

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 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
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 Social Programmes Organiser in conjunction with appropriate colleagues (for example teens and 50+) as appropriate, and reviewed annually.
- Action required to remove/control any risks identified 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 3 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.
- 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.
- 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 at least annually.
- Fire extinguishers and the fire alarm system are maintained and checked by AB Fire every 12 months
- Alarms are regularly tested by Jill Rogers.
- Emergency evacuation of all school buildings will be tested at least once a year.

Risk assessment

Building risk assessments are to be carried out annually or every time a room changes purpose or layout.

General provisions

If any machinery, piece of equipment or substance could potentially cause harm to anyone on the premises a risk assessment should be carried out and clear procedures laid down for the use of these items. The manufacturer's guidance should be followed at all times. All potential hazards should be brought to the attention of anyone who may come into contact with them.

Housekeeping and Premises

All of the following are the responsibility of the Principal, with cleaning related areas delegated to the Head Cleaner.

Cleanliness

All the floors and stairs must be kept clean and not slippery.

The premises, furniture and fittings (e.g. lights) should be cleaned regularly; and all dirt, dust, refuse and trade waste regularly removed.

All spillages must be reported to the Head Cleaner or the office and cleaned promptly and with action appropriate to the nature of the spillage (eg this may involve cordoning off the area, use of protective clothing, use of spillage kit, etc).

Special arrangements must be made for the disposal of sanitary waste.

All waste paper bins should be emptied daily and the rubbish stored safely until collection.

Toilet supplies of paper, soap and towels should be maintained and regularly checked.

Safe Stacking and Storage

All materials and objects should be stored and stacked so that they are not likely to fall and cause injury.

On arrival, deliveries of supplies and equipment should be stored safely. Storage is the responsibility of the Head Cleaner.

Exits, Corridors and Stairways

All exits, corridors and stairways must be kept clear at all times.

Lighting

All light bulbs and fluorescent tubes should be replaced as necessary in order to ensure adequate lighting at all times.

Comfortable Conditions

A reasonable working temperature should be provided at all times. The temperature should be at least 16°C.

Flooring

Carpets and floors must provide even surfaces to walk on.

Photocopiers

Regular servicing is arranged. The contact details of the company which carries out this servicing are available in the office from the Administrative Manager.

All staff should be careful when extracting jammed paper and take care not to touch the hazard areas of the machine.

Toner cartridges will be stored and disposed of carefully.

Reviewed June 2018
