



Introduction

This policy is also available to view in the school office or on the school website.

The law imposes the responsibility for making arrangements for health and safety on the employer and makes provision for safety representatives to monitor effectiveness on behalf of the staff. At Fairfield the governing body is the employer. However it is also the responsibility of all members of staff to be aware of and implement health and safety policies. Health and safety is an integral part of the management of schools and needs to be considered at all times.

Reference is made to the DCSF Guidance **DCSF: Responsibilities and Powers**.

Employer's responsibility

Every employer with more than five employees is required to produce a statement of policy and to keep such a statement under review. The employer has the responsibility to ensure that the safety policy is adequate, is effectively managed, its performance is monitored and that any necessary amendments are made. This responsibility may not be delegated. The school may delegate some of the tasks to the Headteacher but the duty to comply with statutory requirements cannot be delegated.

The employer's policy statement should:

- Convey the employer's policy and attitude towards health and safety, which should be written by, or on behalf of, the employer,
- Give details of the employer's organisation for the implementation of that policy, including the responsibilities and tasks of managers and employees, the involvement of safety representatives and safety committees and the monitoring of the policy,
- Describe the arrangements established to cover such matters as health and safety inspections, first aid and fire precautions.

The school health and safety policy should be signed and dated by the Headteacher and countersigned by the Chairman after adoption by the governing body. It is a legal requirement that the health and safety policy statement and any revision of it is brought to the attention of all employees of the school.

Employees' duties

All individual employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. In addition it is their duty to co-operate with their employer or any other persons having a duty or requirement imposed on him or her by the Health & Safety At Work Act or any other associated relevant statutory provision.

Statement of Policy

The Governors and Management of the School are committed to the achievement and maintenance of a high standard of health and safety and welfare related issues.

It is the policy of the school to operate at all times in a manner which ensures, so far as is reasonably practicable, the health, safety and welfare of all children being taught at the school and all individuals employed by, working in or visiting the school. The arrangements and procedures to achieve this are designed to be organised, well informed and pro-active.

A suitable assessment of all foreseeable hazards and risks to staff, pupils and visitors will be carried out. Where significant risk is identified, appropriate measures to eliminate or reduce the risks will be taken and communicated to those concerned.

All activities at the school will be planned and carried out with a systematic approach which includes an element of *context sensitive* risk assessment. Where necessary, control measures will be put in place to eliminate or reduce to a safe level any foreseen risks.

All school staff are reminded that they have a duty of care to carry out their work with due regard for the health and safety of themselves, other staff, pupils, contractors and visitors to the school, and to observe the health and safety requirements relevant to their activities.

Appropriate inspections will be carried out to monitor the school's policy and to ensure that arrangements are in force and are effective.

The Headteacher is required to draw up the necessary arrangements to secure compliance with all health and safety requirements, to record them and to circulate them to all staff and the governing body. The Headteacher may delegate this task to the Bursar in his or her role as Safety Co-ordinator.

All staff are requested to support the school in achieving a safe environment for everyone. The necessary information, training, instruction and supervision will be made available to achieve this, particularly to staff after recruitment or changes to their responsibilities.

The school's policy and arrangements for health and safety will be adopted by the Governors at a governors' meeting.

A copy of this document will be brought to the attention of all members of staff. It will be reviewed regularly and updated as necessary, or at least annually.

Whilst the Governors will take all reasonable care in matters relating to health and safety, it must be accepted that accidents do happen and that no policy can ever predict every conceivable eventuality.

This statement was originally approved by Governors on 22nd September 2005 and was signed by the Chairman and Headmistress.