

MOULTON SCHOOL & SCIENCE COLLEGE HEALTH & SAFETY POLICY

In line with the overall Northamptonshire County Council Children & Young People's Directorate Health & Safety Policy, the Governing Body of Moulton School & Science College recognises and accepts its responsibilities regarding the health and safety and welfare of staff, students and all other users of the School premises.

The aims and objectives of the Health & Safety Policy are to ensure that so far as is reasonably practical Moulton School & Science College will conduct its undertaking so as to provide and maintain environments and systems of work, for all staff and students, which are safe and without risk to health.

Responsibilities of the Governing Body

The Governing Body has responsibilities to take reasonable measures to ensure so far as is reasonably practical that the premises and any plant and substances provided for work use are safe and without risk to health. It satisfies these responsibilities by:

the Headteacher devising appropriate procedures for dealing with Health & Safety and taking steps to promote the correct attitudes towards safety in staff and students;

the Headteacher implementing the policies of Northamptonshire County Council Children & Young People's Directorate and implementing the School policies and guidelines on, for example, fire precautions, hazard warnings, emergency routines, first aid, sick children, school journeys and curriculum safety;

considering the costs of implementing the policies, seeking and setting aside sufficient funds for their implementation;

receiving routine and regular Health & Safety Reports from the Deputy Headteacher (Learning Environment) so that it can monitor and evaluate the Health & Safety Policy.

These last two activities are dealt with in detail by the Governing Body's finance sub-committee, minuted, and reported to full meetings of the Governing Body.

Responsibilities of the Headteacher

The Headteacher is responsible to the Governing Body for the Health & Safety Policy and he will ensure that arrangements are created for satisfying the Health & Safety Policy. Day-to-day responsibility is delegated to the Deputy Head (Learning Environment).

The Deputy Head (Learning Environment) will liaise with the Health & Safety Officer of Northamptonshire County Council whose advice and inspection will be welcome.

The Deputy Head (Learning Environment) is also responsible, on a day-to-day basis, for fire safety policy and first aid policy.

Responsibilities of senior staff

Heads of Faculties and Heads of House are responsible to the Headteacher for the implementation of the Health & Safety Policy within their faculties and houses. The Bursar is responsible for its implementation within the school office. The Site Supervisor is responsible for its implementation in premises matters. Each of these in particular, and in liaison with the Deputy Head (Learning Environment), shall ensure that:

their staff are familiar with the Health & Safety Policy and satisfy their delegated responsibilities and duties;

Handbooks, Manuals and Codes of Practice for curriculum safety, and for safety on school visits and school journeys, are held in the relevant areas, are kept updated, are readily available and that the receipt of such documents is formally minuted at Faculty and House meetings;

safe and healthy working conditions and systems of work are established and maintained within their sphere of control;

suitable and sufficient assessments of the risks to the health and safety of staff, students and others who may be affected are carried out;

suitable and sufficient training programmes are introduced and maintained for their staff;

their staff, where appropriate, incorporate relevant health and safety standards in the design, installation and operation of new systems, buildings, plant and equipment;

all contracts arranged take full account of issues affecting the health, safety and welfare of staff, students and others who may be affected, including the contractor's personnel;

regular and routine safety inspections of the areas within their control are carried out and procedures for reporting followed;

all accident and incident reporting procedures are followed;

the Health & Safety Committee is provided with regular and routine safety reports.

Responsibilities of the Health & Safety technician

The Health & Safety technician regularly and routinely checks portable electrical equipment. The technician maintains a record system of these safety checks.

Responsibilities of all staff

Staff have a duty whilst at work to take reasonable care of their safety and that of others who may be affected by their actions or omissions. They are also required to co-operate with the Headteacher and his representatives on health and safety matters so that the Health & Safety Policy can function effectively.

In particular, all staff are required to ensure they:

carry out their duties in accordance with the Health & Safety Policy;

are familiar with the relevant Handbooks, Manuals and Codes of Practice for curriculum safety and for safety on school visits and school journeys;

co-operate with the Headteacher and his representatives on matters of a health and safety nature;

do not misuse anything provided for safety;

use plant, equipment and substances correctly and use the appropriate safety equipment;

inform the appropriate member of senior staff of any defective equipment, safety hazard or damage in their area;

report all accidents;

take reasonable precautions to ensure the safety of students within their charge.

Consultation machinery

The School Health & Safety Committee exists to provide a forum for joint consultation on health and safety matters. Membership comprises the Deputy Head (Learning Resources); representatives of the professional associations and trade unions of all staff; the Bursar; the Site Supervisor; and support staff from the Science and Design Faculties, including the Health & Safety technician and the School Nurse. The Committee meets regularly each term. Dates of meetings are published in the annual staff calendar.

Monitoring and evaluation

The Deputy Head (Learning Resources) monitors the organization and arrangements for Health & Safety on a day-to-day basis. The Health & Safety Committee does this formally and regularly. Reports are sent termly to the Governing Body for consideration by the finance sub-committee. The policy is reviewed annually by the Governing Body.

This policy was originally adopted at a full meeting of the Governing Body on 10th October 1995 and most recently reviewed and amended by the Finance Sub-Committee on 31st January 2007.