

HEALTH AND SAFETY POLICY

PART 1. STATEMENT OF INTENT

The Governing Body of The PACE Centre is committed to high standards of health, safety and wellbeing and will take all reasonable steps to meet its responsibilities under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the DfE guidance health and Safety: Advice on Legal Duties and Powers 2014, other relevant health and safety legislation and the Regulatory Reform (Fire Safety) Order and also to ensure the Centre's health and safety policies and procedures are implemented with regard to the provision of:

a safe and healthy working environment with adequate control of health and safety risks arising out of the school's activities;

an effective local organisation within the school to implement the policy;

full and effective consultation with employees on matters affecting their health and safety;

effective communication throughout the school on health and safety matters;

competent specialist advice on health and safety matters when this is not available in the school;

sufficient information, instruction and training for staff on health and safety;

staff who are competent to carry out their work to meet their health and safety responsibilities and have been provided with adequate training and development to do this;

the effective management of contractors;

the effective monitoring and review of the implementation of the health and safety policy and health and safety performance

this statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

this policy will be brought to the attention of, and/or issued to, all members of staff and will be contained within the Policy Section of the Staff Handbook.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy statement supplements:

The PACE Centre Staff Handbook

The PACE Centre Child Care Policies and Procedures

The PACE Centre Educational Visits documentation

The PACE Policy Safer Recruitment Policy and Procedures

Julian Lovelock **Chair of Governors**

Date

Chief Executive

Date

PART 2. ORGANISATION

Responsibilities of the Governing Body

The Governing Body are responsible for ensuring health and safety management systems are in place and effective.

As a minimum these systems should adhere to the PACE Centre's health and safety policy, procedures and standards as detailed in this Manual.

A Health & Safety Governor has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The school's health and safety governor is Michael Doyle

The Governing body will receive regular reports from the Chief Executive or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with.

Responsibilities of the Chief Executive

Overall responsibility for the day to day management of health and safety rests with the Chief Executive.

The Chief Executive has responsibility for:

- Co-operating with the Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the Governing body any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

Whilst overall responsibility for health and safety cannot be delegated the Chief Executive may choose to delegate certain tasks to other members of staff.

Responsibilities of other staff holding posts of special responsibility

The Senior Management Team will:

- Apply the school's health and safety policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as DfES Advice on Health and Safety for Schools.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the Chief Executive of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

Responsibilities of employees

Under the Health and Safety at work Act etc 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents, incidents or near misses in line with the Accident Reporting Procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety

concerns immediately to their line manager.

- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Responsibilities of Health and Safety Representatives

The Health and Safety Representative is a volunteer position. The role is designed to enable the person to represent colleagues on matters of Health and Safety.

The main responsibilities are:

- 1) To help ensure the effective implementation of The PACE Centre's Health and Safety Policy and procedures within the Centre / Group.
- 2) To represent colleagues on matters concerning Health and Safety.
- 3) To be an effective member of the Health and Safety Committee within the Centre.
- 4) To ensure that information relating to Health and Safety is notified to all staff within their team.
- 5) To liaise with the Health and Safety Officer.
- 6) To attend regular Health and Safety meetings.
- 7) To ensure that the minutes of such meetings are circulated to all staff within the team.
- 8) Ensuring that Health and Safety training requirements are notified to the Head of Training.
- 9) To raise Health and Safety issues at staff / team meetings.
- 10) To discuss the implications of Health and Safety within the group and ensure that staff are aware of action to be taken.

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Owner: Susan Muir