

# **MALBANK SCHOOL AND SIXTH FORM COLLEGE**

## **Health and Safety Policy**

### **1. HEALTH AND SAFETY POLICY STATEMENT**

1.1 Malbank School and Sixth Form College recognises its duty of care for the health, safety and well-being of its employees. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable. In discharging this responsibility it will take into account its parallel obligations for the health and safety of pupils, visitors and others who might be affected by its operations.

1.2 The provisions in this Policy are intended to ensure that Health and Safety is an integral part of the general process of risk management which the school operates. Thus, Health and Safety will be included in the school's review and planning process as an issue essential to the development and maintenance of the school's management systems.

1.3 The purpose of the Policy is:

- To provide the necessary authority and support for staff as they make their respective contributions to Health and Safety.
- To set out duties and responsibilities.
- To recognise the partnership necessary with the LA to ensure that all statutory duties in this field are met.
- To emphasise the importance of keeping hazards under control by making an assessment of operating risks.

1.4 The Governing Body is committed to securing the health, safety and well-being of employees, pupils and others affected by the school's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense, but also as a legal duty.

1.5 All employees, regardless of seniority, have a duty to take care of themselves and others that might be affected by their acts or omissions. Staff should use equipment and working methods approved by their Line Manager / Head of Department / Supervisor / Senior Colleague. Special care should be taken with the health and safety issues of any new venture.

### **2 ORGANISATION AND ARRANGEMENTS FOR IMPLEMENTING THE POLICY**

2.1 The Head Teacher has overall responsibility for the implementation of this Policy. To facilitate this, the Head Teacher has designated the Site Manager to be the Health and Safety Co-ordinator together with the named Health and Safety Governor. Each Line Manager / Head of Department / Supervisor will recognise and accept a personal role in ensuring that arrangements for Health and Safety are effective within his or her respective area. Collectively, the Governing Body requires Health and Safety to be taken into account in the proposals which come before it and will seek to encourage a positive climate in which Health and Safety can flourish.

## **Risk Assessment**

2.2 The underlying process, which secures this Policy, is risk assessment. Assessments of significant risks will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the Head Teacher, Heads of Departments, line managers and supervisors to ensure that relevant risk assessments are maintained and kept up to date. Where no guidance exists on a specific topic, staff will follow the LA risk assessment process.

## **Consultation**

2.3 Employees with concerns should normally raise them with the Head Teacher or Health and Safety Co-ordinator. However, the Governors welcome the support of Trade Unions in Health and Safety matters and staff should feel free to contact the appropriate trade union appointed safety representative. Requests for external help should be raised initially with the Head Teacher or Health and Safety Co-ordinator, who will seek and provide advice in conjunction with, if necessary, line managers / Heads of Departments / supervisors on any concerns of employees, which cannot be resolved locally.

## **Contractors and School Partnerships**

2.4 When employing contractors the school will use its best endeavours to ensure that Contractors carrying out work for the School will be vetted for their Health and Safety performance. They will be required to act in accordance with this Policy and the school's specified local arrangements. Contractors will be required to assess risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Head Teacher to ensure the school's Governing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.

2.5 School linked partners and hirers, will carry out their own risk assessments which will be submitted and reviewed by the Health and safety Co-ordinator prior to the commencement of the booking. In carrying out the assessment they will ensure that the health and safety of all school staff and users is protected to a level which is reasonably practicable and equivalent in standard to the school. In particular, partners will be required to provide school staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with school's activities.

## **Inspection and Monitoring**

2.6 The Head Teacher / Health and Safety Co-ordinator will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school Annual Risk Assessment and Safety Review with input from the School's appointed Health and safety Governor. Feedback from this process will be referred to the Governing Body.

## **Accident / Incident Reporting**

2.7 Every injury should be recorded on the relevant accident reporting system. This should be done by contacting Student Services. An injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity and if deemed necessary, with the assistance of the Health and Safety Co-ordinator. Where the accident falls within the LA accident reporting criteria, the appropriate accident

reporting system must be completed by the relevant member of staff and authorised accordingly.

### **Training and Information**

2.8 Training and development needs will be evaluated and appropriate briefing and training provided. Health and Safety training will be available to employees and records maintained by the School's Business Manager or the person responsible for maintaining the school's personnel records. Any key Health and Safety documents will be made readily available to employees with relevant notes held on the School's / Local Authorities intranet for the employees concerned to refer to them.

## **3 POLICY REVIEW**

3.1 This Policy will be reviewed annually. The Governing Body will receive a summary report covering key issues, based on the Annual Risk and Safety Review, at least annually.

Signed: \_\_\_\_\_ Chair of Governors

Signed: \_\_\_\_\_ Vice Chair of Governors

Signed: \_\_\_\_\_ Headteacher

Date: April 2017