The ContinU Plus Academy

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# Health & Safety Policy

1. **Statement of Safety Policy**

The Governors of the ContinU Plus Academy recognise their responsibility under the Health and Safety at Work etc. Act (1974) as far as is reasonably practicable, to:

1. provide safe systems of work, plant and equipment;
2. provide for the safe use, handling, storage and transport of articles and substances;
3. provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
4. provide a safe place of work with safe means of access and egress for all persons using the premises;
5. provide a safe and healthy working environment with adequate welfare arrangements;
6. provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
7. encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty; reducing stress levels by taking breaks and eating in the restaurant at lunchtimes
8. Require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representative.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function without having first been consulted.

The Governors recognise the Statement of General Policy of Worcestershire County Council Directorate of Children’s Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school, as laid down in the Directorate’s Handbook of Safety Information.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Co-ordinator of Worcestershire County Council Directorate of Children’s Services or such other persons as may be necessary.

The Governors recognise the need to ensure that sufficient funds are reserved for the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under;

 The Management of Health and Safety at Work Regulations 1999;

The Control of Substances Hazardous to Health (COSHH) Regulations 2002;

The Manual Handling Operations Regulations 1992;

The Provision and Use of Work Equipment Regulations 1998 and;

The Display Screen Equipment Regulations 2002.

**2. The Governing Body**

1. has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at ContinU Plus Academy (under sections 2 and 3 of the Health and Safety at Work etc. Act 1974).
2. has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the school under the Local Authority’s Scheme for Financing of Schools.
3. has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 1994 unless the Local Authority has initiated the building work, in which case this will be their responsibility.

**2.1** **The Governing Body, through the Headteacher, is responsible for:**

1. Ensuring that the school’s safety policy is implemented, monitored and regularly reviewed and revised as necessary.
2. Ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.
3. Monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
4. Advising the Head of WCC Property Services of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
5. The safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
6. Ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
7. Ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
8. The adoption of safe working practices by staff and pupils, and by contractors on site.
9. Acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

**2.2** **The School Business Manager is responsible for:**

1. The implementation of the school safety policy.
2. Advising the Governing body of the need to review the school safety policy.
3. The day to day responsibility for health and safety in the school.
4. Ensuring that staff receive appropriate health and safety training.
5. Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
6. Ensuring the LA Health and Safety Coordinator is notified of any serious accidents to pupils or any accidents to staff or other persons and any “near-miss” situations, in accordance with the procedures laid down.
7. N Ensuring the LA Health and Safety Coordinator is of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.
8. Detailing emergency procedures, including evacuation in case of fire or bomb threats
9. Ensuring that adequate provision is made for the administration of First Aid.
10. Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
11. Consultation with approved trade union safety representatives on any matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses (in accordance with procedures laid down in the LA’s Handbook of Safety Information)

**2.3** **Lead teachers/Subject coordinators are responsible for:**

1. All matters of health and safety in their faculty, department or subject area.
2. Bringing to the notice of the Headteacher (or the School Business Manager) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their faculty, department or subject area.
3. having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
4. Producing a faculty/departmental/subject safety policy and revising it as necessary.
5. Ensuring that staff have received adequate training on health and safety aspects of their specialist (especially where use of potentially hazardous equipment or substances is undertaken)
6. Ensuring that necessary personal protective equipment (i.e. Eye protection or protective clothing) is available and kept well maintained.
7. Ensuring that any risks specific to their area of work are adequately assessed (e.g. Risk assessment for the use of tools or equipment. COSHH assessments for the use of hazardous substances).
8. Ensuring that relevant safety signs and notices are displayed (e.g. Signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.)

**2.4 Other Teaching and Technicians/Support Staff are responsible for:**

1. Ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy.
2. Reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through the School Business Manager.
3. Co-operating with their employer (LA & Governing body as appropriate) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.

**2.5** **The Site Manager is responsible for:**

1. Ensuring that he/she is familiar with and complies with the school safety policy. He/she should also be familiar with the LA’s Safety Policy “Safety of Building” (published in the LA’s “Handbook of Safety Information”).
2. Bringing to the attention of the School Business Manager any problems or defects affecting the health and safety of any person on the school premises.
3. Ensuring that all equipment and materials received have adequate health and safety information (e.g. Safety data sheets to allow COSHH assessments to be carried out).
4. Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction.
5. Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises.
6. Informing the School Office/School Business Manager of the arrival (or expected arrival) of contractors for maintenance work.
7. Informing contractors of any hazards that could affect their health and safety while working in the school.
8. The safe use and maintenance of all plant and equipment and the safe use and storage of all materials used for that maintenance.
9. Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1999 in all areas of significant risk as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.

**2.6** **The First Aiders are responsible for:**

Maintaining the First Aid box(es) in line with the guidance given in the LA’s Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately.