

Weston Point College

Health and Safety Policy

At Weston Point School we are concerned about the wide variety of risks children may be exposed to. Minimising risks associated with **pupil behaviour** (we work in a very testing environment), electrical goods, classroom/subject safety, as well as activities and trips is of great importance (one of the school aims is 'stay safe')

This statement issued in accordance with the Health & Safety responsibility & powers Dcsf – 0803/2001

General Guidelines

It is the policy of the Directors so far as is reasonably practicable, to:

1. Establish and maintain a safe and healthy environment throughout the school.
2. Establish and maintain safe working procedures among staff and pupils.
3. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
4. Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided.
5. Maintain all areas under the control of the Directors and Headteacher in a condition that is safe and without risk to Health and to provide and maintain means of access to and egress that place of work that are safe and without risk.
6. Formulate effective procedures for use in case of fire and for evacuating the school premises.

7. Lay down procedures to be followed in case of accident.
8. Teach safety as a part of pupils duties where appropriate.

Responsibility of the Proprietors and the Headteacher

The directors and the Headteacher are responsible for implementing this policy within the school. In particular they will:

1. Monitor the effectiveness of the risk assessments and the safe working practices described within them and shall revise and amend them, as necessary, on a regular basis.
2. Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills and for the results to be recorded.
3. Make arrangements (through induction and staff meetings) to draw the attention of all staff employed at the school to safety procedures.
4. Make arrangements for the implementation of the schools accident reporting systems.
5. Make arrangements for pupils to be informed of safety procedures.
6. Arrange for the removal of any dangerous or broken furniture/equipment.
7. Identify any member of staff who is specifically delegated to assist the Directors and Headteacher in the management of Health and Safety within the school.

Responsibilities of Staff Towards Pupils and Others in their care

All staff are responsible for the Health and Safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible, including pupils.

2. Be aware of and implement safe working practices and to set a good example personally.
3. Ensure that any equipment or tools are appropriate to that use and meet accepted safety standards.
4. Investigate any accident or incident where personal injury could have arisen, and take appropriate corrective action.
5. Where private vehicles are used to make sure all appropriate insurance is in place.
6. Make sure where possible that seat belts are used (there are times when it may be more dangerous to cause a severe conflict with a pupil who refuses to wear a seat belt). It is preferable for a pupil to be brought back to school without a seat belt than left in a place potentially dangerous place. If in doubt (in a situation where a pupil will not put on a seat belt try and seek advice from a senior member of staff or parent/carer).

Responsibilities of all Employees

1. Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
2. Co-operate with the directors and others in meeting statutory requirements.
3. Make themselves aware of the safety requirements and procedures and if in doubt to ask the Headteacher.
4. Ensure that tools and equipment are in good condition and report any defects to the Headteacher.
5. Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headteacher.
6. **Please note:** Whilst it is a management responsibility to instruct all employees in safe working processes in relation to their posts and work places, employees may find themselves in unfamiliar environments and situations. At these times staff should be particularly aware of hazards and whenever possible ensure they are accompanied by another member of staff.

NB The school has separate First Aid and Fire Evacuation Policies available on request.

Reviewed on: January 2017

Review date: January 2018