

<p><b>Dronfield Henry Fanshawe School</b></p> 	<p><b>Policy No: PR6</b></p>	Revision No:	1
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<p><b>Health &amp; Safety Policy</b></p>		Committee:	Premises
		Author:	DCC/K. Pattinson
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## **Dronfield Henry Fanshawe School - Health and Safety Policy Statement**

### **1. INTRODUCTION**

This is a statement of policy by the Governing Body of Dronfield Henry Fanshawe School about its intentions, organisation and arrangements for ensuring the health and safety at work of its employees, students, visitors, and contractors whilst on the School premises.

Supplementary to this Policy Statement, as necessary, there will be specific policies and procedures describing, in detail, health and safety provision in each part of the organisation.

### **2. STATEMENT OF INTENT.**

It is the policy of the Governing Body of Dronfield Henry Fanshawe School to ensure, so far as is reasonably practicable, the health safety and welfare of its employees while they are at work and of others who may be affected by their undertakings, and to comply with the Health and Safety at Work Act 1974 and all other allied relevant legislation as appropriate.

### **3. OBJECTIVES**

In order to achieve compliance with the statement of policy, Dronfield Henry Fanshawe School has set the following objectives:

- To set and maintain high standards for health and safety throughout the school;
- To identify risks and set in place programmes to remove or reduce these risks;
- To ensure that these standards are communicated to all employees, pupils and visitors;
- To ensure all personnel are given the necessary information, instruction and training to enable them to work in a safe manner;
- To ensure the dissemination and discussion of relevant information on safety and health issues;
- To develop promotional campaigns and otherwise to encourage safety and health awareness of employees and students;
- To monitor the effectiveness of the policy throughout the school.

### **4. RESPONSIBILITIES**

To ensure the prevention off ill health and the avoidance of accidents; and the promotion of a safe and healthy workplace, the following responsibilities have been established.

## Headteacher

The Headteacher has established the overall Health and Safety Policy. The Headteacher has responsibility for implementation and monitoring the policy via the Senior Managers.

## Senior Managers

The Senior Managers are responsible for:

- Keeping the School Health and Safety Policy under review and ensuring that it is revised as and when necessary;
- Monitoring the policy implementation and setting targets or objectives where appropriate;
- Reporting on progress to the Headteacher;
- Bringing to the Headteacher's attention any faults or areas of weakness in the Policy or its implementation;
- Ensuring the relevant resources are made available to enable the policy to be implemented.

## Line Managers

All line managers are responsible for:

- The practical implementation of the Health and Safety policy, the Health and Safety Act 1974 and other relevant legislation;
- Ensuring that the operations under their control are, as far as is reasonably practicable, conducted without detriment to the health and safety of employees or others that may be affected by their activities;
- Ensuring that their area of responsibility is subject to risk assessment, regular inspections and audits;
- Ensuring that all accidents, incidents and near misses, within their area of responsibility, are reported, reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action taken, where necessary.

## Safety Representatives

The role of the Safety Representative is to:

- Communicate policy on all health and safety matters within their work areas;
- Encourage all personnel to be involved in matters of health and safety;
- Attend Health and Safety Committee meetings;
- Carry out periodic inspections to identify unsafe equipment, working conditions, practises and fire hazards, make reports of findings and recommendations regarding the remedying of any defects;
- Assist with risk assessments;
- Assist with accident investigation;
- Consult with managers on all issues of health and safety;

## Individual Responsibilities

All employees are required to;

- Co-operate in implementing the requirements of all Health and Safety legislation, related codes of practice and safety instructions;
- Refrain from doing anything which constitutes a danger to themselves or others;
- Immediately bring to the attention of their line management any situations or practices that are noted which may lead to injuries or ill health;
- Ensure that any equipment issued to them, or for which they are responsible, is correctly used and properly stored;
- Be responsible for good housekeeping in the area in which they are working;
- Report all accidents, incidents, dangerous occurrences and near misses, in accordance with the Schools guidance.

### **5. PREMISES COMMITTEE**

The Premises Committee is the forum for the co-ordination of all health and safety matters within the School. The committee reports to the School Governing Body and has responsibility for;

- Identifying all areas of health and safety, which have policy implications, including health and safety legislation, with regard to employees, students, visitors, and contractors while on the School Premises;
- Evaluating implications of these issues to the Governing Body, and their prioritisation with regard to resources and implementation;
- To advise the organisation in all matters concerning health and safety.

### **6. CONTRACTORS**

All Contractors working on the School Premises are required to comply with appropriate rules and regulations governing their work activities. Contractors are legally responsible for their own workforce and for ensuring that their work is carried out in a safe manner.

### **7. COMMUNICATION**

The name of the person designated with the responsibility for health and safety is to be prominently displayed for the information of all employees and students.

### **8. CONSULTATION AND TRAINING**

The Head Teacher is committed to involving employees at all levels in the maintenance of Health and Safety standards and to provide them with adequate information, instruction and training. Derbyshire County Council will be used to provide health, safety and occupational advice, as required via their health and safety website.

### **9. POLICY REVIEW**

The effectiveness of this general policy statement and other specific policies in use throughout the School will be regularly reviewed and revised as and when necessary.

**Date approved:** 07.12.09