



The Macclesfield Academy

Health and Safety Policy

Date policy approved:.....

Date policy due for review:.....

Signed by Health & Safety Governor:

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1. GENERAL

- a) The Macclesfield Academy recognises and accepts that every one of its employees, students and visitors to the Academy is entitled to a safe and healthy environment in which to work.
- b) It is the wish of both Governors and the Management of Macclesfield Academy that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment.
- c) The overall high quality of the environment will be evidence of a strong ethos of housekeeping, which will permeate the Academy community and an awareness of the fabric and appearance of the building will be demonstrated by students and employees on a daily basis.
- d) All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled
- e) The Macclesfield Academy's Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned
- f) The policy will be reviewed periodically so as to ensure so far as is reasonably practical that all legislative changes which may affect activities have been incorporated and are being observed throughout the establishment.
- g) All members of staff should make themselves familiar with the Academy's Health and Safety Policy and Health and Safety Procedures. They should ensure that they watch the general Health and Safety Awareness footage on the L drive and sign a statement to say that they have done these three things.

2. ORGANISATION

a) Duties of the Governing Board (GB)

- i. In discharge of its duties the GB, in consultation with the Headteacher will:
 - Make itself familiar with requirements of the appropriate legislation and codes of practice.
 - Monitor the management structure for Health and Safety.
 - Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school, and, that it is implemented.
 - Periodically assess the effectiveness of the policy and ensure that any necessary changes are made.
 - Identify and evaluate risks relating to possible accidents and incidents connected with school-sponsored activities (including work experience).
- ii. In particular the GB undertakes to provide as far as is reasonably practicable:

- A safe place for all users of the site to work, including safe means of entry and exit.
- Plant, equipment and systems of work that are safe.
- Safe arrangements for the handling, storage and transportation of articles and substances.
- Safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance.
- Supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner.
- If necessary issue/provide safety and protective equipment and clothing, with any necessary guidance, instruction and supervision.

b) Duties of the Headteacher

- i. The Headteacher has the overall responsibility for the development and implementation of safe working practices and conditions for all staff, students and visitors.
- ii. The Headteacher will take all reasonably practicable steps to ensure the Health and Safety policy is implemented through the Assistant Director (Academy Operations) and others as appropriate.
- iii. The Headteacher will arrange for the Assistant Director (Academy Operations) to be responsible for the day to day implementation of the Health and Safety Policy and for this person to be the designated contact with the Local Authority Health and Safety Officer and when necessary the HSE.

c) Duties of the Assistant Director (Academy Operations)

- i. The Assistant Director (Academy Operations) has the responsibility for the development and implementation of safe working practices and conditions for all staff, students and visitors including the development of procedures for:
 - A general statement of policy
 - Delegation of duties as allocated tasks
 - Arrangements made to put in place, monitor and review measures necessary to reach satisfactory health and safety standards
 - Training of staff in health and safety including competence in risk assessment
 - Off-site visits including school-led adventure activities
 - Selecting and controlling contractors
 - First-Aid and supporting pupils' medical needs
 - School Security
 - Occupational health services and work-related stress
 - Consultation arrangements with employees
 - Workplace safety for teachers, pupils and visitors
 - Violence to staff
 - Manual handling

- Slips and trips
- On site vehicle movements
- Control of hazardous substances (COSHH)
- Maintenance and when necessary examination and test of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety.
- Recording and reporting accidents to staff, pupils and visitors - including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- Fire safety, including testing of alarms and evacuation procedures
- Dealing with health and safety emergencies - procedures and contacts

d) Duties of Supervisory Staff

- i. All supervisory staff will make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility. They will be responsible for conducting health and safety checks of their department's facilities when required.
- ii. In addition to the general duties that all members of staff have, they will be directly responsible to the Headteacher or Assistant Director (Academy Operations) to have overall day-to-day responsibility for the implementation and operation of the school's Health and Safety Policy within their relevant departments and areas of responsibility.
- iii. Responsibility for aspects of Health and Safety are written into the Job Descriptions for Curriculum Team Leaders and the Site Manager.
- iv. Supervisory staff will take a direct interest in the school's Health and Safety Policy and in ensuring that other members of staff, students and others to comply with its requirements.

e) Duties of all members of staff

- i. All staff are expected to familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put themselves or anyone else at risk.
- ii. In particular members of staff will be familiar with the Health and Safety Policy, Health and Safety Procedures and all safety requirements laid down by the GB.
- iii. Ensure that staff, students, visitors and contractors are applying Health and Safety regulations, rules, routines and procedures effectively.
- iv. See that all plant, machinery and equipment are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery and equipment.
- v. Use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied.
- vi. Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled

- vii. Report any defects in the premises, plant, equipment and facilities that they observe to the designated Health and Safety Officer and provide information to their team leader when departmental health and safety checks are conducted.
- viii. Take an active interest in promoting Health and Safety and suggest ways of reducing risks

f) Health and Safety Committee

The Academy's Health and Safety Committee will monitor Health and Safety issues within the school and comprise of representatives of the staff, major teaching and non-teaching unions, the Site Manager, Health and Safety Technician, Governors representative and be chaired by a designated member of the Management Team. It will report to the Governors.

3. MONITORING

- a) The Governing Body shall appoint a Governor to be a member of the Health and Safety Committee.
- b) The Assistant Director (Academy Operations) should make an annual report to the Governing Board.
- c) The Assistant Director (Academy Operations) will examine Health and Safety Committee meeting minutes and follow up actions.
- d) The Governing Board will examine Safety Committee meeting minutes.
- e) The Health and Safety Committee will organise an annual health and Safety check of the premises. The report will be submitted to the School Leadership Team. A summary of the major items will be given to the Governing Board.
- f) The Health and Safety Committee will review this policy statement annually.