

Health and safety policy

Health and safety policy statement

English in Chester has established this Health and Safety Policy to ensure the Health, Safety and Welfare at work of all employees, students and others who may be affected by its activities. This policy will be implemented in all premises owned or controlled by the school, and is applicable to all staff and visitors at our sites. This policy also applies to our staff working away from school sites.

In pursuance of this policy, the school will take action to:

- Identify, assess, and manage the health and safety risks arising from our work activities;
- Consult with our employees and seek their cooperation on matters affecting their health and safety;
- Provide and maintain safe plant and equipment;
- Ensure safe handling and use of substances;
- Provide information, instruction and supervision for employees as required;
- Ensure all employees are competent to do their tasks and to give them adequate training;
- Prevent accidents and cases of work related ill health, so far as is reasonably practicable; maintain safe and healthy working conditions;
- Oversee the implementation and function of the safety management system, and monitor and review this policy on an annual basis.
- Take disciplinary action as appropriate for any breach of the school's health and safety policies.

Responsibilities

- Overall and final responsibility for health and safety rests with the Principal.
- To ensure health and safety standards are maintained/improved, those listed below have responsibility in the following areas:

Name	Responsibility
Jo Whittick /Nigel Paramor	Academic areas
Samantha Sansom/Nigel Paramor	Administration areas
Eddie Rothwell/Nigel Paramor	Other areas, including cleaning

Line Management responsibility

All line managers must ensure that this policy is followed, and that staff are managed and supervised in accordance with it. Breaches of school safety rules and procedures will be subject to disciplinary action.

All employees are required to:

- co-operate with line managers and colleagues on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety
- take reasonable care for the health and safety of others such as visitors
- report all health and safety concerns to an appropriate person (as detailed in this policy document)

Health and safety risks arising from work activities

- The school will carry out and review annually work-related risk assessments for the 3 main types of work in the school: teaching, administrative and cleaning.
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- Risk assessments relating to excursions outside the school will be undertaken by the Excursions Co-ordinator in conjunction with Course Directors (for example teens and 50+) as appropriate, and reviewed annually.
- The findings of all risk assessments will be reported to the Principal, and will be communicated to the relevant staff in the form of an action plan.
- Action required to remove/control risks will be approved by the Principal.

Safe equipment

- The Academic Manager will be responsible for identifying all classroom equipment needing maintenance. The Principal/Finance Officer will be responsible for identifying all other equipment needing maintenance.
- The Principal will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with equipment should be reported to the relevant person listed above .
- All portable electrical equipment used in the school will be subject to regular portable appliance testing (PAT) , and in any case at least every 2 years.

Information, instruction and supervision

- The Health and Safety Law poster is displayed at 9 Stanley Place/Health and Safety Law leaflets are issued by the Principal.
- Health and safety advice is available from the Principal/Finance Officer.
- The Principal is responsible for ensuring that employees working at locations under the control of other employers are given relevant health and safety information.

Competency for tasks and training

- Training will be identified, arranged and monitored by the relevant line manager (see above).

Accidents, first aid and work-related health

- The school has a First Aid Policy, which is detailed elsewhere.
- The appointed first aiders are Mathew Proe, Gabi Craven and Mandy Murphy .
- All accidents and cases of work related ill health are to be recorded in the accident book. The book is kept at 9 Stanley Place by the Administrative Manager.
- The Principal is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

- To check working conditions and ensure safe working practices are being followed we will carry out regular spot checks around the school and during teaching observation.
- The Principal is responsible for investigating accidents and any work-related causes of sickness absence.

Fire risk

- The Principal is responsible for ensuring a fire risk assessment is undertaken and implemented.
- Escape routes and emergency lighting are checked by the Principal annually.
- Fire extinguishers and the fire alarm system are maintained and checked by A&B Maintenance every 12 months
- Alarms are regularly tested by Eddie Rothwell/Nigel Paramor.
- Emergency evacuation of both school buildings will be tested at least once a year.