



Health and Safety Policy

Document Owner	Headteacher
Committee	Full Governing Board
Frequency of Review	Annually
Date of last review	Sept 2022
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Signed	<i>J. OWENS</i>
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Policy statement on equality and diversity

The School will promote equality of opportunity for students and staff from all social, cultural and economic backgrounds and ensure freedom from discrimination on the basis of disability, gender, race, age, religion or belief, and sexual orientation.

Equality and diversity are integral to the School's priorities and objectives. We will support inter-faith and inter-cultural understanding and engage all students in playing a full and active role in wider engagement with society.

General Statement of Intent

The Mosslands School “pupils and employees” accepts its responsibilities under the Health and Safety at Work etc Act 1974 and all subsequent regulations.

The school will ensure, so far as is reasonably practicable, the health, safety and welfare of employees, visitors, contractors and any other persons affected by its undertaking.

It is the responsibility of the Headteacher, to ensure that Departments comply with this commitment through the implementation of a robust management system that seeks continual improvement in the health and safety performance of The Mosslands School.

The school’s objectives, so far as health and safety is concerned, are to provide and maintain, so far as is reasonably practicable:-

- plant, equipment and systems of work that are safe.
- safe arrangements for the use, handling, storage and transport of articles and substances.
- sufficient information, instruction and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work.
- a safe place of work with safe access to and egress from it.
- a healthy working environment and adequate welfare facilities.

All staff should be aware of their responsibilities contained within this health and safety policy and report any unsafe acts or situations to an appropriate Officer.

Organisation and Responsibilities

Assistant Headteachers

The Headteacher is ultimately responsible and accountable for health and safety in the school.

To achieve the objectives stated in the health and safety statement the Headteacher will ensure a management system that:

- Makes all Assistant Headteachers fully aware of their responsibilities for health and safety. Ensuring that they develop safety management plans applicable to the work of their departments.
- Informs all employees, contractors, service users, visitors and others about this policy and their health and safety responsibilities.
- Sets performance targets and shares them with stakeholders, encouraging everyone to take part in maximising achievement.
- Reviews this policy and the arrangements for its implementation, after consultation with stakeholders, to maintain its effectiveness in changing conditions and circumstances.
- Consults effectively with employees about health and safety matters.

- Requires that Assistant Headteachers bring to the notice of the appropriate committees of the Governing Body matters concerning the adequacy of the resources needed to implement this policy.
- Monitors each department's compliance with health and safety legislation and school procedures to achieve continual improvements in health and safety performance.
- Brings any health and safety matters which cannot be resolved or which are causing special concern to the attention of the appropriate Committees of the Governing Body.
- Requires that everyone in the school demonstrate by example his or her personal commitment to the highest standards of health and safety.

Deputy Headteacher

When the Headteacher is absent the Deputy Headteacher of the school will deputise in all health and safety matters. This duty is additional to their safety responsibilities as a Deputy Headteacher.

The Operations Manager

The Operations Manager is responsible to the School Business Manager for the provision of competent advice about health, safety and welfare policy, procedures and training. He will provide operational support in health and safety:

- Co-ordinate the school to develop and review the school's safety, health and welfare policies and practices.
- Advise on potential health and safety problems.
- Monitor departmental procedures for compliance with the standards of safety, health and welfare laid down in the school's safety policies.
- Assist in the development of safety policies and procedures through the operation of departmental safety committees.
- Ensure that the administrative procedures in relation to the reporting and investigation of accidents and other administrative functions relating to safety and welfare comply with the school's policy and any statutory obligations.
- Provide advice on the establishment, development and implementation of departmental safety, health and welfare provisions to meet the requirements of the Health and Safety at Work Act.
- Provide advice and arrange, where necessary, relevant health and safety training required to address any risks presented by authorised work activities.
- Assist in carrying out risk assessments and monitoring the implementation of any control measures identified.
- Provide advice on safe working practices determining levels of responsibility and preparing notes for guidance for all levels of employees.
- Monitor accident reports, continuously reviewing accident trends to advise on future action to comply with statutory requirements and school policy.

- Promote an awareness of safety and health practices within the school providing satisfactory publicity and guidance notes at all levels and locations.
- Continuously review methods of working to ensure safe working practices.

All employees with supervisory responsibilities

Supervisors and managers will implement the school's Health and Safety Policy within their own section. They will:

- Assess all work activities under their control and where risks are identified develop action plans to reduce those risks so far as is reasonably practicable.
- Report the findings of any risk assessment to line management where the authority to act lies outside their power.
- Ensure that all employees receive sufficient training, instructions and information to carry out their work safely.
- Provide employees with the correct plant, equipment, personnel protective clothing, furniture etc.
- Monitor that all employees within their area of responsibility carry out their tasks safely.
- Be familiar with school Health and Safety Policy and departmental health and safety management system.

All other employees

All employees are expected to participate in the implementation of the school's Health and Safety Policy. They will:

- Act in the course of their employment with due care for their own safety and that of others who may be affected by their acts or omissions at work.
- Co-operate, so far as is necessary, to enable the school to perform any duty or to comply with any requirements of health and safety legislation currently in force.
- Use correctly all work items, guards, protective equipment etc, provided by the school, in accordance with the training, instructions or information that they have received.
- Report all accidents and incidents (whether people are injured or not) appropriately.
- Report promptly to line management any defective equipment, plant, premises, hazards or damage.

HR: To control any amendments to policies that need to go through HR and Governors.