

# 52 - Health and safety policy

This is the statement of general policy and arrangements for:

Thomas Mills High School

Overall and final responsibility for health and safety is that of:

The Headteacher

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Academy Business Manager

| Statement of general policy   | Responsibility of:   | Action/Arrangements  |
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| To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.   | The Governing Body and Academy Business Manager                          | Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year or earlier if working habits or conditions change.) Annual report to Governors summarising key issues.   |
| To provide adequate training to ensure employees are competent to do their work.  | The Governing Body and Academy Business Manager                          | Health and Safety induction training provided for all new employees. All staff members are provided with appropriate training relevant to their level of responsibility and the requirements of their work.  |
| To engage and consult with employees on day-to-day health and safety conditions.  | Chairman of Safety Committee.<br>Academy Business Manager.<br>All staff. | Safety Committee (Assistant Head [Chair], Academy Business Manager, Site Supervisor, Caretaker, Heads of DT, Science, PE, reps of professional associations, First Aid Officer) meets termly and may consult staff more widely. All staff encouraged to express views and concerns and make suggestions. |
| To provide advice and supervision on occupational health.   | Headteacher.<br><i>Academy Finance Manager removed</i>                   | Advice is offered on the initiative of the Head or at the request of a member of staff. Referrals for professional advice are made if necessary.   |
| To implement emergency procedures – evacuation in case of fire or other significant incident. Help with fire risk assessment: <a href="http://www.communities.gov.uk/fire/firesafety/firesafetylaw/">http://www.communities.gov.uk/fire/firesafety/firesafetylaw/</a> . | Academy Business Manager.  | Fire and evacuation procedures are detailed in the Staff Handbook. Routes are well signed and the procedure is tested every term.  |
| To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.  | Academy Business Manager.<br>Site Supervisor.                            | Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Relevant staff trained in safe handling/use of substances.                                |

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| Health and safety law poster is displayed:  | School Office.   |        |  |
| First-aid box and accident book are located:<br>Accidents and ill health at work reported under RIDDOR:<br>(Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)<br><a href="http://www.hse.gov.uk/riddor">www.hse.gov.uk/riddor</a> Tel: 0845 300 9923 | First Aid at Reception Office (Medical Room arrangements for pupils are in the Staff Handbook); Accident Book: Headteacher's P. A.'s office.<br>Responsibility of the Headteacher. |        |  |
| Signed: (Chair of Governors)  | [S Thorne]   | Date:  | 01 December 2016                             |
| Subject to review, monitoring and revision by:  | Governing Body   | Every: | 12 months or sooner if work activity changes |