



GRANGE SCHOOL
A Culture of Continuous Improvement

Health and Safety Policy

Compiled by: Signature: Date:	Approved by Governing Body () Signature: Print name: Date:
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Health and Safety Policy

INTRODUCTION

The Directors of Grange School recognise their corporate responsibility to provide as far as reasonably practicable a safe and healthy environment for the pupils and staff on and off site. They also acknowledge their responsibility to all other school users including parents, visitors and contractors while on site.

POLICY

The Directors of Grange School will take all reasonable, practicable steps to fulfil their responsibility to provide a safe and healthy environment for all users of the premises, including employees, and to pay particular attention to meeting the requirements of relevant statutory provisions. This policy applies to all permanent and temporary accommodation on the site.

PROCEDURE

The Directors duties set out as follows

- Make safe plant, places of work, premises, equipment and systems.
- Make arrangements for the safe use, handling, storage and transportation of articles and substances.
- Provide appropriate security arrangements.
- Provide information, instruction, training and supervision by first aid personnel to ensure the health and safety of all those on the premises.
- Provide adequate first aid and other welfare facilities. Provide safe means of access and egress.
- Provide opportunities for the participation of trade union representatives in promoting health and safety at work.
- Directors expect the School's employees to fulfil their legal obligation to co-operate in the operation of this policy; employees are expected to:
 - Support and implement this policy.
 - Set a personal example through safe behaviour and comply with appropriate safety warnings.
 - Make use of the protective equipment available; ensure that pupils make use of protective equipment; observe standards of dress consistent with safety and/or hygiene; accept that the safety equipment, protective

clothing and procedures provided must be employed as appropriate to the hazard and in the manner prescribed; not interfere with or misuse equipment which has been provided in the interests of health and safety.

- Comply with safety procedures, whether written or brought to their attention by other means; familiarise themselves with procedures for emergency evacuation. Satisfy themselves when using plant, machinery, tools or equipment that it is not
- defective and that it is suitable for the task; where there is doubt, refer equipment to a supervisory officer. When required, ensure that it has current valid test certificates where appropriate.
- Ensure that any equipment to be purchased, hired or installed by the School is suitable for its intended use and location and complies with the appropriate safety regulations. Full operating and maintenance instructions, written in English, must be provided and made available for use.
- Report to the designated person if inadequacies are detected in any safety procedures. Be conscious of the health, safety and welfare of themselves, their colleagues, pupils in their care and members of the public, and do nothing by act or omission which will adversely affect themselves or those others.
- Report all incidents which have led or could lead to damage or injury, accidents, reportable diseases, dangerous occurrences and potentially hazardous incidents in accordance with prescribed procedures, and assist any resulting investigation.
- Teach safety as an integral part of courses, both by formal teaching, where appropriate, and by example, by ensuring that no School user sees or is allowed to do anything which does not correspond to the best industrial or teaching practice.
- Prohibit any pupil who refuses to adopt safe working procedures from taking part in the lesson, and refer the pupil so that appropriate disciplinary action can be taken.
- Inform contractors and other workers not employed by the Governors of appropriate health and safety regulations and of appropriate points from this health and safety policy.

DESIGNATED RESPONSIBILITIES

The Head

The ultimate responsibility for the implementation of the health and safety policy within the School lies with the Head. However, the Deputy Head Business & Administration is

delegated by the Directors to supervise, monitor and control all matters relating to health and safety and to act as the Health and Safety Officer.

The Senior Leadership Team

The Senior Leadership Team expects to:

- Ensure that the School is so organised that there is no unacceptable risk to members of staff, pupils, or other users of property.
- Ensure that all staff are properly briefed and trained in their duties and responsibilities as part of the general programme of staff development.
- Set a personal example and encourage a safe attitude towards work amongst all employees.
- Ensure that there are safe systems of work and that members of staff and pupils use protective equipment provided, observe the standards laid down by law and co-operate in agreed safety measures.
- Co-operate with the safety representatives of recognised trade unions.

The Health and Safety Officer

The Health and Safety Officer is the Deputy Head Business & Administration.

Responsibilities include:

- Monitoring and implementing the general safety programme with the Head. Carrying out regular programmes of inspection of the premises.
- Ensuring all accidents and hazardous situations are reported.
- Analysing accident reports and reporting to the Head teacher and directors where relevant
- Establishing and monitoring first aid procedures, and review from time to time all First
- Aid and Emergency Regulations
- Being the focal point for day to day references on safety and give advice or indicate sources of advice.
- Holding relevant information on health and safety
- Co-ordinating and implementing the School's safety regulations as approved by the directors
- Establishing and monitoring fire procedures.
- Setting a personal example and encouraging a safe attitude towards work amongst all staff and pupils.

- Establishing protective clothing and equipment needs and establishing monitoring procedures for their use.
- Maintaining contact with outside agencies.
- Reporting all known hazards immediately and stopping any practices or the use of any plant, tools, equipment etc considered to be unsafe until their safety is satisfactory.
- Making recommendations for additions or improvements to plant, tool, equipment etc which are dangerous or potentially so.

The School Directors

The Directors functions are:

- The appointment of a Link Governor to monitor Health and Safety issues. The study of accidents and notifiable diseases, statistics and trends.
- The examination of safety reports on a similar basis.
- To consider reports which the Administrator may wish to submit.
- To consider reports and factual information provided by any outside agency relevant to health and safety matters.
- To assist in the development, implementation and review of School safety rules and safe systems, working within current legislation.
- To monitor the effectiveness of the safety content of staff training.
- To monitor the adequacy of health and safety communication and publicity in the School.
- To provide a link with the appropriate inspectorates of the enforcing authority.
- To review annually and revise all health and safety practices in the light of any new legislation.
- To make recommendations to the remaining directors group.