**BLESSED EDUCATION SCHOOLS**

**HEALTH AND SAFETY POLICY**

1. STATEMENT OF INTENT

1.1 The Management of the Blessed Education Schools recognise that under the Health and Safety at Work Act 1974 they have a statutory duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards pupils, the public and people who use the premises of the Schools from time to time, these duties being implicit in the above Act.

1.2 The Management accepts these duties and it will continue to be their policy to promote standards of health, safety, and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and Approved Codes of Practice. It is considered by the Governors that health and safety is a responsibility at least equal in importance to that of any other function of the Schools.

1.3 The Management will take all such steps as are reasonably practicable:

* to maintain safe and healthy working places and systems of work and to protect all employees, pupils and others including the public in so far as they are exposed to foreseeable work hazards;
* to provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare;
* to provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently;
* to develop safety awareness amongst all employees and pupils and, because of this, create individual responsibility for health and safety at all levels;
* to provide a safe environment for all visitors to the Schools’ premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the Schools’ environment;
* to control effectively the activity of all outside contractors when on the Schools’ premises. It is the intention of the Management that, apart from routine supervision and control of contractors, this aim will be achieved in part by demanding copies of the contractors' Safety Policies at the Tender stage.
* to encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the Schools and the Schools’ Health and Safety committees;
* to ensure that this Policy is used as a practical working document and that its contents are publicised fully, in particular to all employees;
* to review this Policy annually and revise it as necessary.
* The Schools are conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular, the Duty of Care as regards waste.
* Reference is made here to the requirements under The Children Act 1989 regarding fire provisions and ensuring that staff and pupils are aware of the Schools’ Health and Safety policies and practices. The Schools will follow the advice given in The Children Act Guidance and Regulations Volume 5 and meet the requirements of Education Act 2002 regarding the assessment of risk of fire.
* The Schools recognise the guidance contained in Managing Health and Safety in Schools prepared by the Education Service Advisory Committee of the Health & Safety Commission, and intends to follow the good practice recommendations it makes.
* The Schools will provide and maintain a written Risk Assessment of the risks to the health and safety of its employees whilst they are at work as required by the Management of Health and Safety at Work Regulations 1999.

2. MANAGEMENT STRUCTURE

**The Management**

The Management accepts full responsibility for Health and Safety within the Schools. They will constantly monitor the effectiveness of the implementation of this Policy and will revise it where necessary. They will ensure that any changes in this Policy will be drawn to the attention of all employees.

**The Principal**

The Principal will be responsible for the safe functioning of the Blessed Schools.

She will:

* regularly monitor the effectiveness of the Policy as regards both academic and non-academic work and prepare a report as appropriate;
* recommend changes in the Safety Policy in the light of experience;
* ensure the co-operation of all staff and pupils at all levels as regards working to this Policy;
* be responsible for ensuring that all members of staff fully understand their responsibilities and are given both the time and the encouragement to pursue them;
* monitor the operation of the Schools Health and Safety Committees as appropriate;
* take steps to ensure that any changes in curriculum and changes in systems of work on the domestic side are considered for their health and safety implications.

**All Staff**

All staff will be responsible to the Principal for the safe functioning of all individual activities in the school. They will:

* constantly monitor the effectiveness of the Policy as regards both academic and non-academic work and report back to the Principal as appropriate;
* consult with the Health & Safety Adviser and recommend changes in the Health and Safety Policy in the light of experience;
* ensure the co-operation of all staff and pupils at all levels as regards working to this Policy;
* take steps to ensure that any changes in curriculum and changes in systems of work are considered for their health and safety implications.

**Teachers and Trainers**

Teachers will be responsible to the Head for the following:

* ensuring that his/her department is run according to the standards laid out in this Policy, minimum legal standards and other appropriate standards that may be set by the Schools;
* ensuring that the teachers working under them understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility;
* ensuring that these teachers are aware of the degree of priority that these matters carry and that where appropriate they would be provided with both the time and encouragement to pursue such matters;
* notifying the Principal/Head of any matters within this field that they feel are beyond their competence to deal with;
* reporting to the Site Manager any accidents, incidents, near misses or damage for appropriate investigation;
* ensuring adequate supervision for pupils both inside the Schools, during normal teaching activities, and on external trips
* with regard to the COSHH Regulations, notifying directly to the Estates & Services Bursar any new substances that are required to be purchased by their department;
* ensuring that the teaching staff, for whom they are responsible, co-operate fully with any fire practices and other emergencies;

 Blessed Education Health and Safety Adviser

The School Health and Safety Adviser is responsible for advising and

monitoring health & safety procedures, which are to include the following actions:

* acting as a member of the Schools’ Health & Safety Committees.
* assisting the Heads in convening their twice-yearly Health &Safety meetings.
* bringing to the attention of the Staff any remedial work required.
* advising departments on matters concerning health & safety.
* maintaining a working knowledge of current health & safety legislation.
* liaising with Blessed’s external Health & Safety Consultants on matters of health & safety, and assisting in any inspection.
* carrying out risk assessments as required.
* maintaining a register of all recorded risk assessments.
* reviewing risk assessments.
* bringing to the attention of the Principal failures in any health & safety procedures.
* ensuring that regular testing of all fire systems takes place.
* ensuring that Fire Risk Assessments are reviewed annually.
* annually reviewing the Health & Safety Procedures manual .
* assisting in arranging and co-ordinating any health and safety training that is required within Blessed. This does not remove the responsibility of the Heads in ensuring that their staff are appropriately trained in health and safety matters.

**H&S: Additional requirements**

Fire extinguisher and alarm testing

Staff first aid training – individually

Staff H&S training

Use of other buildings:

* Blessed Education – staff and students will abide by the organisation’s policy in conjunction with this policy.

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