



**Health and Safety Policy  
Implemented October 2022 - Review date October 2023**

**Responsibilities**

Provision level duties and responsibilities have been assigned to staff as detailed below.

**Responsibilities of the Director:**

Overall responsibility for the day to day management of health and safety in accordance with the Local Authority's health and safety policy and procedures rests with the Director.

As manager of the establishment and of all the activities carried on within it, the Director will deal with all concerns relating to Health and Safety.

The Director has responsibility for:

- Co-operating with the Local Authority and governing body to enable health and safety policy and procedures to be implemented and complied with.
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the Local Authority where necessary.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Carrying out health and safety investigations.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring that the premises and equipment are maintained in a serviceable condition. - Monitoring purchasing and contracting procedures to ensure compliance with local authority policy.

**Director NAME: Carl Prince**

The Director may choose to delegate certain tasks to other members of staff.

It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Director from the overall day to day responsibilities for health and safety within the establishment.

### **Responsibilities of other Teaching Staff/Non-Teaching Staff**

- Apply the provision's Health and Safety Policy to their own department or area of work and be directly responsible to the Director for the application of the health and safety procedures and arrangements.
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS, AfPE etc.
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Resolve health, safety and welfare problems members of staff refer to them, and inform the Director/individual with delegated authority of any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc.
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

### **Responsibilities of Employees Under the Health and Safety at work Act 1974**

All employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times. - Report all accidents and incidents in line with the reporting procedure.
- Cooperate with provision management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.

- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their Line Manager.
- Report immediately to their Line Manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent/have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons