

Health and Safety Policy



Part 1: Statement of Intent

We monitor the impact of all policies on pupils, staff, parents and trustees with particular reference to the impact on the progress and wellbeing of pupils. As a community school, we believe that our policy should reflect our ethos, which calls us to strive for 'excellence through endeavour'.

Responsibility	Full Governing Body
Status	Statutory
Ratification date	Draft from 3 September 2018
Review cycle / date	1 Year Summer 2019
Reference	017.1/1

The school has a detailed Risk Register which the Governing Body uses to monitor and measure the impact of its decisions as well as informing its planning.

To ensure that Risk Management permeates the working of the Governing Body, this policy is referenced in the Risk Register and the committee responsible for the policy should consider the "likeliness" and "impact" level for the appropriate risks.

Contents

1 School vision	3
2 Statement of Intent	3
3 Corporate Parenting	3
4 Aims	3
5 Objectives	5
6 Organisational Roles and Responsibilities	5
7 Health and Safety Procedures	5
8 Ratification	5

1 School vision

All governors and staff will strive to ensure that all pupils are valued as individuals, who are recognised for their talents, fully included within the school community and provided with every opportunity to achieve 'excellence'. We expect all pupils to emerge as confident, resilient individuals, who can build positive relationships and demonstrate commitment in everything they do.

Pupils at RTS will:

- Be confident and happy individuals who can build positive relationships with others and work purposefully towards achieving their very best at all times.
- Possess the knowledge, communication and technical skills necessary for success as they move into further education and the workplace.
- Have the motivation to work independently and conscientiously to achieve qualifications that reflect their full ability.
- Become lifelong learners with an insatiable curiosity about the world around them and a shared responsibility for their peers, the environment and wider society.

2 Statement of Intent

The Richmond upon Thames School recognises that health and safety has positive benefits and effects within its organisation and as such we are committed to ensuring we provide a high level of safety, good practice and strive towards excellence.

We recognise that health and safety forms part of an essential function of the health, safety & welfare of our students, employees, contractors, visitors and company property. Therefore, all employees should be committed to making continued progress and demonstrate a willingness to adapt to change.

The Richmond upon Thames School board of Governors will make a positive commitment to their academy in achieving high standards of the school's health, safety and welfare arrangements.

3 Corporate Parenting

The Health and Safety systems are integrated into everything we do and form part of our accreditation under Ofsted, Health and Safety Audits

The approach to health and safety is based on the identification and management of risks. As there are distinct benefits to be gained from providing a safe and healthy working environment, appropriate levels of resources will be allocated to ensuring health and safety within the organisation.

A positive culture must be encouraged and this shall be actively supported by senior management. Adequate planning, monitoring and review of the implementation of the Health and Safety Policy will be carried out in order to ensure that this general statement is achieved.

All employees will be encouraged to be involved in the decision-making processes, either on an individual basis or through their representatives. The performance of both individuals and the organisation will be monitored to predetermined standards, with continual improvements being made to health and safety standards. Health and Safety will be embedded in the School, from taking students on a trip, setting a lesson plan, purchasing furniture and equipment, repairing or upgrading premises and writing policies and procedures.

4 Aims

The School will review its Policy Statement and the arrangements bi-annually, or if events or legislation necessitate a review of individual policies and procedures. The Head Teacher and other Health and Safety representatives such as

Health and Safety Coordinators will be responsible for ensuring the policy and arrangements are implemented and followed. Where necessary they will be supported by safety experts and consultants.

The school will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the school. This will include communications regarding health, safety and welfare through newsletters, emails, team meetings, management meetings and health and safety committee meetings.

The school will provide the necessary information, instruction, training and supervision to employees and others, including temporary employees and volunteers, to ensure their competence with respect to health and safety. The school, through its training policy and its Health and Safety procedures, will determine mandatory and desirable training. Information will be provided by or via the Health & Safety Coordinator, Human Resources Manager, Head Teacher, Governing Body, Safety Representatives, Consultants, along with information briefings or toolbox talks.

The school has determined that health and safety is of equal importance to all other functions and will strive to achieve health and safety targets. Health, Safety and Welfare will be discussed during all employees annual performance management review meeting, induction and any team or management meetings.

The School will devote the necessary resources in the form of finance, equipment, personnel and time to ensure adequate provision of health and safety. All equipment (including plant equipment) provided for employees, students and non-employees will be fit for purpose and maintained in line with manufacturers' guidelines and instructions and legal guidelines. The assistance of expert help will be sought where the necessary skills are not available within the organisation. Safety allocations will be discussed with the Board of Governors and Finance and Resources Meetings and Health and Safety Committees.

The school will liaise and work with all necessary persons and organisations to ensure their health and safety whilst working. The school must ensure that adequate arrangements are in place for the health and safety of visitors, site contractors, volunteers and those affected by its acts or omissions. This will include providing induction and/or information when they come on site and ensuring that they have the necessary documents to work safely.

The school will constantly strive to improve health and safety standards and performance. The minimum standards that will be adopted are those required by law, although the school will always seek to exceed these where there is a demonstrable benefit to its employees, students and external partners. Improvement will be monitored through auditing.

The school recognises that safety is the responsibility of everyone within the organisation. Managers Senior Leaders and middle leaders will have specific duties and responsibilities to comply with the policy. The school will ensure that health and safety management is integral in the manager's function and will monitor their performance, along with their other duties, as part of their staff appraisal. This will be achieved by Line Managers being familiar with safety arrangements and ensuring that they are implemented and by discussing safety in management and senior team meetings and relevant committees.

Employees have specific legal responsibilities to take reasonable care of themselves and others who could be affected by their activities and to co-operate with management in achieving the standards required. Employees' safety performance will be monitored with their other duties as part of the staff appraisal. All employees must attend health and safety training sessions so that they become familiar with hazards, how to manage or reduce the risks and promote safety awareness with others.

As a result of the school approach to health & safety management, there should be continual improvement in health & safety performance including:

- developing a health and safety culture and increasing the awareness of all the school employees
- commitment to, and recognition of the need to incorporate health & safety into management procedures
- regular review of the policies
- systems for ensuring corrective action is dealt with efficiently

The school directors will ensure that health and safety is systematically integrated into the management and decision-making processes within the organisation through discussions at Board Meetings and other decision-making

forums.

Accidents and “near-misses”, damage to property and equipment will be appropriately reported and investigated with suitable action taken to reduce the likelihood of their occurrence. The school will report all accidents and near misses via the Health and Safety procedures. Managers and/or Health and Safety Coordinator will investigate incidents in accordance with the policy and as necessary. Statistical data will be collated each term and annually and then discussed at the appropriate committee meeting

5 Objectives

The School objectives are:

- To ensure that all of the School staff understand, promote and implement its policies and procedures
- To ensure that all of employees are using all Health and Safety tools supplied to them
- To promote and raise awareness of Health and Safety to ensure it is truly embedded into the work we do
- To ensure steady progression and improvement is seen through audits. Annual audits will assess how the school are implementing the Health and Safety aims and objectives and their compliance

6 Organisational Roles and Responsibilities

The roles and responsibilities for all employees, the Health and Safety Committee arrangements and safety procedures are set out in a separate document called Part 2 Organisational Roles & Responsibilities.

7 Health and Safety Procedures

The arrangement of procedures are set out in separate documents which as with Part 1 and 2 can be viewed from shared drive. A document called Part 3 List of Arrangements lists all the health and safety documents with their file name, title, issue and review date.

The ratification of this document (Part 1 Statement of Intent) allows for arrangements, individual policies, procedures, guidance notes and toolbox talks to be developed without need to have each document approved by the Governing Board unless the Board make a specific request.

8 Ratification

This policy is required under the Health and Safety at Work etc Work 1974. Any breaches of those duties could lead to the prosecution of the School Trust, Governing Body or individual employees.

Failure to comply with safety requirements could also lead to disciplinary action.

Approved and ratified on behalf of The Richmond upon Thames School

Name:

Signature: