

Carlisle & Hampton Hill Federation



HEALTH AND SAFETY POLICY

Statutory Policy:	Yes
Source of policy e.g. AfC	Federation Own
Date of review:	Dec 24
Date of last review:	Dec 23
Staff member responsible:	School Business Manager
Governor name & committee responsibility:	Finance & Premises Committee
This policy was ratified by Full Governing Body (if applicable):	Month & year or "Not applicable"
Date next due for review:	Dec 25
Changes in the policy should be highlighted in yellow	

HEALTH AND SAFETY RESPONSIBILITY –FEDERATION HEADTEACHER

General Scope

The **Federation Headteacher** is responsible for implementing plans made by the Education Department and the School's Governing Body.

To have overall responsibility for the monitoring of safety arrangements and levels of supervision which are undertaken on a day-to-day basis by the School Business Manager.

Specific Duties

- To ensure the day-to-day management of health and safety and for making clear any duties which have been delegated to members of staff.
- To ensure the maintenance, as far as is reasonably practicable, of a safe and healthy workplace and environment for all employees, pupils, contractors, visitors and others who may be affected by the activities of the school.
- To ensure employees' notice is drawn to the Departmental and Schools Safety Policies and to ensure that all Codes of Practice and Systems of Work issued by the Authority form part of the School's Safety Policy.
- To ensure termly fire drills and checking that fire notices and fire fighting appliances are in place. To arrange appropriate fire training for new staff.
- To ensure accident reporting and investigation procedures are in place and work associated with ill-health prevention. To promote safety awareness in the school.
- To ensure adequate procedures are in place for risk assessment, monitoring and review. To include the following curriculum risk assessments and to ensure that all areas covered by the head teacher are adequately carried out.
 - General teaching activities
 - Science
 - Art, pottery and light craft
 - Music
 - Technology
 - Information technology including VDUs
 - Physical education
 - Playground safety
 - Introduction of new equipment
 - Transport including minibuses
 - Off-site activities including outings

- To ensure the Governing Body is kept informed of any situation, changes or problems affecting health and safety.
- To ensure that all relevant groups are aware of the risk assessments and planned procedures in the event of an emergency situation.
- To ensure that a procedure is in place in the event of a disaster both on and off site, in accordance and detailed in the school business continuity plan
- To ensure the monitoring of LA procedures as set out in the duties of the School Business Manager.
- To ensure where particular situations/systems require it, local codes of safe working procedures are drawn up in consultation with the Governing Body and to bring such codes to the attention of relevant employees, with instruction and training as necessary.
- To ensure new employees and temporary staff receive induction training.
- To ensure that all hirers of the premises are aware of the relevant school's health and safety procedures.
- To ensure an appropriate and satisfactory level of safety training for all staff.
- To ensure that Governor health and safety inspections of the school are conducted regularly.
- To ensure initiating action is taken to remedy faults of potential hazards identified by Governor or safety representative's inspection.
- To ensure the monitoring and reviewing of all processes on a regular basis.

Declaration

The Governing Body fully support the aims and objectives of the London Borough of Richmond upon Thames and the Director of Education to achieve the highest possible levels of health and safety at work.

The legal responsibility and thus accountability for health and safety lies with the employer, in the case of the Federation this is the local authority.

The Local Authority will be treated as the person who has legal responsibility of the school premises under Section 4 of the Health and Safety at Work Act 1974.

The Governing Body commit themselves to encourage, where practicable, the cooperation of all users of the establishment by discussion and consultation to promote and develop health and safety issues and reduce risks to anyone affected by the activities of the school or its representatives.

The Governing Body recognises and accepts its responsibilities for the maintenance of safe egress and access, the maintenance of the premises and minimising risks to health and safety arising from plant or substances used on the school premises.

Every possible assistance will be given to any appropriate person to achieve a safe working environment.

Safety Duties

To achieve the objectives laid down, the Governing Body accepts the following duties:

- To bring to the attention of the LEA all items or urgent maintenance for which the budget has not been delegated to the school.
- To provide information, training, instruction and supervision on health and safety matters.
- To initiate and maintain a programme of risk assessment and then take steps to reduce risks to the health and safety of employees and any other person affected by the school's activities to the lowest level "reasonably practicable".
- To ensure that contractors work safely when on the premises.
- To ensure that any premises defect is rectified and/or action is taken to prevent injury or loss arising from any such defect.
- To ensure that health and safety matters are raised at each Governors' meetings.
- To ensure that other users of the premises are aware of health and safety matters
- Establish effective lines of communication with the Director of Education on matters to do with health and safety.
- Ensure that any safety guidelines included in the National Curriculum are identified and actioned as appropriate.