

## **SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE**

### **HEALTH & SAFETY POLICY**

#### **To be read in conjunction with Health & Safety Procedures**

**Mission statement:** We deliver high quality teaching and learning in an environment that meets the needs of our students, so that all achieve and enjoy.

#### **Policy and Intent**

1. The Governors of Shirley High School Performing Arts College recognise and accept their corporate responsibility to provide a safe and healthy environment for the teaching and non-teaching staff, the students and other people who may come onto the premises, under the Health and Safety at Work etc Act 1974 and the associated Management of Health and Safety at Work Regulations 1999. The Governors consider the achievement and maintenance of a high standard of health, safety and welfare throughout the school to be the primary objective.
2. The Governors will take all reasonably practicable steps within their power to fulfil this responsibility.
3. The Governors intend that, for health and safety purposes, the school will operate within the structure and framework laid down in this Policy. It will also apply all health and safety instructions, Codes of Practice and other advice issued by the Department for Education (DfE).
4. The Principal will undertake the necessary arrangements to secure compliance with all health and safety requirements, to ensure that such arrangements are recorded in writing and to further ensure that such information is circulated to all existing and future staff and to the Governing Board, and subsequently to monitor the implementation of these arrangements.
5. The Governing Board intends to consult with representatives of staff on health and safety matters and with individual members of staff before allocating to them particular health and safety functions.
6. Where appropriate, the Governing Board will seek any necessary expert advice to determine the risks to health and safety within the school and the precautions required to deal with them.
7. The Governing Board will provide staff with sufficient information necessary to carry out their duties in a safe and healthy manner and will provide such training for staff in respect of risks to health and safety as is necessary.
8. The Governing Board calls the attention of all members of staff within the school to their duty under section 7 of the Health and Safety at Work etc. Act 1974 to co-operate with Management in all matters related to health and safety.

#### **Organisation**

##### **9. Governors**

The provision of a safe and healthy workplace is the concern of all those working within it. The Governing Board are committed to the maintenance of a high and improving standard of health and safety through the implementation of a health and safety policy and associated procedures. However, it delegates the day to day responsibility for, and management of, health and safety to the Principal.

## 10. Principal

The Governing Board delegates the day to day responsibility for, and management of, health and safety to the Principal who should ensure that there is:

- good communication with staff and students,
- control of risk through the clear allocation of responsibilities,
- appropriate opportunities for the active co-operation and involvement of all staff through departments and trade union membership and
- promotion of competence in health and safety matters through the provision of appropriate training of students and staff in the safe use of equipment.

In particular, the Principal will:

- set up arrangements within the school that comply with all health and safety legislation and regulations and produce written procedures that are brought to the attention of all staff. Included within the arrangements will be a system for effective monitoring and modification in the light of experience or future legislation
- note published health and safety policies, Codes of Practice, instructions and advice and ensure that they are brought to the attention of appropriate staff. Such materials, together with advice published by the Department for Education (DfE) Schools Education Advisory Committee (SEAC) or others, concerning health and safety in schools, shall be made readily available to all staff and their attention called to any modifications
- keep a list of any Safety Representatives appointed within the school by Recognised Trade Unions and co-operate with them as far as is reasonable and upon receipt of written reports from Safety Representatives, respond in writing within a reasonable time.
- ensure that all areas of the school are inspected regularly and inform the Governing Board of the results of the inspection and any action required.
- establish a system for the reporting, recording and investigation of accidents, using the guide-lines contained in this Policy and ensure reasonable steps are taken to prevent recurrence.
- establish a system for the reporting of hazards which come to the attention of staff, in the course of their normal duties.
- ensure that all visitors, including maintenance personnel or contractors are informed of any hazards on site of which they may be unaware.
- ensure that maintenance or other work does not affect students and staff unnecessarily and that all external contractors comply with recent safety legislation.
- ensure that all new employees are informed about safety arrangements, given a copy of the school's safety policy and procedures upon joining and the opportunity to read them before starting work.
- identify staff training needs with regard to health and safety

## 11. Responsibility of Post Holders

The Principal delegates the day to day administration of health and safety procedures to the Senior Vice Principal and the Facilities Manager who is the Health and Safety Officer.

The Principal delegates to Heads of Department, Facilities Manager, Medical Officer and Site Staff the responsibility for the day to day management of health and safety within their areas.

In particular:

- Heads of Department should draw up departmental policies and procedures and review them annually
- all procedures, including those in subject areas, should be designed in such a way that they are no more onerous than can be carried out effectively and safely by someone in the early stages of pregnancy.

- when notified of a pregnancy the Senior Vice Principal in conjunction with the Head of Department must carry out a separate risk assessment for the individual to ensure that the working environment remains safe for the individual and risks are mitigated as far as is reasonable.
- all to carry out informal inspections of their areas and report the result to the Senior Vice Principal
- all to arrange appropriate staff training through departmental development plans
- all to pass on health and safety information received to appropriate people
- all to act on reports received from staff

## **12. Staff**

The Principal delegates to all other staff the day to day management of health and safety in accordance with the school policy. In particular they will:

- check that their classroom or work area is safe.
- check that all equipment is considered safe before using it or permitting another person to use it.
- ensure that safe procedures are followed, particularly any which have been laid down by the head of department for specific observance within the department.
- make use of any personal or other protective clothing or equipment
- participate in inspections and in health and safety committees if appropriate.
- bring problems or hazards to the attention of the Senior Vice Principal and/or their head of department, whichever is the more appropriate.

## **13. Students**

The Principal and staff of the school will encourage students to:

- exercise personal responsibility for the safety of themselves and classmates
- observe school rules relating to appropriate dress and/or behaviour consistent with safety and/or hygiene
- use and not misuse equipment provided for his/her education and welfare
- behave sensibly on stairways and follow the keep left rule when moving around the building
- not to bring to school any item or substance that could be considered detrimental to the well being to another member of the school community.