



# Archbishop Holgate's School

A Church of England Academy

## HEALTH AND SAFETY POLICY

*In this policy we explain we ensure the health and safety of staff, students and visitors is essential to the success of the school.*

Last Review Date: January 2017

Next Review Date: January 2019

Member of staff responsible: Fn – Deputy Head teacher Pastoral Care

Archbishop Holgate's School is committed to developing to the full, the potential of each member of the school community, within the context set by its mission, its strategic aims, and its Christian values as a Church of England Academy.

# **Health and Safety Policy**

## **STATEMENT OF INTENT**

School Management at Archbishop Holgate's School believes that ensuring the health and safety of staff, students and visitors is essential to the success of the school.

We are committed to:

- Reducing accidents and work related ill health as far as reasonably practicable
- Ensuring compliance with statutory requirements as a minimum standard
- Assessing and controlling risks from curriculum and non-curriculum work activities
- Providing a safe and healthy working and learning environment for staff and students
- Ensuring safe working methods and providing safe work equipment
- Providing effective information, instruction and training
- Consulting with employees and their representatives on health and safety matters
- Monitoring and reviewing our systems and prevention measures to ensure that they are effective
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist throughout the school
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable
- Learning from our own health and safety experiences and share learning opportunities with other schools

To ensure the above commitments can be met the City of York Council Safety Management System has been adopted. All Governors, staff and students will play their part in its implementation.

## **ORGANISATION**

In order to achieve compliance with the Statement of Intent, specified roles within the school's management structure will have additional responsibilities assigned to them as detailed below.

### **THE GOVERNING BODY**

The Governing Body has the following responsibilities:

To ensure:

- A clear written policy statement is created which promotes the correct attitude towards safety in staff, students and contractors
- Persons have sufficient experience, knowledge and training to perform the tasks required of them
- Clear procedures are created which assess the risk from hazards and produce safe systems of work
- Sufficient resources are made available in respect of financial, time, equipment and people
- Health and safety performance is measured both actively and reactively
- The school's health and safety policy and performance is reviewed as a minimum annually or when there is a change of Headteacher or Chair of Governors.

### **THE HEADTEACHER**

The Headteacher has the following health and safety management responsibilities

To ensure:

- Detailed responsibilities and accountabilities of staff are in place
- Systems are in place for the provision of suitable staff health & safety training
- Systems are in place for undertaking specific requirements set out in the Arrangements within the SMS
- The need for continuing improvement in local health & safety performance is promoted within their school and also for sharing experiences with peers across CYC
- That Educational visits/off site learning is managed in line with the Evolve system adopted by CYC

## ROLES AND RESPONSIBILITIES

The Headteacher may delegate the following responsibilities:

- Co-ordinate and manage the annual risk assessment process for the school in line with the CYC Safety Management System (SMS)
- Co-ordinate the workplace inspections and active monitoring process in line with CYC SMS
- Make provision for the inspection and maintenance of work equipment throughout the school, including the statutory testing of specific equipment
- Manage the keeping of records of all health and safety activities
- Ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally
- To co-ordinate the control of contractors on site when work is being undertaken in line with CYC SMS.

The following roles are delegated where appropriate (if not delegated Headteacher assumes responsibility):

Site Asbestos Liaison Officer (SALO)	Mr John Stone
Site Legionella Representative (SLR)	Mr Jake Drummond
Fire Warden	Mr John Stone
First Aid	Mrs Katie Robinson
Educational Visits Coordinator	Miss Sarah Robinson

All staff have a responsibility to advise the Headteacher of situations or activities that are potentially hazardous to the health and safety of staff, students and visitors.

Other staff will have tasks allocated to them relevant to their curriculum roles and responsibilities.

## ARRANGEMENTS

The school will adopt the arrangements and compliance notes described in the CYC Health and Safety Management System. Enquiries should be made to [health.safety@york.gov.uk](mailto:health.safety@york.gov.uk) and referenced to the sections below.

Slips, Trips & Falls	Section 4(A1)
Incident Reporting & Investigation	Section 4(A2)
Risk Assessment (General)	Section 4(A3)
Joint Consultation	Section 4(A4)
Manual Handling	Section 4(A5)
Working at Height	Section 4(A6)
Training and Instruction	Section 4(A7)
Contractors	Section 4(A8)
Display Screen Equipment (DSE)	Section 4(A9)
Workplace Inspections	Section 4(A10)
New and Expectant Mothers	Section 4(A11)
Lone Working	Section 4(A12)
Violence & Aggression	Section 4(A13)
Fire Prevention and Control	Section 4(A14)
Asbestos	Section 4(A15)
First Aid	Section 4(A16)
Electricity at Work	Section 4(A17)
Personal Protective Equipment (PPE)	Section 4(A18)
Vibration	Section 4(A19)
Noise	Section 4(A20)
Hazardous Substances	Section 4(A21)
Stress	Section 4(A22)
Water Systems	Section 4(A23)
Infection Control	Section 4(A24)
Gas	Section 4(A25)
Work Equipment	Section 4(A26)

Flammable Liquids	Section 4(A27)
Suspicious Packages and Bomb Threats	Section 4(A28)
Pressure Systems	Section 4(A29)
Workplace Transport	Section 4(A30)
Children and Young Persons in the Workplace	Section 4(A31)
Food Safety	Section 4(A32)

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**I have read and understood the Health and Safety Policy and I agree to follow the guidance contained within it.**

To: Jacqui Sissons, Head's PA

Staff:

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_