



# St. George's CE Academy

## Health and Safety Policy

### General Statement of Intent

The St. George's CE Academy (SGA) believe that excellence in the management of Health and Safety is an essential element within its overall business plan – a good health and safety record goes hand in hand with high achievement in academic and quality standards.

People are the most important asset to this School, whether they are Staff members or pupils, therefore we are totally committed to ensuring their health, safety and welfare at all times.

From an economic point of view, the School believes that prevention is not only better, but cheaper than cure. There is no necessary conflict between humanitarian, educational and commercial considerations. Achievement and safety are not in competition.

On the contrary, safety is good academic business.

From a legal perspective, the School is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the School will strive to go beyond the requirements of legislation.

The School is committed to on-going monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

Our general intentions are:

- ✓ To provide adequate control of the Health and Safety risks arising from our School activities;
- ✓ To consult with our employees on matters affecting their Health and Safety;
- ✓ To provide safe plant and equipment;
- ✓ To ensure safe handling and use of substances;
- ✓ To provide information, instruction and supervision for employees and pupils;
- ✓ To ensure all employees are competent to do their tasks and to give them adequate training;
- ✓ To prevent accidents and cases of work related ill health;
- ✓ To maintain safe and healthy working conditions: and
- ✓ To review and revise this policy at regular intervals.

Signed: 

Position: **HEAD**

Date: 14.09.2021

Reviewed: December 2023

Next review date: December 2024

## **Organisation.**

Overall and final responsibility for Health and Safety is that of: **DHMAT**

Day-to-day responsibility for ensuring this policy is put into practice is delegated to: **Headteacher**

To ensure that health and safety standards are maintained and improved, the following people have responsibility in the following areas:

**Nicholas O’Sullivan as our Health & Safety Adviser via Contract with Fire and Risk Management Services**

**School Administrator (SA) – Health & Safety Co-ordinator and link with Fire and Risk Management Services.**

The process of application of Health & Safety at SGA:

**This is achieved by the creation of Arrangements in the key Health & Safety areas i.e. Manual Handling, Lone Working, DSE and Accident Reporting etc.**

## **Employees Duties**

All SGA employees are required to:

- ✓ Co-operate with the Headteacher and Governing Body on health and safety matters;
- ✓ Not interfere with anything provided to safeguard their health and safety;
- ✓ Take reasonable care of the health and safety of themselves and others; and
- ✓ Report all health and safety concerns to a responsible person (as detailed in this policy statement).

Non-compliance with health and safety rules and procedures can result in disciplinary action, which may include immediate dismissal if appropriate.

## **Risk Assessment**

In accordance with the Management of Health and Safety at Work Regulations 1999, the School will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health and Safety Executive guidance and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our work activity, or off-site visits, including residential trips and adventure activities;
2. Decide who might be harmed and how;
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done;
4. Record the significant findings of the assessment;
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

Risk assessments will be undertaken by/ kept at:

**Nicholas O’Sullivan/HT/ The appropriate subject Lead Teacher**

**Stored Centrally in Administrator’s Office/ Head’s Office and accessed on the school server.**

List of Risk Assessments:

**A Central list of Risk Assessments is always available in the School Administrator's Office (SAO) (or via The Staff Server) where staff can easily access information on Risks and the necessary Control Measures. Risk Assessments will be reviewed annually by the appropriate Subject Lead Teacher/SA for Administration and premises.**

Approval for the required action to remove or control risks will be given by:

**Headteacher**

### **Consultation with Employees**

The School will consult with its employees in accordance with the Safety Representative and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

Consultation with employees over Health and Safety matters will be provided by:

**Emails, memo's, regular H&S Committee meetings, direct consultation.**

### **Safe Handling and Use of Hazardous Substances**

The School will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002 (including Legionella) and the Control of Asbestos at Work Regulations 2002

Responsibility for identifying all substances that need a COSHH assessment is that of:

**SA - School Premises/ Shire Services/Headteacher**

COSHH Risk Assessments will be verified/carried out by:

**Premises - Nicholas O'Sullivan & Science Risk Assessments via CLEAPSS website access**

Approval for the required action to remove or control risks will be given by:

**Headteacher**

The Asbestos Management Plan and the Asbestos Register will be managed by: **SA & Headteacher**

The Legionella Risk Assessment and the Legionella Test Records will be managed by: **SA & Headteacher**

6 Monthly/ Annual Checks will be carried out by **Graham Compliance Services**

### **Safe Equipment, Plant and Fittings**

The School will ensure that all equipment, plant and fittings are suitable and without risks to health and safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1988 and the Electricity at Work Regulations 1989.

Responsibility for identifying all equipment and plant needing maintenance is that of: **SA & Headteacher**

Responsibility for ensuring that effective maintenance procedures are drawn up is that of: **SA & Headteacher**

Responsibility for ensuring that all identified maintenance is implemented is that of: **SA & Headteacher**

Any problems with equipment, plant and fittings should be reported to: **SA for site issues – Safety Advice from Nicholas O’Sullivan**

Responsibility for checking that new plant and equipment meets health and safety standards before it is purchased is that of: **Headteacher for teaching equipment, SA for Premises equipment – Safety Advice from Nicholas O’Sullivan**

### **Training and Competency**

Induction training for all new employees is the responsibility of: **Headteacher/ SA**

Job specific training will be provided by: **On site by the Headteacher or at specific venues depending upon need/specialism**

Training records and Planner will be kept at/by: **SA**

Training will be identified, arranged and monitored by: **From either the Headteacher/ from and arranged by the SA - monitored by the SA**

### **Accidents, First Aid and Work-Related Ill-Health**

The First Aider(s) and/or Appointed person(s) are:

**We have qualified First Aiders on site – Their names are Rebecca Manning, Louise Banford, Carol Adams, Amy Roberts, Alison Green, Rhiannon Nicholls & Pru Waytt (Jan 2024).**

All Accidents/Incidents and work related ill-health are recorded in the Accident/Incident Record file, which is kept by/at: **Headteacher/SA – SAO**

Responsibility for reporting accidents, diseases and dangerous occurrences under the RIDDOR regulations to the enforcing authorities is that of:

**Headteacher/ Nicholas O’Sullivan – SGA will notify Fire and Risk Management Services, by scanning in a copy of the completed Accident Report, and emailing to [accidents@fandrms.co.uk](mailto:accidents@fandrms.co.uk) within 72 hours of the occurrence.**

### **Site Safety – Monitoring and security**

To check our working conditions, and ensure our safe working practices are being followed, we will:

**Office and Administration areas – conduct regular audits + inspection, cross referencing with relevant Risk Assessments - these will be regularly reviewed and action taken where necessary**

**Classrooms & Teaching areas – conduct regular audits + inspection, cross referencing with relevant Risk Assessments - these will be regularly reviewed and action taken where necessary**

**Outdoor areas including sports fields, car parking areas, pathways, vehicle movement etc. – conduct regular inspections, cross referencing with relevant Risk Assessments - with the results recorded for actions taken for audit purposes**

**Management of Contractors – The SAO will ensure that every Contractor working upon the SGA site will have completed the Pre-works questionnaire, and a copy retained for audit purposes. Each Contractor will**

**be given XPS Site Safety Information Sheet which details Fire Evacuation procedures, Assembly Points, First Aid provision etc.**

Responsibility for investigating accidents is that of: **Headteacher/Nicholas O’Sullivan**

Responsibility for investigating work-related causes of sickness absence is that of: **Headteacher/ SA**

Responsibility for acting on investigation findings to prevent a reoccurrence is that of: **Headteacher/ Nicholas O’Sullivan**

### **Off-site Safety**

**Educational Visits Co-Ordinator (EVC) Responsible for local visits. Risk Assessments retained for audit purposes.**

All relevant trips, visits and adventure activities will be booked and organised in conjunction with the EVC.

### **Emergency Procedures – Fire and Evacuation**

Responsibility for ensuring the fire risk assessment is undertaken and completed is that of: **Nicholas O’Sullivan & Unicorn Fire Services**

Escape routes are checked by/ every:

**Offices and Administration areas – SA/Headteacher. Daily/Weekly Classroom and Teaching areas – Teaching Staff for that area -Daily/Weekly**

Fire Extinguishers are maintained and checked by/every: **External Contractors/ Annually**

Emergency evacuation and Fire Alarm will be tested every: **Early in each Term, 6 months as indicated by the Fire Risk Assessment/ Responsible Person. Weekly test by cleaner in charge or HT.**

Responsibility for checking that the Emergency Lighting operates effectively: **Offices and Administration areas – Cleaner in Charge (CIC). Classrooms and Teaching areas – (CIC)**

Emergency Health & Safety situations – procedures and contacts:

**The School Administrator will maintain contacts and procedures, in a secure format, easily removable from the site. Annual assessment of fitness for purpose. Results recorded.**