



Health, Safety and Welfare Policy

Date Approved	18th June 2013
Signed	(Chair of Governors)
Minuted	18 th June 2013
Date of Next Review	June 2015



PRINCIPLES

The Governing Body of the Ashley School Academy Trust recognises its responsibilities under the Health and Safety at Work Act 1974 (HSWA) to ensure that arrangements are in place to secure, so far as is reasonably practicable, the health, safety and welfare of students, staff and others using or visiting the premises or participating in academy sponsored activities.

The Governors will actively work with the Headteacher and staff to identify hazards and where these cannot be removed ensure that they are adequately controlled.

PURPOSES

- To establish and maintain a safe and healthy environment throughout the academy
- To establish and maintain safe working procedures among staff and students
- To provide a clear policy and guidelines to enable health and safety issues to be tackled effectively.

GUIDELINES and RESPONSIBILITIES

Governing Body

The responsibility for ensuring that health and safety procedures within the academy are adequate rests with the Governing Body. The Governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular the Governing Body will:

1. Make arrangements to ensure that the academy complies with all relevant legislation particularly the HSWA and the Management of Health and Safety at Work Regulations 1999.
2. Ensure that procedures are in place to identify hazards and evaluate risk control measures.
3. Ensure that there is an appropriate management structure and periodically monitor its effectiveness.
4. Ensure that a Governor attends any health & safety briefings.
5. Have health & safety on the agenda at Governing Body Meetings.
6. Ensure that the Headteacher, as the Manager for health and safety, carries out the appropriate responsibilities.

The Governing Body will provide:

1. A safe environment for students, staff, visitors and other users of the premises.

2. Plant, equipment and systems that are safe.
3. Safe arrangements for transportation, storage and use of articles and substances.
4. Safe and healthy conditions that take account of statutory requirements, approved Code of Practice and DCFS guidance.
5. Adequate information, instruction, training and supervision.
6. Provision of all necessary safety and protective equipment.

Headteacher

The Headteacher, as Key Manager, is responsible for the day-to-day running of the academy and putting the Health & Safety Policy into effect.

The Headteacher is to assist in the development and maintenance of safe conditions for staff, students, visitors and anyone else using the premises. The Headteacher in particular will:

1. Satisfy themselves that effective arrangements are in place to ensure the health, safety and welfare of all users of the premises.
2. Ensure that regular health and safety inspections are carried out.
3. Arrange for risk assessments to be carried out by a competent person.
4. Put into effect any remedial measures or refer as necessary to the Governors.
5. Consult with members of staff on health and safety matters particularly any accredited staff safety representative.
6. Maintain a liaison with local police and be aware of local security matters affecting the academy.
7. Attend relevant health and safety briefings and training.
8. Report to the Governing Body at least once per term on health and safety matters.
9. Ensure that contractors on site follow safe working practices.

The Headteacher may not delegate these legal responsibilities but will normally act through the Academy Senior Leadership Team on a day to day basis to ensure compliance.

Senior Leadership Team

Members of the Senior Leadership Team and others holding posts of responsibility are to familiarise themselves with all safety legislation, codes of practice and guidance relevant to their area of

responsibility. This information will be provided in the form or a pack. As part of their day to day responsibility they are to ensure that:

1. Safe working methods are in place.
2. Supervision is adequate and training needs are met.
3. Regular safety monitoring is carried out in their area of responsibility.
4. Safety requirements for plant machinery and equipment are in place and are adequate.
5. Appropriate Personal Protective Equipment (PPE) is available, in good condition and being used correctly.
6. Any hazardous substances are correctly used and safely stored.
7. Standards of Health and Safety are monitored and appropriate remedial action is taken where required.
8. Keystage risk assessments are maintained up-to-date

The Strategic Business Manager has a particular responsibility for Health and Safety in the academy and will attend the Behaviour and Management Committee and Leadership and Management Committees.

Strategic Business Manager

The Strategic Business Manager has particular responsibility for security and premises related issues and is to:

- Co-operate with the Headteacher and Deputy Headteachers and ensure that they effectively monitor the condition of the premises.
- Report defects so that appropriate remedial action can be taken.
- Arrange for the fire alarm to be tested weekly using a different call point each time in rotation, and the findings are to be recorded in the Fire Log.
- Ensure that the academy has a contract for the maintenance of the Fire Alarm System and Fire Fighting Equipment.

All Staff

Members of staff also have health and safety responsibilities. In particular staff are required to:

- Take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do.



- Co-operate with all health and safety arrangements.
- Report any defect or other health and safety matter that they are aware of to their line manager. Resolution of the matter will normally occur within 4 weeks: where this is not the case the line manager will report directly to the Headteacher.
- Use correct equipment, tools and protective clothing issued.

Premises Security

Security of the premises comes under the jurisdiction of the Behaviour and Safety Committee. GSL Dardan are our first response for intruder alarms and will contact keyholders in the order they have been given.

Other Policies/Documents

Other documents to be read in connection with this Health, Safety and Welfare Policy are:

- Policy for the Administration of Medicines.
- Staff Handbook.
- Policy for Child Protection.
- Policy and guidance re. Control and Restraint.
- Policy on drug related incidents.
- Subject Co-ordinators for Science, PE, Outdoor Ed and D&T keep files in regard to Health and Safety matters for these subjects.
- COSHH records for Science chemicals are kept in the Science lab and a copy in the Admin office.
- Copies of all written risk assessments are kept in the Admin office.
- Fire drills, alarm checks and incident log reports are kept in the Admin Office.
- Electrical and other equipment checks are kept in Admin office.