



# ADCOTE SCHOOL

## HEALTH AND SAFETY POLICY STATEMENT DOCUMENT

Reviewed Sept 2018  
Next Review Sept 2019

## Sections

1. Directors Statement
2. Statement of Commitment
3. Health & Safety Organisation
4. Health & Safety Arrangements
5. Policy Review

### **1. Directors Statement**

*“I believe that all outstanding schools strive for excellence in health, safety and environmental (H,S & E) issues. Responsibility for H,S & E performance is collective and individual – all of us at Adcote are responsible for getting H,S & E right.*

*Our aspirations are simple - eliminate injuries and school related ill health, minimise damage to our surrounding environment and generate a culture that creates a safe and healthy environment for all our pupils, employees and visitors”.*

## 2. Statement of Commitment

The Board of Directors supported by the Council of Governors of Adcote School recognise and accept their responsibility as employers for providing a safe and healthy environment for teaching, non-teaching staff, pupils, contractors and school visitors, in accordance with the Health and Safety at Work etc Act 1974.

It is therefore the commitment of the Board of Directors and governing council to continue to generate a positive approach to health and safety within Adcote. This will include:-

- Working to eliminate injuries and school related ill health to our pupils, employees and visitors.
- Establishing and maintaining a positive safe and healthy culture and working environment throughout the school.
- The provision of safe and healthy working conditions for all employees, ensuring that their work does not adversely affect the health and safety of other people.
- Providing and fostering good employer/employee consultation on all safety related matters, consulting with groups or individuals prior to the allocation of specific health and safety functions.
- Ensuring a commitment to the provision of sufficient information and training for Employees in respect of risks to health and safety.
- Providing expert advice as necessary to determine the risks to health and safety within the school, ensuring that the precautions required to control the risks are recognised and in place.
- Recognising the additional responsibilities and duties that are imposed in respect to other persons within the school environment. E.g. Pupils and students, visitors and contractors. Ensuring that suitable and sufficient arrangements are in place to fulfil this obligation. In addition, making sure that all employees, including contractors and partners, are competent and adequately trained.

### **3. Health and Safety Organisation**

The organisation part of this health and safety policy sets out the structure and responsibilities for implementing health and safety within the school.

The following section will outline responsibility and duties at each level.

#### **Board of Directors**

The ultimate responsibility for health and safety rests with the Board of Directors. Hence the duty to comply with all statutory requirements will not be delegated and as such, will remain with the Board.

It is also the duty of the Board to establish and embed the necessary systems for health and safety within the management structure and define the levels of responsibility at which the functions described in the policy are to be carried out.

The Board supported by the Council of Governors will demonstrate ongoing commitment to health and safety matters. Other prime duties will involve:

- The monitoring of health and safety standards within the school.
- Prioritising actions where resources are required and ensuring that actions are taken and matters closed out within a reasonable timescale.
- Including health and safety on the agenda of monthly governor meetings.
- Ratifying, approving and ensuring timely reviews of the school's health and safety policy.
- Ensure the production and review of the annual health and safety report.

#### **Head Teacher**

It is the responsibility of the head teacher to ensure that day to day management of all health and safety matters within the school are in accordance with the health and safety policy. The head teacher will show demonstrable ongoing commitment to health and safety within the school and will take a lead in all matters of health and safety communication, including the passing on of information received on health and safety to the appropriate people.

The head teacher will chair the school's health and safety forum and will ensure that suitable resources are made available to meet the school's health and safety requirements.

Other duties of the Head teacher will include:-

- Liaising with governors and the Environmental Agency on policy issues, advising of problems in implementation of the policy as required.
- Ensuring that regular inspections are carried out in accordance with this policy. Ensuring that actions are taken and matters closed within a reasonable timescale.
- Submitting health and safety inspection reports to the governing body.
- Identifying and coordinating ongoing staff training needs

### **Bursar**

The Bursar will work closely with the head teacher on all aspects of health and safety. From time to time, in the head teacher absence, the bursar will be required to deputise for the head teacher on health and safety matters.

The Bursar will show an ongoing commitment to health and safety within the school. Other duties will involve:-

- Day to day management of health and safety in accordance with the health and safety policy
- Carrying out regular inspections and making reports to the head teacher, ensuring that appropriate action has been taken in a timely manner
- Participating in the schools health and safety forum.
- Arranging staff training
- Passing on health and safety information received to the appropriate people
- Acting on reports from both above and below in the hierarchy

## **Senior Management Team/Heads of Departments**

The Heads of departments will work closely with the head teacher on all aspects of health and safety. They will take the lead on health and safety matters within their areas of control as defined in appendix one.

The heads of departments will show an ongoing commitment to health and safety within the school. Other duties will involve:-

- Day to day management of health and safety in accordance with this policy
- Carrying out regular inspections and making reports to the head teacher, ensuring that appropriate action has been taken in a timely manner
- Participating in the schools' health and safety forum
- Arranging staff training
- Passing on health and safety information received to the appropriate people
- Acting on reports from both above and below in the hierarchy

## **Teachers/Other Staff**

All employees are responsible for safeguarding themselves, other people and the environment in which they work. Main functions include:-

- Day to day management of health and safety in accordance with the health and safety policy
- Checking that classrooms or work areas are safe
- Checking equipment is safe prior to use
- Cooperate with supervisors and managers on health and safety matters
- Ensure that safe procedures are followed at all times and take reasonable care of their own health and safety
- Wearing protective equipment as required or when needed
- Participating in health and safety inspections or safety forums if requested

- Not interfere or misuse anything provided in the interest of health and safety
- Report all health and safety concerns to an appropriate person as detailed within this statement

Employees are encouraged to appoint or elect safety representatives, through which employees can raise health, safety and environmental concerns and provide a forum for discussion.

### **Health and Safety and Environmental specialists.**

The school will ensure that a competent person(s) is available to support the school and provide advice, assistance and guidance on health, safety and environmental issues.

## **4. Health and Safety Arrangements**

The health and safety arrangements are the working part of this policy that covers the specific measures for ensuring health and safety. They include for the effective planning, organisation, control, monitoring and review of the preventative and proactive measures.

Due to the extent of procedures that need to be in place for a diverse school operation such as Adcote, the procedures will be collated in one file system that will be held centrally within the Bursar office and staff room.

This file will be known as the **Health and Safety procedures file** and access will be available during normal school working hours. Boarding staff will have access to the file out of normal operating hours.

## 5. Policy Review

This document will be reviewed on at least an annual basis and revised and reissued as necessary.

**Signed:** .....

**Dated:**.....

**Richard Walker, Director.**

**Signed:** .....

**Dated:**.....

**Louise Hudson, Director.**

**Reviewed Sept 2018**

**Next Review Sept 2019**