

HEALTH & SAFETY POLICY STATEMENT

The Statement of Policy is set out below. The full versions of Health & Safety related Policies can be found in the School POLICIES folder on the staff shared drive.

Scope

The Health and Safety system will be integrated with the daily management of the school and will be continuously developed, maintained, and implemented via a number of nominated health & safety officers in coordination with the organisation committee and the Site Team.

The policy recognises the legal duties and responsibilities owed to all users of the site and seek to develop practice as a means of contributing to the overall performance of the school by reducing accidents, injuries, and ill health.

Aim

To provide a high standard of Health and Safety, commensurate with the operation of an educational establishment.

Objectives

It is the responsibility of the Governing Body via the Headteacher/Premises Manager and staff to ensure that systems are in place which will deliver a safe place of work for staff, pupils and visitors. Equally it is the duty of all employees to co-operate with management on health and safety matters. The Governing Body expects each employee to take reasonable care of their own safety and that of others either under their supervision or who may be affected by their actions. The main objectives of this policy will apply as far as reasonably practicable and are as follows:-

Employer Responsibility

- to establish and maintain a safe and healthy environment throughout the school;
- to establish and maintain safe working procedures among staff and pupils;
- to make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of equipment, articles and substances;
- to ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work;
- to maintain safe access and egress and separate movement of vehicles and people on site as far as is practicable;
- to ensure, as far as reasonably practicable, that educational visits are undertaken as safely as possible;

- to formulate procedures for use in case of fire and other emergencies including plans for the safe and effective evacuation of the school premises;
- to lay down procedures to be followed in case of accident;
- to provide and maintain suitable and sufficient welfare facilities;
- to develop a training plan to ensure that employees are trained to the appropriate level to fulfil their health and safety responsibilities;
- to monitor and review the effectiveness of health and safety systems with a view to continuous improvement;
- to ensure that staff are aware of the importance attached to Health and Safety and that management may invoke the School Disciplinary Policy in the event of non-compliance with the requirements of this Policy.

Employee Responsibility

All employees are responsible for taking reasonable care of the health and safety of themselves and of others who may be affected by what they do or do not do. They must cooperate with the employer on health and safety matters including following instructions from the employer and attend relevant health and safety training. Employees should not misuse any equipment that is provided for safety purposes. They should report any hazards or defects in the workplace to the employer.

Goldwater Ojokor

Head Teacher

Gladesmore Community School