



Claremont Fan Court School

Policy: Health and Safety

Policy statement: This is a Whole School Health and Safety General Policy Statement including for the Early Years.

It should be read together with the First Aid Policy, Educational Visits Policy, the Risk Assessment Policy and the Health and Safety Meeting Procedure.

Introduction: The School recognises its duty under the Health and Safety at Work Act 1974 and all subsequent regulations, for the welfare, health and safety of all its pupils, staff and visitors. The Chair of Governors, on behalf of all School Governors, has overall responsibility for the implementation of the policy and will make the resources available to support the policy. A delegated Governor will sit on the Health and Safety committee and report to all Governors. The minutes of the meetings are submitted to the Governing Body for review. This ensures transparency as all Governors are made aware of the matters arising from the committee's work.

Health and Safety Committee: The School Health and Safety Committee meets termly. The committee is chaired by the Bursar and the members are:

- Staff teaching representatives from all three Schools
- Support staff representatives
- Health and Safety Officer
- Science department representative
- Estate Manager
- School nurses
- Heads of School on a rota basis
- Deputy Heads of School on a rota basis
- A Governor with responsibility for Health and Safety
- Bursar

The staff representatives have defined role descriptions and are briefed about their role on taking up their appointment.

It is the aim of the committee to ensure that:

- The working environment of all members of staff and pupils is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for first aid and welfare at work.
- All visitors, neighbours and contractors, who may be affected by our activities, are not unduly exposed to risks to their health and safety.

- Information, instruction, training and supervision are provided, as necessary, to secure the health and safety at work of all pupils, staff and visitors.
- Arrangements for the use, handling, storage and transportation of substances for use at work are safe and without undue risk to health.
- Adequate information is available with respect to substances used at work, and dealing with the conditions and precautions necessary to ensure that, when properly used, they present no undue risks to health or safety.
- The provision and maintenance of plant and systems of work are assessed to ensure they are safe and without undue risk to health.
- There is suitable provision for the safe and secure access to and from all working areas.

Organisation: the organisation of health and safety can be found at Appendix A and seeks to ensure that responsibilities for health and safety are clearly defined to all employees at every level.

Risk Assessments: These are carried out in all three Schools at the start of each academic year and reviewed termly. Training on how to complete them is provided to staff through their Heads, Heads of Department and Heads of Faculty. Each area of the School has a person responsible for the risk assessment. All offsite trips are assessed by the trip leader who prepares a risk assessment as part of the trip planning; the risk assessment is then reviewed by the Head or Assistant Head. High risk trips will be reviewed at SMT in each School. Fire Risk Assessments are carried out by the Health and Safety Officer, the Bursar and the Estate Manager to ensure compliance with current legislation.

Staff Induction and Training: The School staff induction programme for all staff will include aspects of health and safety including fire safety and the building evacuation plan. Regular training includes termly fire evacuation practices, fire extinguisher training and fire warden training. Staff are regularly reminded of the importance of signing in for work and robust pupil register maintenance for safety reasons.

Cooperation and Staff Responsibility: The Governors and senior staff are responsible for policy but we want to include every member of staff, all pupils, visitors and contractors in our shared aim of providing and maintaining a safe and healthy work place. We plan to minimise known risks in School by careful selection and design of facilities, equipment and work practices and by providing effective risk management including training.

Pupils, staff, visitors and contractors are expected to act responsibly and to take care to prevent injury to themselves and others affected by their actions. We have designed policies and procedures for this reason and expect that pupils, staff, visitors and contractors will follow them whilst on site, especially with regard to;

- driving within the speed limit and parking safely on site

- the use of personal, protective equipment where appropriate
- being alert, aware, exercising self-control and common sense
- reporting concerns, defects and hazards promptly to facilities
- being aware that stress in the workplace can be hazardous and report a suspected case to the Head of School, Bursar or Head of HR

A breach by staff of the School's Health and Safety Policy will give rise to disciplinary action. This includes not following safe systems of work for staff and pupils designed to minimise risk.

Accident Reporting: All accidents in School have to be recorded and reported to the Care Centre. More serious accidents are reported to the Health and Safety Executive under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulation 1995 (RIDDOR). Submissions of RIDDOR are made by the Health and Safety Officer. The Health and Safety Officer, together with the Care Centre nurses, will keep a record of all accidents. Records will be held for at least three years. Accidents and accident statistics are reported termly to the Health and Safety Committee which reviews trends and monitors causes of accidents.

October 2017

Claremont Fan Court School
Organisation of Health and Safety

