



# The Health and Safety Policy

<b>Issue</b>	
<b>Date of Issue</b>	
<b>Approved by</b>	

**STEPHENSON STUDIO SCHOOL  
HEALTH AND SAFETY POLICY – STATEMENT OF INTENT**

**1 INTRODUCTION**

In accordance with section 2(3) of the Health and Safety at Work Act 1974 the Board of Trustees of Stephenson Studio School given below its written policy with respect to health and safety and the organisation and arrangements for the time being in force for carrying out its duties.

**2 GENERAL POLICY STATEMENT**

The Board of Trustees of Stephenson Studio School recognises its duty so far as it is reasonably practicable to ensure the health, safety and welfare at work of all of its employees, sub-contractors, learners and visitors.

In discharging their duties the Governing Body will:

- 1 Provide and maintain safe and healthy working conditions including plant, systems of work and working environment.
- 2 Provide all necessary information, instructions, training and supervision to ensure a safe and healthy working environment.
- 3 Ensure that priority is given to all matters regarding health and safety by:
  - Appointing relevant persons with responsibilities for health and safety
  - Regularly reviewing and monitoring health and safety matters
  - Promoting and co-ordinating health and safety training and procedures
  - Making arrangements for:
    - The provision of expert advice when necessary to determine and control risks and
    - Consultation with employees prior to the implementation of health and safety procedures

In addition all employees, sub-contractors and learners will be made aware of their responsibilities to:

- Work and behave safely with due regard for the health, safety and welfare of others whilst attending Stephenson Studio School
- Report accidents, incidents and unsafe conditions which lead to injury
- Observe all rules and regulations made with respect to health and safety
- Comply with all statutory obligations and requirements of Codes of Practice with respect to health and safety

Signed..... Date.....  
Chair of Board of Trustees

### 3. **ORGANISATION AND MANAGEMENT OF HEALTH AND SAFETY MATTERS**

In order to ensure the implementation of the General Policy statement the Board of Trustees has made the following arrangements:

- The Head Teacher of Stephenson Studio School will be responsible as far as is reasonably practicable for the effective overall implementation of the Health and Safety Policy across the School.
- The School Health & Safety Officer will be responsible as far as it is reasonably practicable for advising staff on all matters regarding health and safety including legislation, risk analysis and safe systems of work.
- The Director of Estates and IT will be responsible as far as is reasonably practicable for ensuring that working practices and systems within their area of responsibility do not give rise to risk to the health and safety of employees, learners and visitors.
- All employees must take reasonable care for the health and safety of themselves and all other persons who might be affected by their acts or omissions at work.
- All learners, visitors and sub-contractors must take reasonable care for the health and safety of themselves and all other persons who might be affected by their acts or omissions at work.

### 4. **FUNCTIONS AND DUTIES**

#### 4.1 **HEAD TEACHER** shall:

- Establish and maintain appropriate safe systems within the School.
- Make recommendations to the Board of Trustees with respect to health and safety policies, systems and rules.
- Budget for all health and safety matters within the School.
- Ensure there are adequate financial resources to satisfy the requirements of Health and safety.
- Health and safety policies, rules and procedures are implemented across the School.
- Ensure risk assessment surveys are undertaken and reviewed as necessary to maintain a complete and thorough assessment of all risks to health and safety and that safe systems of work for all employees and learners are in place across the School.

- Ensure that health and safety policies. Rules and procedures are issued to and understood and observed by all learners and staff.
- Ensure that risk assessments are carried out and reviewed as necessary and that safe systems of work for staff and learners are produced and monitored within their Section/area of responsibility.
- Co-operate in the investigation of any incidents reported to them and agree with the Safety Officer on appropriate action to improve working practices.
- Ensure that appropriate action is taken when a hazardous situation is reported.

4.2. **HEALTH & SAFETY OFFICER** shall:

- Maintain an awareness of all health and safety legislation that could affect the operation of health and safety within the School.
- Advise the Board of Board of Trustees, Head Teacher and Head teacher on all aspects of health and safety within the School.
- Establish and maintain appropriate reference material with respect to health and safety.
- Carry out health and safety audits across all areas of the school and monitor all outcomes from audits reporting back to the Senior Leadership Team on their progress.
- Review and sample all risk assessments including COSHH assessments annually.
- Maintain a risk assessment data base for all areas of the college including COSHH assessments and material safety data sheets.
- Assist in the induction of new staff and the training of present staff with respect to health and safety.
- Review and monitor all aspects of health and safety including training within the School.
- Facilitate health and safety training as required or requested by the School Leadership Team.

- Assist in the production of health and safety information for staff and learners.
- Review and produce forms necessary for the management and control of health and safety within the School.
- Maintain records of all reported hazardous incidents and advise the Head Teacher of the Studio School when the incident requires further investigation and/or action.
- Ensure all accidents which are required to be reported under RIDDOR are dealt with appropriately.
- Provide a annual Health and Safety report for the Board of Trustees.
- Provide a bi-monthly Health and Safety report for the Senior Leadership Team.

#### 4.3 **SCIENCE TECHNICIAN** shall:

- Ensure a complete and up to date inventory on all chemicals, hazardous substances and gases, including disposal, is kept.
- Ensure all chemicals, hazardous substances and gases are stored correctly and securely in line with current health and safety legislation and home office advice.
- Ensure risk assessments and COSHH assessments are carried out and recorded in line with current health and safety legislation.
- Ensure there are adequate emergency control measures in place to deal with accidental spillages of chemicals, hazardous substances or escape of gases.
- Ensure that there is an adequate supply of personal protective equipment for students and that it is worn correctly.
- There are safe systems of works in place for all science experiments/ tasks.

#### 4.4 **ALL STAFF** shall:

- Ensure the health and safety of themselves and others who are affected by their actions or inactions.

- Ensure that they are familiar with all School health and safety procedures relevant to their designated role in the School.
- Assist their Line Manger in ensuring that health and safety policies, rules and procedures relevant to their work are issued, understood and implemented.
- Carry out risk assessment and the production and implementation of safe system of work for staff and learners within their recognised area of work, as requested by their Line Manger.
- Co-operate with their Line Manger to ensure that a system for planned, preventative maintenance is established for plant and machinery within their recognised area of work and that maintenance is carried out in accordance with that plan.
- Co-operate with their Line Manager and the Safety Officer in the investigation of serious incidents and in implementation of agreed action.
- Check and confirm that learners are ready and are able to safely operate all equipment within their remit.

#### 4.4 **ALL LEARNERS** shall:

- Ensure the health and safety of themselves and others who are affected by their actions or inactions.
- Receive Health and Safety training as part of their induction to School and to their programme study.
- Receive Health and Safety training on specific curriculum areas and on techniques prior to any workshop activity or before using any equipment.
- Wear or use Personal Protective Equipment when appropriate.
- Observe and adhere to the safe working practices relevant to their working environment.
- Inform staff of their needs in relation to using equipment.
- Ensure that they have had comprehensive training in the safe use of equipment and that their training is current and up to date before using any equipment.
- Inform staff if they have any doubts about using equipment safely or effectively.

- Report any incidents or near-incidents to a member of staff.
- Report any issues concerning the Health & Safety of themselves and others to a member of staff.

4.5 **RECEPTION STAFF** shall:

- Draw the attention of all visitors to the Health & Safety notices and inform them of safe evacuation procedures.