



Health and Safety Policy Statement (2019).

The Governing Body of Philips High School regards the promotion of Health and Safety to be of the utmost importance for all personnel who either work in the School (e.g. as permanent Staff or Contractors) or attend as Pupils and Visitors. Accordingly, the Governing Body of the School will meet its' responsibilities under the Health & Safety at Work Act 1974 (and other relevant Health & Safety legislation, including any subsequent legislation) to provide a safe and healthy environment for all.

It is School policy to ensure that every reasonable step be taken to prevent injury and ill-health to personnel by protecting individuals (including Pupils and Visitors) from hazards at work regardless of whether it is in pursuance of their employment, learning or any other activity.

The Objectives of the Philips High School Health and Safety Policy are to:

- Promote high standards of Safety, Health and Welfare in compliance with the Health and Safety at Work Act 1974, other statutory instruments and approved Codes of Practice.
- Ensure that places and methods of work are safe and healthy through the arrangements set out in Part 3 of the Policy together with others that are adopted from time to time as appropriate to changing circumstances.
- Protect personnel, whether they be employees, pupils, members of the general public visiting the School or contractors and their employees, from any foreseeable hazards.
- Ensure adequate Training, Instruction, Supervision and Information is given to all employees in order that they may work in safety insofar as is reasonable and practicable. Additionally, that they are competent in Health and Safety matters and are only allocated tasks commensurate with their skills.
- Ensure a safe, healthy working and learning environment for all personnel, additionally that there are sufficient facilities/arrangements for their welfare.
- Ensure that awareness with regard to all aspects of Safety is fostered by all personnel.
- Ensure personnel are aware of their responsibility to take any steps necessary in order that the Health and Safety of both themselves (and others) may be safeguarded. In addition, to co-operate in all aspects with regard to Safety.
- Ensure that full and effective consultation on all matters, at all levels, is encouraged.

This is approached by:

- Assessing and controlling risk as part of the day-to-day management of School activity. Identify the hazards to personnel and third parties affected by work. Effectively manage all significant risks to Health and Safety thereby reducing them to the lowest reasonably practicable level.
- Providing and maintaining safe, healthy and secure working conditions. Additionally, providing Training and Instruction so that personnel are able to perform their various tasks safely and efficiently.
- Ensuring that a constant awareness with regard to Health and Safety at work is maintained in respect of all activities within the School (both during In and Out-of-School activities).
- Periodic review of the Safety Policy as School activities and the associated risks change.
- All personnel employed within the School, together with pupils, have a legal obligation to co-operate in the operation of this Policy by not interfering with or misusing equipment that has been provided in the interests of Health and Safety. Misuse of equipment is to be reported to the Headteacher.
- Establish and measure our Safety Performance against the Objectives.

- Continually improving our Safety Performance.

All employees within the School have a corresponding obligation to co-operate and comply with this Policy so far as is reasonably practicable by:

- Complying with Safety Procedures, whether written or brought to their attention by other means, for their own protection, protection of those under their supervision and others who may be affected by their actions.
- Reporting to the School Business Manager any incident that has led, or could have led, to damage or injury.
- Assisting in any investigation with regard to accidents, dangerous occurrences or near-misses.

Responsibilities of individuals, within the School, as part of the overall Safety Organisation:

The Governing Body: Although in the main the Employer is the Local Authority, as far as the School is concerned the ultimate responsibility for all aspects of Health and Safety at Work (within Philips High School) is the Governing Body through the Safety Organisation.

The Headteacher: The Headteacher is responsible for the effective implementation of the Safety Policy and for encouraging all Staff, through regular monitoring (and briefings), to implement Health and Safety arrangements.

Safety Adviser (the School's Business Manager): The Safety Adviser is the adviser to the Headteacher on Health, Safety and Welfare within Philips High School. He or she is, in addition, to advise all personnel in meeting their individual responsibilities with regard to Health and Safety at Work.

Line Managers: All Deputy Heads, Heads of Faculty, Heads of Departments etc., are responsible for ensuring that the day-to-day requirements regarding Health and Safety at Work are met within their area(s) of concern, therefore acting as Safety Representatives. Where any new process, operation or substance is introduced into the area of their responsibility, they are to liaise with the Safety Adviser so that the associated risks are assessed and any precautions that are deemed necessary are implemented.

Teachers and Supervisors: The responsibility of applying Safety procedures on a day-to-day basis rests with all Teachers and Supervisors. All accidents will be investigated by them in accordance with current procedures and Codes of Practice, in order that the cause of any accident can be identified and remedial action taken as appropriate. They are to ensure that all new members of Staff and Pupils under their control, are instructed in their own responsibility with regard to the Health and Safety at Work Act 1974 (and any subsequent legislation) and that they frequently make inspections of their area(s) of responsibility, taking prompt remedial action where necessary.

Employees and Pupils: Employees and Pupils have a responsibility to ensure that they act with all reasonable care with respect to the Health and Safety of: themselves, other members of the School Community, Contractors and Members of the Public (who may be visiting the School). They are required to co-operate with: Supervisors, Line Managers, Safety Representatives, Safety Adviser (in the case of Pupils - their Teachers) and adhere to Safety Guidance given, in helping to maintain standards of Health and Safety within the School.

Safety Representatives: These individuals are nominated by the Heads of Faculty/Line Managers to represent their area(s) of responsibility. Additionally, these Safety Representatives are to make such proposals, as they see fit, in order to achieve improvements in the Health and Safety aspects within their area(s) of responsibility.

Contractors: It is the responsibility of Contractors (and their employers) to read and comply with the School's Health and Safety Policy (*including the School's Asbestos Management Plan*) in addition to their own Safety procedures.

Risk Assessments: The responsibility for assessing and controlling Risks rests with all personnel within the School. Risk Assessment and Training shall be performed in consultation with the Safety Adviser.

Safety Committee Terms of Reference:

Originally the Governing Body's Buildings Sub-Committee was designated as the *Safety Committee* but this Sub-Committee was later subsumed into the Governing Body's Finance and General Purposes Sub-Committee (F&GP) who are now the School's *Safety Committee*.

Under Section 2 (7) of the Health and Safety at Work Act 1974, the Safety Committee has the function, in consultation with the Staff and Pupils it represents, of keeping under review the measures taken to ensure the Health and Safety at work of all the Employees and Pupils.

Specific functions include:

The study of Accident and Notifiable Disease statistics, together with Trends, so that Reports can be made to the Governing Body on unsafe and unhealthy conditions and practices, together with recommendations for corrective action.

Examination of Safety Audit Reports on a similar basis.

Consideration of Reports and factual information provided by Inspectors of an enforcing authority.

Consideration of Reports that Safety Representatives may submit.

Assistance in Risk Assessment, the development of School Safety Procedures and Safe Systems of Work.

Monitoring the effectiveness of said Safety Procedures and Safe Systems of Work.

Monitoring the effectiveness of the Safety content of Employee Training.

Monitoring the adequacy of Health and Safety communication and publicity in the School.

Approved: by Headteacher / Chair of Governors: 17th June 2019

Next Annual Review Date: Sept 2022.