead	Lynne Smith
Signed: Head Teacher	_____
Chair of Trustees	_____



STATEMENT OF INTENT

It is our intent to demonstrate an ongoing and determined commitment to improving health and safety at work throughout our organisation. The Gallery Trust will ensure the health and safety of all of our staff, students, visiting professionals, parents / carers and any other stakeholder who may be affected by our work activities. We will comply with the requirements of health and safety legislation and lead by promoting best practices and exceeding the guidance of the Health and Safety Executive and other regulatory bodies. We recruit and retain competent persons in the Facilities Team who have specific responsibilities for maintaining the daily operational standard of the policy. The team are tasked with following approved codes of practice for the monitoring arrangements relating, but not limited to providing a safe and secure site that is accessible, maintaining controls relating to Fire, Risk Assessment, Asbestos, Legionella and Electrical Safety. This policy reflects our commitment to ensuring that health and safety at work is paramount to the academy, and colleagues are encouraged to raise any matters at each staff meeting to ensure that effective health and safety actively contributes to our success.

OBJECTIVES

1. To raise awareness amongst employees, pupils and other site users of Health and Safety issues, and to encourage good practice.
2. To ensure all reasonable precautions are taken to protect people by reducing foreseeable risks both on and off site.
3. To ensure prompt and appropriate action is taken in the event of a hazardous situation developing, and of an accident and /or incident occurring on or off site.

RESPONSIBILITIES

Everyone connected with The Iffley Academy has a responsibility to assist in maintaining a safe and healthy environment in the academy and throughout all its activities, on or off the premises. Ultimate responsibility for Health and Safety lies with the Trustees, working through the Head Teacher who will oversee all Health and Safety matters within the school. Specific responsibilities are detailed below:

1. TRUSTEES

Trustees will ensure that:

- a. Funds are allocated for Health and Safety matters, based on suitable and sufficient risk assessments.
- b. Health and Safety matters are prioritised within the Academy Action Plan.
- c. All equipment is purchased and maintained to appropriate British or European Standards.
- d. Health and Safety is a standing item at all Local Governing Body meetings
- e. Regular Health and Safety inspections of the academy are carried out.
- f. The Trustees cooperate with the Headteacher on all matters of Health and Safety.
- g. The Governors' Site, Health and Safety Committee will meet three times a year to receive and debate information, taking decisions to the Local Governing Body.

2. HEADTEACHER

The Headteacher will take overall responsibility for the implementation and monitoring of the academy's Health and Safety policy by:

- a. Line managing the Senior Leadership Team (SLT) and Facilities Manager.
- b. Allocating sufficient resources to meet Health and Safety priorities.
- c. Ensuring staff receive appropriate Health and Safety training.

- d. Ensuring staff are kept up to date by including Health and Safety issues in Staff briefings, bulletins and meetings. Health and Safety will be a standing item at all staff meetings and SLT meetings
- e. Ensuring that appropriate risk assessments are produced for all on/off site activities.
- f. Ensuring that Health and Safety matters are included in the performance management/appraisal scheme. Formulating and implementing a policy for the management of critical incidents.
- g. Monitoring departmental documentation, risk assessments, practices and procedures.
- h. Encouraging and supporting staff in completing individual pupil risk assessments.
- i. Ensuring that HSE Health and Safety curriculum requirements are delivered in lessons.
- j. Supporting employees with personal safety issues, including stress.
- k. Visitors are registered, wear a badge and are briefed on emergency procedures;
- l. Hazard reporting and maintenance documentation is passed to the appropriate person for action;
- m. Adequate trained first aid cover is available for on /off site activities
- n. Liaise with the Facilities Manager and the SLT over school closures.
- o. The use of suitable and sufficient Health and Safety resources and websites to ensure current legislation is met.
- p. All relevant Health and Safety policies are reviewed at the due date
- q. Health and Safety training needs are identified and appropriate training is organised, being kept informed regarding Health and Safety issues

3. SUBJECT COORDINATORS

Are required to ensure that:

- a. Health and Safety risk assessments, guidance and documentation is produced as appropriate, especially in Art, Design & Technology, ICT, Science, PE and off site activities.
- b. All hazardous equipment and materials are appropriately marked, maintained and used by competent persons only.
- c. Colleagues are advised on the completion of risk assessments and that they are carried out.
- d. Health and Safety is a standing item on all meeting agendas.
- e. Pupils are aware of Health and Safety issues and that these are continually reinforced during teaching.

4. FACILITIES MANAGER

Will assist the Headteacher in all Health and Safety related matters and ensure that:

- a. An annual schedule of planned maintenance of plant and equipment is organised, and carried out.
- b. The annual electrical testing programme is carried out, including the testing of portable and hard-wired equipment.
- c. When using contractors the academy follows suitable and sufficient procedures:
 - when selecting contractors;
 - when liaising over Health and Safety matters;
 - when monitoring Health and Safety issues on-site
 - ensuring that contractors have provided evidence of their employers' liability insurance and the DBS status of their staff, when appropriate, commitment to child safeguarding and this evidence is available for inspection in the Single Central Register.

- d. Daily checks of the site are carried out and appropriate remedial action taken to remedy faults.
- e. Accident and Physical and Verbal Abuse documentation is completed and submitted, and all reportable injuries under RIDDOR are completed within statutory times.
- f. Maintenance forms received from staff are prioritised and processed.
- g. A review of progress takes place with the Headteacher / Business Manager as necessary.
- h. All employees are fully briefed on site Health and Safety issues.
- i. All site-related risk and COSHH assessments are completed, reviewed and recorded.
- j. All employees under his control are trained and competent to undertake their tasks safely.
- k. Termly fire drills, weekly fire tests, check of fire extinguishers and maintenance of the Fire Safety Folder are carried out and recorded.
- l. Termly Health and Safety inspections are organized and recommendations are implemented.
- m. Preparation for an external annual Health and Safety inspection is carried out to obtain an acceptable outcome
- n. Monthly water temperatures tests are carried out and recorded.
- o. SLT are alerted to issues of security and lone working.
- p. Correct Health and Safety signage is provided and maintained throughout the school.
- q. Liaise with the Headteacher and SLT over school closures.
- r. Health and Safety inductions for all new employees completed and recorded.
- s. All risk assessments are completed, and a record of an annual review of risk assessments is maintained
- t. The use of suitable and sufficient Health and Safety resources and websites to ensure current legislation is met.
- u. All third party users are registered and made aware of emergency procedures;
- v. All appropriate risk assessments, guidance and hiring documentation is completed for third party's use of the site
- w. Policies and procedures relating to academy vehicles are observed
- x. A schedule for the continuing enhancement of the site is maintained
- y. Support is provided to the Business Manager in the preparation of bids to improve the site and enhance the Health and Safety of the site
- z. The Headteacher and Business Manager are kept informed of staff training needs relating to Health and Safety

6. ALL EMPLOYEES

Are required to ensure that they:

- a. Cooperate with the employer and others to enable them to fulfil their Legal obligations.
- b. Report all defects on maintenance forms and return them to the Facilities Manager, if a Health and Safety risk is identified, to report this to the Facilities Manager or a member of the Senior Leadership Team.
- c. Complete and action risk assessments for all potentially hazardous activities on/off site,
- d. Do not misuse or interfere with safety provisions.
- e. To take reasonable care for the Health and Safety of themselves and others affected by their acts.
- f. Complete an Accident or Incident Report if necessary.



- g. Inform the Facilities Manager of any “Near-Misses”, defined as incidents that, but for good fortune, might have caused an accident.
- h. Are familiar with the emergency action plans for fire, first aid, security and off site issues.
- i. Raise Health and Safety issues with pupils.

7. VISITORS and CONTRACTORS

Are required to:

- a. Sign in at Reception on arrival.
- b. Read the resume of the Health and Safety procedures on arrival at the Academy.
- c. Wear the lanyard issued whilst on site at all times.
- d. Follow evacuation procedures in the event of an emergency.
- e. Contractors to report to the Facilities Manager upon arrival and to comply with appropriate Health and Safety procedures
- f. Contractors to provide suitable Risk Assessments and Method Statements (RAMS) prior to commencing work.

8. PUPILS

Are required to:

- a. Behave in a way that does not put the Health and Safety of themselves or anyone else at risk.
- b. Observe standards of dress consistent with good health, safety and hygiene practices.
- c. Follow all safety rules including the instructions of staff given in an emergency.
- d. Use, but not misuse, things provided for their health, safety and welfare.

9. Associated documents:

Managing Medicines in Schools
Adverse Weather Policy
School vehicle policy
Educational Visits policy
Critical Incident Plan
Business Continuity Plan
Guidance for Contractors
Safeguarding Policy
Lockdown Policy