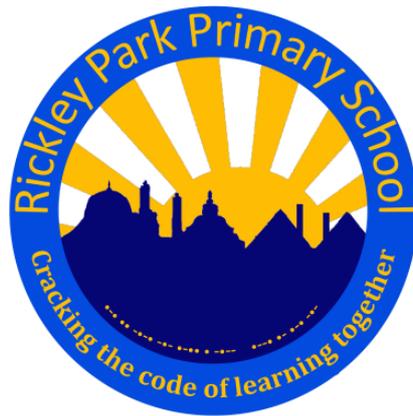


Rickley Park

Cracking the Code of Learning Together



Health and Safety Policy

Date of Policy: January 2021

Date of Review: January 2022

Introduction

As the employer of staff, Rickley Park has overall responsibility for the health, safety and welfare of staff and students within the school. Rickley Park recognises that decisions about workplace health and safety should take account of the views and priorities of the workforce as well as the management. When workers are actively engaged in health and safety, the end result is fewer accidents and less ill health.

Rickley Park will put in place clear policies which focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.

In order to fulfil its monitoring role, and to initiate and review health and safety policies and procedures, a safety committee will be established within the school comprising of the Site Manager, the Head of School, and the School Business Manager. This will operate under the terms of the Safety Representatives and Safety Committees Regulations 1977. This committee will meet termly.

Although overall accountability for health and safety lies with the Head of school, day-to-day responsibility for the health and safety of staff and students in the school is delegated to the Executive Head and Governing Body, who in turn will delegate particular functions to other staff, in particular the Premises Manager.

The local governing body are not the employers of staff but play an important role in ensuring strategic direction and will work in close partnership with the Senior Management Team and relevant staff to support good health and safety management.

General Statement of Intent

The Governing Body of Rickley Park undertakes to meet fully its responsibilities under the 'persons in control of premises section of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and other health and safety legislation, to provide a safe and healthy working environment for employees and others, such as students, visitors and contractors. Details of how this will be achieved are given in the **Arrangements** section of this policy.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before particular health and safety responsibilities are delegated to them.

Where necessary, the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them. The Governing Body will ensure provision of sufficient information and training in health and safety matters to all employees in respect of the risks to their health and safety. All employees must follow instructions to ensure the maintenance of high standards of health and safety in all school activities.

This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be managed are given in the **Arrangements** section.

Signed Print Date.....
(Chair of Governors)

A copy of this signed statement of intent should be displayed along with your HSE poster and a copy of your RPA certificate in a prominent location (usually in the staff room)

ORGANISATION

Responsibilities of the Governing Body

The Governing Body will ensure that:

- a) The Health and Safety policy provided by Rickley Park is presented by the Head teacher for approval and adoption by the governing body.
- b) Suitable and sufficient risk assessments of work activities are undertaken and a written record of the assessments is kept.
- c) Sufficient funding is allocated for health and safety e.g. in respect of training, personal protective equipment etc.
- d) Regular termly safety inspections are undertaken.
- e) Inspection reports, including those from trade union health and safety representatives, are considered and acted upon.
- f) Health and safety is a standing item on all agendas.
- g) An annual health and safety report is published.
- h) A positive health and safety culture is established and maintained.
- i) They keep up to date with new legal requirements and developments in health and safety practice

Responsibilities of the Executive Head and Head of School

The Executive Head/Head of School is responsible for day to day overall management of health and safety in the school.

The Head teacher/Principal will ensure that:

- a) The health and safety policy is regularly reviewed as necessary, at least every two years, and that any suggestions for revisions are reviewed and taken to governors.
- b) Suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed annually or upon change in circumstances.
- c) For high risk activities, safe systems of work are identified via a risk assessment and implemented appropriately.
- d) Information and advice on health and safety is acted upon and circulated to staff and governors.
- e) Regular inspections are carried with reports submitted to the Governing Body
- f) An annual report is provided to Governing Body
- g) There is co-operation in meeting its legal requirements in respect of the monitoring of health and safety practices and procedures.
- h) Staff are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons.
- i) Staff are provided with equipment or other resources to enable their work to be undertaken safely.
- j) Those who receive delegated responsibilities are competent; their responsibilities are clearly defined, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties.
- k) There is co-operation, with, and provision of necessary facilities for, trade union health and safety representatives.
- l) Appropriate tasks are delegated to the school's Site Manager and other premises staff.
- m) They report to the HSE, within the stated timescales, any incidents or accidents as defined under RIDDOR

Responsibilities of Senior Managers and Department Heads

- a) The Deputy Head may be required to undertake any of the Head of School's duties which have been reasonably delegated to them which may include responsibility for health and safety management.
- b) Middle Leaders may be expected to oversee health and safety matters relating to their curriculum areas.

Responsibilities of the Site Manager

The Site Manager will ensure that:

- a) Safe means of access and egress are maintained.
- b) The premises are kept clean and that adequate welfare facilities are provided.
- c) Safe working arrangements are in place when contractors are working on the premises.
- d) Adequate security arrangements are maintained.
- e) Adequate fire safety arrangements are implemented.
- f) Regular testing and maintenance of electrical equipment, including portable equipment, takes place.
- g) Adequate systems are in place for the control of legionella.
- h) All premises-related accidents/incidents are recorded and investigated.
- i) Regular inspections of the premises take place.
- j) A copy of the Health and Safety Law poster is displayed in an easily accessible location.
- k) A regular inspection, testing and maintenance regime is in place covering maintenance of grounds, car parks and play equipment.

Responsibilities of all Employees

Implementation of the policy is a management responsibility but the co-operation of all employees is essential.

All staff employed by Rickley Park will act responsibly to ensure that:

- a) They are familiar with, and comply with, the Health and Safety Policy.
- b) They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities.
- c) They report immediately, to the Principal or to their line manager any serious or immediate danger of which they become aware.
- d) They report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the Site Manager or to their line manager.
- e) There is no misuse of anything that has been provided for health and safety purposes.
- f) They use the correct equipment and tools for the job and any protective equipment that may be supplied.
- g) They do not use unsuitable equipment or means of access to undertake tasks, particularly, but not limited to the use of chairs for gaining access to items at height.
- h) They report to their manager if they are unfit to work safely due to ill-health, infectious diseases, medical conditions, the effects of medical equipment, drug use or the effects of alcohol.

Responsibilities of all Students

All students will be encouraged to follow safe working practices and observe safety rules.

All students will:

- a) Follow all instructions issued by any member of staff in case of emergency.
- b) Ensure that they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms.
- c) Inform a member of staff of any situation which may affect their safety or that of other students or staff.

ARRANGEMENTS

Health and Safety Representatives

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the school in writing when a health and safety representative has been appointed and, where this is the case, the school will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. Rickley Park will consult in good time with health and safety representatives on any measures which may affect the employees represented by the health and safety representative. Rickley Park will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their functions effectively.

Health and Safety Committee

Rickley Park will establish a safety committee to enable management, staff and trade union representatives to work together to ensure not only compliance with the law but also the development of a positive health and safety culture within the workplace. Rickley Park recognises that when employees are actively engaged in health and safety, workplaces have lower accident rates.

Health and Safety Policies and Procedures

The school will adopt its own processes for addressing the following areas:

- Reporting of Incidents/Injuries/Accidents
- Off-site activities
- School security
- Fire and emergencies
- Electrical safety
- Minibus safety
- ICT use
- First aid
- Dignity at work
- Stress management and employee wellbeing
- Water safety/legionella
- Control of Substances Hazardous to Health
- New & expectant mothers
- Staff training (H&S)

Audit and monitoring

To ensure that Rickley Park is meeting their requirements with regard to health and safety, an audit and inspection program will be undertaken in addition to any internal audit and monitoring that takes place by school staff or governors.

Inspiring Futures through Learning Trust head of operations will carry out a formal annual audit to ensure that objectives are being met and that action plans have been implemented. This will be followed up at termly support meetings to ensure that any assistance required in achieving objectives is available.

Periodically, an external consultant will be appointed to carry out a further audit to ensure that a fully independent assessment of arrangements is undertaken. This period is likely to be every 3 years although this timescale may be varied dependant on circumstances.