

Health & Safety Policy

1. INTRODUCTION

1.1 The Health & Safety At Work Act requires all staff, including supply staff and contractors working at NeneGate School, to conduct themselves in a manner in which they pose no risk to their own and other person's Health and Safety. 'Other persons' includes staff, pupils and visitors to Nenegate School.

2. COMMITMENT

2.1. NeneGate School will:

2.1.1 provide a safe and healthy working/teaching/learning environment in compliance with, or providing upon, statutory requirements;

2.1.2. maintain the cleanliness and state of repair of buildings;

2.1.3. provide safe systems of working to ensure, so far as is reasonably practicable, the health and safety at work for all staff/pupils;

2.1.4. provide safe plant and equipment;

2.1.5 manage and maintain the use of personal protective equipment;

2.1.6 provide adequate information and training on Health & Safety at work and fire prevention and ensure that all employees, pupils, contractors, visitors and others follow the safety procedures e.g. Health & Safety notices will be displayed.

2.1.7. provide safe storage for dangerous materials and substances;

2.1.8 provide adequate statutory first aid facilities;

2.1.9 establish, practice and maintain effective emergency evacuation procedures;

2.1.10. carry out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent any recurrence;

2.1.11. liaise with the City Council, Local Authority and Health & Safety Executive and other official bodies with the aim of improving all aspects of health and safety at work.

3. RESPONSIBILITIES

3.1. The **Head teacher** is responsible for instigating and, where appropriate, authorising work or action. Authorisation of significant remedial work or action may need to be sought from the head teacher. The head teacher retains an overall responsibility for the implementation of the school's Health & Safety Policy.

3.2. **All Staff** have a responsibility to:

3.2.1 check that areas and equipment are safe before use:

3.2.2. ensure procedures are followed and use protective equipment as required:

3.2.3. report hazards to line manager:

3.2.4. encourage pupils and visitors to comply with the Health & Safety Policy.

4. RISK ASSESSMENT

4.1. There are several aspects to risk assessment.

4.1.1. Continuous identification of hazards and risks on a daily basis;

4.1.2. Assessment of any substances or materials introduced to ensure compliance With COSHH regulations;

4.1.3. Assessment of any new activity or procedure introduced into Pupil Referral Service Testing of electrical equipment will take place annually or as appropriate.

5. PUPIL SUPERVISION

5.1. **Pupil taking medicines** – the guidance provided by the Local Authority will be followed;

5.1.1. **Illness** – in the case of pupils, parents will be asked to provide an emergency contact number and to alert the particular setting that their child attends to any known health problems e.g. diabetes, asthma etc. This record will be kept in the office of the establishment, in a place accessible to all relevant staff. In the event of serious illness an ambulance will be called, parents contacted and asked to meet their child at the hospital.

6. REFERENCE Peterborough City Council – Health & Safety Responsibilities

(Taken from PCC policies: Employee Information: InSite)

7. The Health and Safety at Work Etc Act 1974, makes clear reference to the absolute duty of an employer to ensure, as far as is reasonably practicable, the health, safety and welfare of all their employees. Further supporting sets of Regulations define the more specific precautions and procedures that an employer must have in place.

8 The Health and Safety at Work Etc Act further prescribes the responsibilities that employees also have with regard to health and Safety.

9. Peterborough City Council's Health and Safety Policy sets out the specific health and safety responsibilities of all persons within the organisation; it also makes reference to the procedures that are in place to protect persons and ensure compliance with Legislation.

10. All Peterborough City Council employees are to ensure that they have read the Health and Safety Policy and are familiar with their duties and responsibilities.

11. To assist with establishing what duties a particular employee may have, the following list has been devised as a quick reference guide.

Ref	Description	Responsible Person				
		Chief Exec	Directors	Heads of Service	Section Heads	Employee
1	To ensure the Health and Safety Policy statement is achieved.	<input checked="" type="checkbox"/>				
2	Ensure that all Council employees are aware that Health, Safety and Welfare have equal ranking to other Council objectives.	<input checked="" type="checkbox"/>				
3	Regular review of Health and Safety and appropriate changes are notified to Directors.	<input checked="" type="checkbox"/>				
4	Maintain an effective Health and Safety organisation.	<input checked="" type="checkbox"/>				
5	Ensure that Directors are fully aware of their Health and Safety obligations.	<input checked="" type="checkbox"/>				

Ref	Description	Chief Exec	Directors	Heads of Service	Section Heads	Employee
6	To liaise with the appropriate Trade Unions and employees on all Health and Safety Policy matters.	<input checked="" type="checkbox"/>				
7	To ensure familiarity with the Councils Health and Safety Policy and their responsibilities.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	To meet declared aims of the Health and Safety Policy statement.		<input checked="" type="checkbox"/>			
9	To meet Statutory requirements with regard to Health and Safety legislation.		<input checked="" type="checkbox"/>			
10	Monitor and appraise the effectiveness of Health and Safety legislation and improve areas of low performance.		<input checked="" type="checkbox"/>			
11	Provide effective First Aid arrangements.		<input checked="" type="checkbox"/>			
12	Ensure budgetary provisions are made for safety matters.		<input checked="" type="checkbox"/>			
13	To advise managers on new regulations or proposed changes to existing regulations.		<input checked="" type="checkbox"/>			
14	To seek guidance on Health and Safety matters.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
15	To ensure the Health and Safety Policy is carried out effectively in their Service area.			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
16	To comply with all current legal requirements concerning Health, Safety and Welfare in their Service area.			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
17	To ensure that safe systems of work are devised, implemented and maintained so far as is reasonably practicable.			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
18	To ensure that risk assessments are completed in their area of work.			<input checked="" type="checkbox"/>		

19	To determine Financial resources required to provide safe plant, equipment, personal protective equipment etc.			<input checked="" type="checkbox"/>		
20	To ensure the items in 19 above are available when required from the recourses available.			<input checked="" type="checkbox"/>		
21	To establish and maintain a reporting procedure.			<input checked="" type="checkbox"/>		
22	To ensure appropriate action is taken to implement recommendations for improvement.			<input checked="" type="checkbox"/>		

Ref	Description	Chief Exec	Directors	Heads of Service	Section Heads	Employee
23	To ensure employees receive appropriate and adequate instruction and training.			<input checked="" type="checkbox"/>		
24	To establish and maintain procedures to ensure that unhealthy situations are recognised, assessed and so far is reasonably practicable rectified.			<input checked="" type="checkbox"/>		
25	Take action against those who fail to carry out Health and Safety duties assigned to them.			<input checked="" type="checkbox"/>		
26	To ensure that their Service activities are not danger to others.			<input checked="" type="checkbox"/>		
27	Act on Safety issues identified and liaise with Safety Representatives.			<input checked="" type="checkbox"/>		
28	To ensure instructions, codes of practice etc are understood and implemented.				<input checked="" type="checkbox"/>	
29	To ensure that they are familiar with the legal requirements and that these are dealt with.				<input checked="" type="checkbox"/>	
30	To ensure that they are adequately trained in Human Resources.				<input checked="" type="checkbox"/>	
31	To promote Health and Safety.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
32	Ensure that any unsafe practices are reported and rectified.			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
33	Ensure their work practices do not endanger persons not employed by the Council.				<input checked="" type="checkbox"/>	
34	To take reasonable care of their own health and Safety and others who may be affected by their acts or omissions.					<input checked="" type="checkbox"/>
35	Co-operate with their employer.					<input checked="" type="checkbox"/>
36	Correctly and safely use any work item provided to them.					<input checked="" type="checkbox"/>
37	Use appropriate Personal Protective Equipment as supplied.					<input checked="" type="checkbox"/>
38	Use any harmful to health substances in accordance with the COSHH assessment.					<input checked="" type="checkbox"/>
39	Familiarise themselves with emergency evacuation procedures for all areas they are likely to work in.					<input checked="" type="checkbox"/>
40	Report any Health and Safety issues to their manager.					<input checked="" type="checkbox"/>

12. REVIEW

1.2.1. This policy will be reviewed every 2 years unless legislation dictates otherwise.

Authorisation

Signed on[date]

Chair of the Governing Body

Date for Review:

Revision History

Rev. No.	Date	Changes	Sign
1			
2			
3			
4			
5			
6			