



## LISTER COMMUNITY SCHOOL Health and Safety Policy Statement

Our health and safety statement is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to ensure safe handling, use, storage and transport of articles and substances;
- to provide adequate information, instruction and training to enable staff and pupils to carry out their work activities in a healthy and safe manner, and to enable them to contribute positively to their own health and safety and that of others;
- to ensure all employees are competent to do their tasks;
- to prevent accidents and cases of work-related ill health;
- to make arrangements within the school for the reporting of all accident/violent incidents to the London Borough of Newham;
- to make positive arrangements for fire evacuation, first-aid and other emergency situations;
- to provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.
- to provide and maintain security arrangements which would minimise the risk of acts of violence.

### RESPONSIBILITIES

1. **Board of Governors** - The Governing Body will ensure that:
  - a) Adequate resources are available to enable the policy to be implemented.
  - b) Systems are in place to provide effective health and safety management
  - c) Others affected by the school's activities are not subjected to risks to their health and safety.
2. **Headteacher** - The Head teacher, so far as is reasonably practicable, is responsible for ensuring the health, safety and welfare at work of all the employees and students at the school. This is achieved by:



- a) Detailing the organisational arrangements to determine how the policy will be implemented.
  - b) Delegating responsibilities for the implementation of the policy to each member of staff.
  - c) Ensuring that health and safety is an integral part of the overall management culture and developing a positive attitude to health and safety amongst staff and students by visibly demonstrating commitment to achieving a high standard of health and safety performance.
  - d) Appoint a competent person(s) to assist the school in applying the provisions of health and safety legislation. One member of the Senior Leadership Team, usually the School Business Manager, will have specific responsibility for management oversight of Health and Safety and liaison with the PFI Partners and the Local Authority.
3. **MITIE PFI Ltd** – Under the BSF Facilities Management Contract, MITIE will:
- a) provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained as appropriate; and that offers protection from danger by being suitably guarded (where appropriate). This would include such items as heating and hot water plant, kitchen equipment and appliances e.g. meat-slicer, powered cleaning equipment and portable electrical appliances;
  - b) provide and maintain a safe and healthy school building with safe access and egress, paying particular attention to the structure of the buildings, the electrical installation, draining, glazing, maintenance of floors / corridors / playgrounds / steps / doorways / fire escape routes;
  - c) provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes and adequate protection against occupational disease and infestation;
4. **All Staff** - All staff will:
- a) Cooperate fully with this policy
  - b) be familiar with, and follow all health and safety procedures, with particular reference to:
    - Classroom safety
    - Fire drill
    - Sickness and medication
    - Educational visits
  - c) Take an active interest in promoting health and safety and suggest ways of reducing risk
  - d) Report any dangers or risks to their line manager immediately



**5. Visitors** - Visitors to the school will:

- a) Sign in at the Reception and be given a visitor's badge to wear for identification.
- b) Be shown to their destination by the receptionist or met by a member of staff.
- c) Sign out when leaving the school and hand in their identification badge to reception.

**6. Pupils** - All pupils must:

- a) co-operate with Teachers and school staff on health and safety matters;
- b) not interfere with anything provided to safeguard their own health and safety;
- c) take reasonable care of their own health and safety; and
- d) report all health and safety concerns to a Teacher.