

Statement of General Policy on Health, Safety & Welfare

1. This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Welfare Policy, it records the school's local organisation and arrangements for implementing the County Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this schools Governing Body will ensure so far as is reasonably practicable that:
 - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
 - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
 - appropriate safe systems of work exist and are maintained.
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
 - a healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

Signature



Dr H Chapman, **Chair of Governors**

Signature



Mrs D Farrent, **Executive Principal**

Health and Safety Committee

The school has established a Health and Safety Committee which meets termly. The main purpose of the Committee is to develop and implement measures to ensure the health and safety of all employees, students and others who may be affected by the school's activities. Membership of the Committee comprises of:

- 11.1 Deputy Head
- 11.2 Director of Business & Finance (Health & Safety Coordinator)
- 11.3 Head of Department: Physical Education
- 11.4 Head of Department: Design & Technology
- 11.5 Head of Department: Science
- 11.6 Union Representative
- 11.7 Site Supervisor/Site Manager
- 11.8 Catering Manager

The Health and Safety Committee will submit an annual report to the Governing Body for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

A copy of the full policy can be obtained from Mrs Harvey (Director of Business & Finance).

Classroom Health and Safety Check

Each member of the teaching staff is responsible for completing a risk assessment for their teaching activities. This would normally involve completing an initial risk assessment for their teaching space, which would be updated each year. To assist with this process each member of staff is requested to annually complete an audit on the condition of their room (Form D.16A). This is then returned to Mrs Harvey by 30th September for action.

During the year any minor problems with a teaching room, or any requests for repairs or maintenance work which would require the purchase of goods or the use of outside contractors, should be submitted to Mrs Harvey for approval on the form C16B.