Founded 1125

Reading School

A Safer Working Environment

Health & Safety Policies and Procedures

Responsibilities

Policy Owner:	Warren Symonds Head of Operations & Projects
Governors Committee	Property and Projects

Audit Control

Policy created:	30 September 2021
Date of next review	September 2027
Version:	1.2
Statutory policy	Yes

Document Control and Approval

Version Control

Version	Author	Summary of Changes	Reviewed By	Date
1.0	Jonathan Hutchinson	Policy created	Jonathan Hutchinson	01/09/2021
1.1	Warren Symonds	Updates to named policy owners	Warren Symonds	20/09/2024
1.2	Warren Symonds	Updates to named policy owners	Warren Symonds	07/10/2026

Responsibilities

Job title	Responsible for
Head of Operations & Projects	Policy Owner
Health & Safety	Policy Overview
	Committee Responsible

Policies Linked

Policy name	File location

Forms Linked

Form name	Form location

Staff that need to sign

Staff Group	Form location

Contents

Introduction **4**
The Companies Act 2006 ..... **4**
Policy Statement **4**
Organisation and arrangements for Health and Safety **5**
The Governing Body 5
The Head of Operations & Projects 5
The Health and Safety Officer 5
Obligations of all employees 5
Staff holding positions of special responsibility (e.g. Head of Department, Boarding Housemaster, Catering Manager, Estates). 6
Responsibilities for class teachers 7
The student 7
The Health and Safety Officer 7
Health and Safety Committee 8
Emergencies 8
Concluding statement **8**

Introduction

This policy has been prepared in accordance with the Health and Safety at Work Act 1974 (HASAWA).The aim of the policy is to ensure that all practicable steps are taken to secure the health, safety and welfare of all the persons using the school.

The Companies Act 2006

Reading School (The Academy) is the employer. The business of the Academy Trust is managed by the Governing Body.

The Governing Body of Reading School look upon the promotion of health and safety measures as a mutual objective for themselves and their employees.

Therefore, it is the policy of the Governing Body to do all that is reasonably practicable to prevent personal injury and damage, to protect everyone from foreseeable hazard and danger, including the public, in so far as they meet the school or any of its activities.

They recognise that it is their responsibility:

- to provide and maintain safe and healthy working conditions.
- to provide training and instruction to enable employees to perform their work safely.
- to maintain a continuing and progressive interest in health and safety.
- to consider all statutory requirements for health and safety.
- to consult and involve employees in health and safety matters wherever possible.

The Governing Body of Reading School also recognises that its employees have a duty to co-operate with them in their efforts to implement the policy by:

- working safely.
- meeting their statutory duties.
- reporting incidents that have led or may lead to injury or damage however minor.
- follow health and safety procedures and safe systems of work.

Policy Statement

- To establish and maintain as far as is reasonably practicable:

- an environment which is safe and without risk to health.
- safe working procedures among staff and students.
- arrangements for ensuring health and safety in connection with the use, handling, storage and transport of articles and substances.
- safe means of access to and egress from the school.

- To ensure, as far as is reasonably practicable, the provision of information, instruction, training, and supervision to enable all staff and students to avoid hazards and contribute positively to their own health and safety.
- To teach safety where appropriate as part of the curriculum.
- To formulate effective procedures to be followed in the case of an accident.
- To provide and maintain, so far as is reasonably practicable, adequate welfare facilities for staff and students.
- To provide an effective system of reporting and recording accidents, dangerous occurrences and potential hazards to health and safety.

Organisation and arrangements for Health and Safety

The Governing Body

The ultimate responsibility for ensuring a safe and healthy environment within the school rests with the Governing Body. The Governing Body should report to the Department for Education (DfE) any major threat to the health and safety of employees and users of the school.

The Head of Operations & Projects

The Head of Operations & Projects has overall responsibility for the application of this policy.

The Head of Operations & Projects shall:

1. take appropriate action immediately when any hazard is reported to him and stop the use of any plant, tools, equipment, machinery etc. which he considers unsafe until he is satisfied as to their safety.
2. make recommendations to the Governing Body for additions to or improvements to plant, tools, equipment, machinery etc. which are dangerous or potentially so;
3. report on safety and welfare matters to the Governing Body.

The Health and Safety Officer

The Health and Safety Officer have responsibilities delegated by the Head of Operations & Projects toto:

1. be the focal point for day-to-day references on safety and give advice or indicate sources of advice.
2. co-ordinate the implementation of safety procedures.
3. maintain contact with outside agencies able to offer expert advice.
4. review the policy annually.
5. carry out regular inspection of the school and check working practices in it;
6. ensure that accidents and hazards are recorded and reported as appropriate to the Health and Safety Executive and that appropriate remedial action is taken;

Obligations of all employees

The Health and Safety at Work Act 1974 states:

“It shall be the duty of every employee whilst at work:

1. to take reasonable care for the health and safety of him/herself and any other persons who may be affected by his/her acts or omissions at work, and
2. as regards any duty or requirement imposed on his/her employer or any other person by or under any relevant statutory provisions, to cooperate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with".

Also, that:

"No person shall intentionally recklessly interfere with or misuse anything provided in the interests of health and safety or welfare in pursuance of any of the relevant statutory provisions."

In order that the law, be observed and responsibilities to students and other visitors to the school are carried out, all employees are expected:

1. to know the special safety measures and arrangements to be adopted in their working area and to ensure that they are applied:
2. to observe standards of dress consistent with safety and hygiene;
3. to exercise good standards of housekeeping and cleanliness;
4. to know and apply the emergency procedures in respect of fire and first-aid:
5. to use and not wilfully misuse, neglect or interfere with things provided for their own safety and the safety of others;
6. to co-operate with other employees in improving safety measures in the school;
7. to co-operate with the appointed safety representatives and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

Staff holding positions of special responsibility (e.g. Head of Department, Boarding Housemaster, Catering Manager, Estates).

Staff holding these positions:

1. are expected to have responsibility for the application of the Schools Health and Safety Policy to their own department or areas of work and should observe instructions given by the Governing Body and the Headd of Operations & Projects;
2. should establish and maintain safe work procedures (e.g. use of chemicals, guillotines, boiling water etc.);
3. should resolve any health and safety problems any member of the staff or student may raise and refer to the Head of Operations &Projects anyy problem or which there is no satisfactory solution within the resources available;
4. should carry out regular safety inspections of the department of activities for which they are responsible and submit reports to the Head of Operations & Projects each year or more frequently if necessary;
5. should ensure, as far as is reasonably practicable, the provision of sufficient information, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own safety and health at work;
6. should propose to the Headof Operations & Projects changes and additions to plant, equipment or machinery which are necessary for the maintenance of safety;

7. ensure that all donated equipment is safe and, where appropriate, seek specialist advice that this is so.

Responsibilities for class teachers

The safety of students in the classrooms, laboratories is the responsibility of the class teacher. If for any reason this responsibility cannot be accepted it must be discussed with the head of the department before any activities take place.

A class teacher is expected to:

1. know the emergency procedures in the respect of fire and first-aid and any special safety measures to be adopted in his/her teaching area and to ensure that they are applied;
2. exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
3. give clear instructions and warnings as often as necessary (notices, posters and hand-outs are not enough);
4. ensure that the students' bags, coats and cases are safely stowed away;
5. integrate all relevant aspects of safety in the teaching process and if necessary, give special lessons on safety;
6. follow safe working procedures personally;
7. call for protective clothing, guards, special working procedures etc. where necessary;
8. make recommendations on safety measures to the head of department.

N.B. These rules also apply to trainee teachers who must be made aware of their responsibilities by both the head of department and their professional tutor.

The student

Students are expected to:

1. exercise personal responsibility for the safety of themselves and others;
2. observe standards of dress consistent with safety and hygiene (this precludes unsuitable footwear, jewellery and other items considered dangerous);
3. observe the safety rules of the school and the instructions of staff given in an emergency;
4. use and not wilfully misuse, neglect or interfere with things provided for safety.

The Health and Safety Officer

Health and Safety Officers:

1. are not liable in law and have no additional duties other than those of all employees, as laid down in Section 7 and 8 of the Health and Safety at Work Act 1974;
2. do not carry legal liability for either their activities or omissions as a safety representative.

The functions of Health and Safety Officer are as follows:

1. to investigate potential hazards and dangerous occurrences at the workplace (whether they are drawn to his/her attention by the employees he/she represents) and to examine the cause of accidents in the workplace;
2. to investigate complaints made by any employee he/she represents relating to that employee's health, safety or welfare at work;
3. to make representations to the employer on general matters arising out of (1) and (2) above;
4. to make representations to the employer on general matters affecting the health, safety or welfare of the employees in the workplace;
5. to carry out inspection;
6. to represent the employees, he/she is appointed to represent in consultation at the workplace with the Inspectors of the HSE and any other enforcing agency;
3. to receive information from Inspectors in accordance with Section 28(8) of the Health and Safety at Work Act 1974;
7. to attend meetings of the Health and Safety Committee in the capacity of health & safety representative and in connection with any of the above functions.
4. In addition, section 2(4) of the Health and Safety at Work Act 1974 places upon the representative the function of representing employees in consultation with the employer.

Health and Safety Committee

A Health and Safety committee should be established and should include a member of the Governing Body.

The Health and Safety Officer will chair the committee, and all appointed safety representatives will be members. The Health and Safety committee should meet no less than once a term. An agenda will be distributed prior to the meeting and minutes published and distributed following the meeting.

The Health and Safety Committee reports to the Governing Body, via the Property and Projects Committee.

Emergencies

Details of the emergency procedures in the event of accidents and in the event of fire are detailed in the relevant policies.

A list of staff with current first-aid qualifications and the location of the first-aid boxes should be circulated to all staff each September and published on a defined notice board. A copy to be held centrally on the staff SharePoint.

All staff should be encouraged to take part in first-aid courses.

Concluding statement

All staff must be issued with a current copy of the Health and Safety policy, and new staff will be given a copy as part of their induction.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Chief Operating Officer. The greatest hindrance to good practice is apathy; the best antidote is the right attitude of mind.