

# Health & Safety Policy

Reviewed by: Governors

Date of Policy: September 2021

To be reviewed: September 2022

## **Section 1: Policy Statement**

The Governing Body of Cockburn Laurence Calvert Academy is committed to providing and maintaining a safe and healthy workplace for all staff, students and visitors. The requirements of health & safety law, as laid out in the 'Health & Safety at Work Act 1974', are laid out in this document.

### **Cockburn Laurence Calvert Academy:**

- will take all reasonable steps to provide safe and healthy conditions for students, staff and others who may be affected by its activities.
- will take steps to ensure compliance with all relevant health & safety legislation.
- accepts its responsibilities as an employer and will provide adequate resources to implement this policy including access to support from health & safety competent persons. Where necessary, external specialist advice and assistance will be obtained.
- accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively.
- expects all staff and students to co-operate in complying with all legal obligations and to take reasonable care of their own health & safety and have regard for the health & safety of others.
- is committed to providing the necessary information, instruction and training to all staff and students where applicable.
- acknowledges and actively supports the role and responsibilities of staff representatives and will give full co-operation to elected safety representatives of recognised professional associations to enable them to carry out their duties effectively.
- is committed to regular evaluation and review of its Health & Safety Policy to ensure its objectives are met and, as necessary, to modifying the policy in light of new legislation and other changing circumstances.
- will set out full details of the organisation and arrangements for the day to day arrangements of health & safety in the school in separate documents.

## Organisation and Responsibilities

1. **The Governing Body** is responsible for strategic health & safety planning and for periodic review of health & safety performance.
2. **The Executive Headteacher/Head of School** are responsible to the Governing Body for securing the full implementation of the Academy's Health & Safety Policy.
3. **Members of the Senior Leadership Team** are responsible for ensuring that the requirements of this policy and all other legislative requirements are managed under the normal methods of delegated powers.
4. **The School Business Manager** is responsible for advising the Head of School and other senior leaders in the discharge of their responsibilities as advised by the local authority Health & Safety Team.
5. **Subject leaders** are responsible for ensuring that the requirements of this policy and legal requirements specific to their sphere of activity are implemented and monitored.
6. **The local authority's Health & Safety Officers** are responsible for providing advice and support to schools on all aspects of health & safety.

## Implementation

**The Governing Body, Executive Headteacher, Head of School and Senior Leadership Team will implement the Academy's Health & Safety Policy by:**

- ensuring adequate resources, both personnel and financial, are allocated to secure implementation of the policy
- planning, organising and implementing arrangements to eliminate or control significant risks and to comply with relevant statutory provisions
- determining and documenting procedures, operational instructions, guidelines and codes of practice to implement the academy's Health & Safety Policy
- ensuring that their responsible managers and employees are capable, through recruitment, training or otherwise, to carry out their duties for health, safety and welfare
- setting health & safety performance standards to ensure effective management within their areas of control
- ensuring that all hazards are identified, significant findings of assessments are recorded, groups exposed to risks are identified and the actions taken to protect the health & safety of these groups are recorded
- ensuring that all staff and students are familiar with, and comply with, the requirements of the Academy's Health & Safety Policy, that all new staff and students are inducted into the requirements of the Health & Safety Policy
- ensuring, through School Business Manager or the Site Manager that contractors and sub-contractors have effective arrangements for health, safety and welfare in place
- establishing systems for monitoring all arrangements to ensure that they are working effectively
- reviewing information from monitoring systems to ensure continued and effective compliance with performance standards

- reporting to the Governing Body on health & safety issues within the Academy through the Resources Sub Committee

**Subject leaders and assistant subject leaders will implement the Academy's Health & Safety Policy by:**

- ensuring that any hazards within their department are identified and appropriate risk assessments are undertaken, recorded and communicated to all staff
- ensuring that any health & safety matters that they cannot deal with directly are brought to the attention of the School Business Manager or the Site Manager or logged on the internal system
- ensuring safety measures and controls identified by risk assessments are fully implemented
- ensuring that students are provided with suitable and sufficient information and instruction in health & safety procedures
- ensuring that a system is implemented to manage health & safety within their department, which will include consultation through meetings and an agreed schedule of risk assessment review.

**All staff are responsible for:**

- complying with the Academy's Health & Safety Policy.
- taking reasonable care of their own health & safety and that of others affected by their acts or omissions.
- co-operating with the Leadership Team in complying with relevant statutory provisions.
- using all work equipment and substances in accordance with the instruction and training received.
- not intentionally misusing anything provided in the interests of health, safety and welfare.
- following all prescribed safe working practices and not working while unfit to do so.
- reporting to their line manager any health & safety problem they cannot deal with themselves or any shortcoming they find in the health, safety and welfare arrangements.
- adhering to the no-smoking policy

**All students are responsible for:**

- complying with the Academy's rules and procedures.
- taking reasonable care of themselves and others.
- co-operating with their teachers and other staff.
- using equipment and substances in the manner in which they are instructed.
- not misusing anything provided for the purposes of health & safety.
- Reporting anything they believe to be hazardous or dangerous to their Teacher / Form Tutor.

## **Health & Safety Arrangements:**

**The local Authority Health & Safety Advice** is available on the Leeds Education Hub. Detailed advice on specific regulations can be sought through the Business Director.

**Risk Assessment:** It is essential that all potential risks are assessed, recorded, and appropriate safety measures implemented. The School Business Manager will advise on risk assessment procedures upon request. Copies of all risk assessments are forwarded to the School Business Manager in order that appropriate schedules of review can be monitored.

**Consultation & Communication:** Messages pertaining to Health & Safety will be announced at the weekly staff briefing or via Frog. When in doubt about any health & safety matter, staff must seek advice from the School Business Manager. All new staff members will also receive Health & Safety information.

**Monitoring & Review:** The Health & Safety Policy will be formally reviewed by the Governing Body formally every year.

Links to other policies:

- Safeguarding Policy
- The First Aid and administering Medication Policy
- Fire Risk Assessment
- No Smoking Policy
- Risk Assessments should be read in conjunction with this policy.