

Date of Issue	<b>Health and Safety Policy</b>	Policy Number
Review Date		Policy Owner

## **1. Purpose**

1.1 The purpose of the policy is to ensure that Bedford Free School executes its statutory duties to safeguard the health, safety and welfare of staff, pupils and visitors under the Health and Safety at Work Act 1974 and all other relevant legislation.

## **2. Policy**

2.1 It is the policy of Bedford Free School to provide and maintain safe and healthy working conditions, so far as is reasonably practicable, for all staff, pupils and visitors and encourage a safety culture within the school.

2.2 Where reasonably practicable this policy will seek to provide and encourage:

- A safe place to work, safe access to it and safe egress from it.
- Plant, equipment and systems of work that are safe.
- Safe arrangements for the use, handling, storage and transport of articles or substances likely to cause harm.
- Sufficient information, instructions, training and supervision to enable all employees to avoid hazards and contribute positively to their safety and health at work.
- A healthy working environment.
- Adequate welfare facilities.

2.3 A no smoking policy will operate within the school and its' grounds.

## **3. Responsibilities**

3.1 The ultimate responsibility for Health and Safety issues rests with the Board of Governors and the Principal.

3.2 In the discharge of their duties the Governors will ensure:

- That all teaching staff employed by them hold appropriate qualifications to teach the subjects required of them and to use the necessary equipment and machinery.
- That both teaching and non-teaching staff avail themselves of any training which will assist them to work safely.
- The maintenance of procedures for the safety of teaching staff, non-teaching staff and pupils who come under their control.

- The maintenance of procedures for the safety of all persons using the premises under their control.
- The prompt and efficient maintenance of all equipment and non-structural repairs within the school.
- That any contractors, who are carrying out work in the school, carry out their undertakings in a safe manner so as to ensure the health and safety of all personnel on the premises.
- That all equipment and materials either purchased or acquired by them are suitable and safe for their intended use.
- That both teaching and non-teaching staff are issued with a copy of this Health and Safety Policy.

3.3 The day to day application of the Health and Safety policy will be the responsibility of the Principal.

3.4 The Principal will ensure:

- That risk assessments have been carried out to assess all significant risks within the school.
- That all teaching staff appointed hold appropriate qualifications to teach the subjects required of them and to use the necessary equipment and machinery.
- That both teaching and non-teaching staff avail themselves of any training which will assist them to work safely.
- The maintenance of procedures for the safety of teaching staff, non-teaching staff and pupils who come under their control.
- The maintenance of procedures for the safety of all persons using the premises under their control.
- That all staff are aware of any instructions or safety advice pertaining to their particular discipline issued by the Department for Education or other relevant statutory body.
- That adequate arrangements exist for carrying out regular fire drills and that all staff participate in and are aware of such arrangements.
- That reports of all defects and hazards passed to the Principal are dealt with and actioned as appropriate.
- That contractors who are carrying out work in the school, carry out their undertakings in a safe manner so as to ensure the health and safety of all personnel on the premises.
- That all staff, both teaching and non-teaching, operate safe working practices in the execution of their duties.

3.5 In the absence of the Principal, <school business manager> will assume responsibility for the day to day administration and application of the Health and Safety Policy.

3.6 Each member of the teaching staff has a responsibility to exercise care and attention regarding their own safety and the pupils under their control.

3.7 In the discharge of this responsibility, each teacher will:

- Ensure they take reasonable care during their work activities to avoid accidents of injuries to themselves, pupils and any other personnel in school.
- Observe all safety instructions and advice issued by the Department for Education or any other relevant statutory body.
- Observe all safety rules relating to specific machinery or processes.
- Report all potential hazards effecting Health and Safety to the Principal or Senior Manager.
- Co-operate with the Principal on all matters relating to Health and Safety
- Report all accidents to themselves to the Principal.

3.8 The Site Agent has a responsibility to ensure the school environment is maintained in a safe condition and to exercise care and attention regarding their own safety and personnel under their control.

3.9 In the discharge of this responsibility the Site Agent will:

- Regularly inspect the buildings, grounds and plant machinery/equipment and report any defects or hazards to the Principal.
- Encourage staff under his control (e.g..cleaners) to employ safe working practices.
- Instruct new employees in appropriate safety measures and procedures as required.
- Ensure that all defects in equipment or protective clothing etc are corrected and reported as appropriate.
- Report all accidents to themselves or staff under his/her control to the Principal.
- Furnish information as required in the investigation of injuries and accidents.

3.10 In the discharge of their duties all employees will:

- Perform their duties in a safe manner.
- Report all accidents and injuries to their supervisor as soon as possible.
- Obtain adequate treatment as soon as practicable if injured.
- Report all defects in equipment or protective clothing and potential hazards to their supervisor.
- Assist in the investigation of injuries and accidents.

#### **4. Related Documents**

4.1 Safeguarding and Pupil Welfare Policy

4.2 Emergency Evacuation Procedure

4.3 Control of Substances Hazardous to Health Procedure

4.4 Risk Assessment Procedure

4.5 Accident and Incident Reporting Procedure

4.6 Use of Machinery and Work Equipment Procedure

**5. Monitoring, Evaluation and Review**

5.1 The school Governors are responsible for ensuring the Free School adheres to this policy and that this policy is periodically monitored and reviewed.

5.2 This policy will be reviewed at least every year.

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