

Health & Safety: Responsibilities Policy

Date	Review Date	Co-ordinator	Responsible Body
September 2016	September 2017	Headteacher	The Good Shepherd Trust

The Trust and governing body (We) recognise our responsibilities under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and we will take all reasonably practicable steps to provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, school personnel and visitors to the school and should work in conjunction with the School Child Protection Policy.

We acknowledge the maintenance of a healthy and safe school is the shared responsibility of the whole school community.

We support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

Aims

- identify and outline the responsibilities of the whole school community
- work with the Trust and other local schools to share good practice in order to improve this policy

Responsibility for the Policy and Procedure

Role of the Trust

The Trust is responsible for;

- recognising and accepting its responsibilities for the health, safety and welfare of its employees, pupils and visitors to premises.
- providing advice and help to ensure schools comply with health and safety obligations and to achieve the required health and safety standards
- undertaking periodic inspections in order to evaluate the health and safety performance of schools and to identify areas for improvement

Role of the Governing Body

The Efficiency committee share with the Trust;

- recognising and accepting its responsibilities for the health, safety and welfare of its employees, pupils and visitors to premises.
- establishing appropriate committees in which to consult on health and safety matters.
- establishing a suitable organisation and effective arrangements for satisfying the Safety Policy.
- managing the allocation of sufficient funds in order to ensure, so far as reasonably practicable, the working environment is safe and without risk to health.
- ensuring effective monitoring is carried out to evaluate the health and safety performance of the school by evaluation of relevant inspection reports.

In **Trust schools** the governing body can satisfy the Trust by:

- accepting their health and safety responsibilities and establishing appropriate committees in which to consult on health and safety matters.
- ensuring the organisation and arrangements of the school operate effectively.
- managing the allocation of sufficient funds in order to ensure, so far as reasonably practicable, the working environment is safe and without risk to health.
- ensuring effective monitoring is carried out to evaluate the health and safety performance of the school by involvement and evaluation of inspection reports from the Trust, Headteacher and Safety Representatives.

The Efficiency Committee has;

- appointed a member of staff to be responsible for Health and Safety

- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy
- responsibility for ensuring funding is in place to support this policy
- responsibility for ensuring this policy and all policies are maintained and updated regularly
- responsibility for ensuring all policies are made available to parents/carers
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

- be responsible for the implementation of the school safety policy and to develop a culture of safety throughout the school
- periodically report to the Efficiency committee
- ensure that all school personnel fulfil their duties to co-operate with the policy
- work closely with the coordinator
- undertake risk assessments annually with the Health and Safety Representative and caretaker
- report any accidents or dangerous occurrences
- investigate the causes of any accident, dangerous occurrence or near miss
- put into place a safe system to prevent any accident, dangerous occurrence or near miss happening again
- ensure that new school personnel will undertake appropriate induction training
- ensure that established school personnel receive training when required
- undertake an annual health and safety audit
- annually report to the governing body on the implementation and development of this policy

Role of School Personnel

- carry out their duties in accordance with the Safety Policy
- take reasonable care of themselves and others whilst at work
- co-operate with the Headteacher and others in school to comply with legislation
- attend appropriate training
- report accidents, incidents, defects, damage to equipment and safety hazards to the Health and Safety Representative

Site Manager

The caretaker will:

- comply with the school's Health and Safety Policy, safety procedures and risk assessments
- conduct regular health and safety surveys with the Headteacher and Safety Representative
- ensure that all cleaning staff are aware of the Health and Safety Policy and its implications such as storage arrangements for materials, use of equipment, substances etc.
- report immediately and defects or hazards
- ensure that all new equipment is supplied with the appropriate documentation
- test the fire alarm system each week
- maintain a record of hazardous substances used for cleaning and similar purposes

Role of the Health and Safety Representative

- carry out regular inspections of premises and school activities
- assist in carrying risk assessments
- investigate potential hazards, employee complaints, accidents and dangerous occurrences
- make representation to employers and others on health and safety matters arising
- provide information and guidance to school personnel
- lead the development of this policy throughout the school
- work closely with the Headteacher
- provide guidance and support to all staff
- provide training for all staff on induction and when the need arises regarding
- keep up to date with new developments and resources
- review and monitor
- annually report to the governing body on the success and development of this policy

Role of the Nominated Governor

The Efficiency committee will;

- work closely with the Headteacher and the coordinator
- ensure this policy and other linked policies are up to date
- ensure that everyone connected with the school is aware of this policy
- annually report to the governing body on the implementation of this policy

Role of the School Council

- discuss aspects of this policy during the year

Pupils

- are required to follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency;
- use and not wilfully misuse, neglect or interfere with things provided for their safety
- exercise personal responsibility for the safety of themselves and others
- observe standards of dress consistent with safety and or / or hygiene
- treat others, their work and equipment with respect
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school

Parents/Carers

- support the school in any health and safety matters reported to them in newsletters
- be made aware of and comply with this policy
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

Visitors and People Working on Site

- take reasonable care of themselves and others while on the school premises
- co-operate with the safety rules and procedures of the school
- ensure compliance with risk management when working on the premises
- report defects or damage to equipment
- report all accidents and incidents

Raising Awareness of this Policy

- the School Handbook/Prospectus (electronic or hard copy)
- the school website
- the Staff Handbook (electronic or hard copy)
- communications with home such as end of half term newsletters
- reports such as Headteacher reports to the governing body

Training

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guidelines.

Monitoring the Effectiveness of the Policy

Annually or when the need arises, the effectiveness of this policy will be reviewed by the coordinator, the Headteacher and the effectiveness committee and any recommendations for improvement to the governing body.