

December 2018



Draft

Health & Safety Policy

Approved By: The Trust Board

Date Approved: 04/12/18

Adopted by Trust Board on: 04/12/18

Review Frequency: Annual

1. The Staff:

- 1.1. All staff are required to have a working knowledge of the regulations and procedures governing school health and safety. The details of such regulations and procedures are contained within the health and safety handbooks and a range of risk assessments, copies of these are available at each school. All staff should familiarise themselves with the contents of these documents, it is the duty of all staff to act in accordance with the advice and rulings.
 - 1.2. Staff should be aware that, unless they are properly qualified, they should not engage in any practical work in areas such as science laboratories, design and technology areas; art rooms; food & textile rooms; or the gymnasium. Nor should they allow students under their control in those rooms to engage in any practical work. Specific safety factors relate to those rooms and are outlined in the handbooks/risk assessments and other industry specific guidance also noted as reference points within these documents.
 - 1.3. Health and safety information/updates received by the Trust are circulated as appropriate and retained by the Chief Financial Officer. Staff should also take note of new and relevant literature as it becomes available and is drawn to their attention via briefings, e-mail or on the staff room notice board.
 - 1.4. Finally, it should be stressed that health and safety is a concern of all staff. All hazards, whether arising from routines, buildings, substances, equipment, the environment or behaviour, should be reported to the Headteacher* without delay.
- ❖ *Headteachers may nominate another key individual to deal with this on their behalf, however, this should be made widely known to aid prompt reporting.*

2. The Trustees are committed to:

- the provision of safe and healthy conditions for students, employees and visitors.
 - compliance with all relevant health and safety legislation.
- 2.1. The co-operation of staff, students, parents and contractors is required to achieve these objectives and minimise injuries and work related ill health. Roles and responsibilities are detailed within the health and safety handbook.
 - 2.2. It is impossible to list every hazard likely to be present at any time and therefore it is important that the whole school community must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks. The main hazards and risk control arrangements are detailed in the health and safety handbook.
 - 2.3. If in doubt about anything to do with health and safety, stop as soon as it is safe to do so, and seek advice. Where necessary, specialist advice will be obtained.
 - 2.4. This policy will be reviewed annually. Handbooks will also be reviewed annually, however, may be amended more frequently in the light of any new developments and information gathered from monitoring.

Signed: _____
Chair of Trustees

Date: _____

Signed: _____
Chief Executive Officer

Date: _____