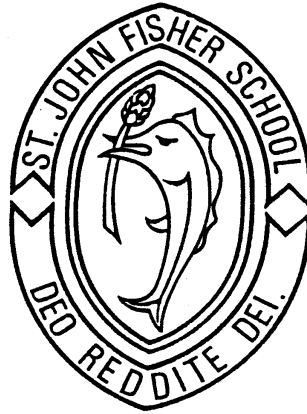


St JOHN FISHER CATHOLIC COMPREHENSIVE SCHOOL



HEALTH & SAFETY POLICY

The Mission statement:

St. John Fisher Catholic Comprehensive School inspires students, spiritually and educationally forming them through Faith so that they can achieve their aspirations and contribute to their community.

Date of Policy: January 2020
Date of Ratification: February 2021
Date of Review: February 2023

SECTION A – STATEMENT OF INTENT

1. General Policy Statement

- 1.1 It is, and will remain St John Fisher Catholic Schools (hereafter known as the “the school”) commitment under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992, to conduct its activities in such a manner as to prevent adverse effects on the Environment and the Health, Safety and Welfare of Staff, Pupils and others as far as reasonably practicable, in particular:
- 1.2 To maintain the school in a condition that is safe and without risk to health, with safe means of access and egress.
- 1.3 To provide and maintain a safe working environment for staff and pupils without risk to health with adequate facilities and arrangements for their welfare at school.
- 1.4 To provide plant and equipment that are safe, without risk and are adequately maintained.
- 1.5 To provide staff and pupils information, training and supervision as is necessary to promote health and safety.
- 1.6 To ensure the use, handling, storage and transportation of articles and substances are safe and without risk.
- 1.7 To carry out risk assessments and continuous monitoring to ascertain potential risk to the environment, health and safety

SECTION B – ORGANISATION

Governing Body Roles and Responsibilities

1. The School Governing Body is accountable and responsible for ensuring:
 - 1.1 That arrangements exist for the school to comply with its Health and Safety responsibilities.
 - 1.2 That the School Management Team adopts reviews periodically and amends, as appropriate, the School Health and Safety Policy.
 - 1.3 That adequate funds and materials required to meet all statutory and Council Health and Safety requirements are budgeted for.
 - 1.4 That periodic monitoring inspections are carried out to maintain and enhance the school safety performance.
 - 1.5 The effectiveness of the policy is periodically appraised and any necessary changes made.
 - 1.6 They take a direct interest in the policy and publicly support all those carrying it out.

Headteachers Roles and Responsibilities

2. The Headteacher, in conjunction with the Senior Deputy Headteacher, who are the school's Health & Safety Officers, are accountable to the Governing Body for implementing and monitoring the Schools Health and Safety Policy by:
 - 2.1 Ensuring that responsibility is assigned and accepted at all subordinate levels.
 - 2.2 Taking day-to-day responsibility for all health and safety matters in the school.
 - 2.3 Liaising with school governing bodies and Medway Council on policy issues.
 - 2.4 Ensuring that staff have sufficient information, instruction, training and supervision to enable them to comply with departmental safe systems of work, established rules and working practices.

Senior Staff Responsibilities

3. Senior Staff are accountable to the Headteacher for implementing the schools health and safety policy, rules, procedures and working practices by:
 - 3.1 Ensuring that where unsafe working practices or unsafe conditions are identified then remedial measures to eliminate or reduce the hazards are introduced.
 - 3.2 Ensuring that safe systems of work are being adhered to within their operational area.
 - 3.3 Ensuring that temporary or new staff are fully instructed on all aspects of safe working within their area of control.
 - 3.4 Ensuring that all accidents, incidents and near misses are fully investigated, recorded, reported and remedial action implemented

Staff Responsibilities

4. Members of staff are responsible and accountable to maintain a safe area of work by:
 - 4.1 Ensuring that classrooms / work areas are safe.
 - 4.2 Ensuring that all equipment and materials are safe before use.
 - 4.3 Ensuring safe procedures are followed.
 - 4.4 Ensuring that protective equipment is used when required.
 - 4.5 Complying with the schools safety policy at all times
 - 4.6 Reporting all health and safety hazards to senior members of staff.

Trade Union Representatives Responsibilities

5. Trade Union Representatives are appointed by their Trade Unions or elected by their colleagues to develop (together with the School Management Team) safe working practices and to promote and monitor these measures to ensure their effectiveness. Their role encompasses the investigation of health and safety-related complaints and identification and reporting on all matters relating to health and safety in schools.

Pupils Responsibilities

6. Pupils have a duty to take reasonable care of themselves and others and to co-operate in the implementation of the School Health and Safety Policy by:
 - 6.1 Complying with the schools safety rules and requirements at all times.
 - 6.2 Complying with safety instructions given by members of staff.
 - 6.3 Wearing the protective equipment provided and making proper use of safety devices at all times.
 - 6.4 Reporting all safety hazards to members of staff.
 - 6.5 Reporting all accidents, incidents and near misses to members of staff.