

CSAT Health & Safety Policy September 2017

Policy Statement

The Governing Body of Cheney School Academy Trust recognise its responsibilities under the Health and Safety at Work Act 1974 and other health and safety legislation to:

- Provide a safe and healthy working environment for employees, and
- Ensure that their work does not adversely affect the health and safety of other people such as pupils, staff, visitors and contractors.

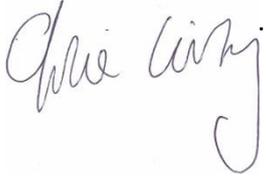
Further operation details are given in the Health and Safety Management Plan.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to matter.

Where necessary the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety across all Academy activities.

This policy forms part of the overall health and safety arrangements at CSAT in dealing with different areas of risk. Details of how these areas of risk will be addressed are detailed in the Academy's health and safety management plan.

Signed:.....  Head Teacher

Date: September, 2017

Health & Safety Management Plan

Organisation Responsibilities of the Governing Body

- Complying with the Health and Safety Policy and the arrangements made therein;
- Formulating and ratifying the Academy's Health and Safety Policy and Health and Safety Management Plan;
- Promoting high standards of health and safety within the Academy;
- Regularly reviewing health and safety arrangements (at least bi-annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises are maintained in a safe condition and that appropriate funding is allocated to this end from the Academy budget;
- Ensuring that risk assessments are made;
- All accidents are recorded;
- Academy activities, including those off site, which could constitute a significant risk to health and safety of employees or other persons are appropriately controlled;
- Prioritising action on health and safety matters where resources are required from the Academy's budget – seeking further advice where necessary and ensuring that action is taken;
- Ensuring that this statement and other relevant health and safety documentation is available to all employees via the academy's handbook and website;
- Active and reactive monitoring of health and safety matters within the Academy including health and safety inspection reports and accident reporting;
- Participate in the Academy's H&S Management Committee.

Responsibilities of the Head Teacher

- Ensuring the requirements of the Occupier's Liability 1957/1984 is complied with;
- The day to day management of health and safety matters in accordance with the Academy's health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made, recorded and actioned including those off site which could constitute a significant risk to health and safety of employees or other persons;
- Ensuring that regular health and safety inspections are carried out throughout the Academy and its grounds.
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring that information received on health and safety matters is passed to the appropriate people;
- Identifying staff health and safety training needs and arranging for them to be provided;
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the Academy site;
- Seeking specialist advice on health and safety matters where appropriate.

Responsibilities of Senior Operations Manager

- Attending appropriate Health and Safety Training Courses that will enable them to discharge their duties effectively;
- Promoting health and safety matters throughout the Academy and assisting the Head Teacher in the implementation of the Academy's Health and Safety Procedures;
- Ensuring that Health and Safety Manual and associated documentation on Health and Safety arrangements are kept up to date;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents, incidents and near misses are investigated;
- Arrange regular health and safety inspections and ensure follow up action is completed;
- Providing health and safety induction training;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;
- Monitoring contractors on site and ensure they consult and sign the Asbestos Register.

Senior Leadership Team, Heads of Department and Line Managers

- The day to day management of Health and Safety within their department or area of responsibility in accordance with health and safety policy;
- Devising departmental policies, procedures and risk assessments and keep under regularly review (at least once annually)
- Carrying out regular health and safety monitoring inspections of the department and making reports to Head of Department and Senior Operations Manager;
- Ensuring remedial action is taken following health and safety inspections and audits;
- Passing on health and safety information received to the appropriate people.

Responsibilities of All staff

- Take reasonable care for the health and safety of themselves and others when undertaking their work:
- Comply with all appropriate risk assessments and safe working practices;
- Checking classrooms/work areas are safe before use;
- Checking equipment is safe before use;
- Ensuring safe working procedures are followed;
- Co-operating with Academy Governors and Head Teacher on all matters relating to health and safety by complying with health and safety policy;
- Not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- Ensure that the correct health and safety equipment is available and that it is fit for purpose.
- Report any faults, damage or breakages to the site team using "Estates Help Desk".