

Policy Name	Health and Safety Policy
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Author	Anthony Merriman
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1. Health and Safety Statement
<p>At New Avenue we are committed to providing a safe and healthy environment for all students, staff, and visitors.</p> <p>We recognise that promoting health and safety is essential to supporting the emotional well-being and academic success of our students.</p> <p>This policy outlines our commitment to maintaining high standards of health and safety and provides guidelines for the roles and responsibilities of the Head Teacher and staff in ensuring a safe learning environment.</p>
2. Objectives
<ul style="list-style-type: none"> • To ensure the health, safety, and well-being of all individuals within the school premises. • To comply with all relevant health and safety legislation, regulations, and codes of practice. • To provide appropriate training and resources to staff to enable them to carry out their roles and responsibilities effectively. • To regularly review and update the health and safety policy and procedures as required.
3. Roles and Responsibilities
<p>The Head Teacher has overall responsibility for health and safety within the school. The Head Teacher's specific responsibilities include:</p> <ul style="list-style-type: none"> • Ensuring that health and safety policies and procedures are in place and regularly reviewed.

- Appointing a designated Health and Safety Officer responsible for coordinating health and safety activities.
- Promoting a positive health and safety culture throughout the school.
- Allocating sufficient resources to support health and safety initiatives.
- Ensuring that staff receives appropriate health and safety training and are familiar with the school's policies and procedures.
- Conducting regular inspections of the premises to identify and rectify potential hazards.
- Investigating accidents, incidents, and near misses and taking appropriate action to prevent their recurrence.
- Ensuring that emergency evacuation procedures are in place and regularly practiced.
- Liaising with external agencies, such as local authorities and health and safety inspectors, as necessary.

4. Staff

All staff members have a duty to contribute to the effective implementation of the school's health and safety policy. Their responsibilities include:

- Complying with all relevant health and safety policies, procedures, and instructions provided by the school.
- Reporting any health and safety concerns or hazards to the designated Health and Safety Officer or the Head Teacher.
- Participating in health and safety training provided by the school.
- Taking reasonable care of their own health and safety and that of others who may be affected by their actions or omissions.
- Ensuring that all accidents, incidents, and near misses are reported promptly and accurately.
- Following safe working practices and using provided safety equipment correctly.
- Promoting a positive health and safety culture among students, encouraging them to follow safety guidelines and report any concerns.
- Assisting with the implementation of emergency evacuation procedures and acting as designated first aiders when required.

5. Monitoring and Evaluation

This health and safety policy will be reviewed annually or as required to ensure its ongoing effectiveness and compliance with changing legislation and circumstances. The designated Health and Safety Officer will be responsible for monitoring the implementation of this policy and reporting any concerns or suggested improvements to the Head Teacher.

6. Risk Assessments

- Risk assessments will be carried out regularly by the designated Health and Safety Officer, in consultation with relevant staff members, to identify potential hazards and assess the level of risk associated with various activities, equipment, and premises.
- Identified hazards and associated risks will be documented, and appropriate control measures will be put in place to mitigate or eliminate the identified risks.
- Staff members must familiarize themselves with the results of risk assessments relevant to their roles and responsibilities and adhere to the implemented control measures.
- Risk assessments will be reviewed and updated as necessary, especially when changes occur in the school premises, activities, or staff responsibilities.

7. First Aid

- The school will maintain an appropriate number of trained first aiders who are responsible for providing immediate assistance in the event of illness or injury.
- First aid equipment and supplies will be readily available throughout the school premises and clearly marked.

- Staff members should familiarize themselves with the location of first aid kits and equipment and report any deficiencies to the designated Health and Safety Officer.
- Accurate records of all first aid incidents and treatments provided should be maintained and reported to the designated Health and Safety Officer or the Head Teacher.

8. Accidents and Emergency Procedures

- All accidents, incidents, and near misses must be reported promptly to the designated Health and Safety Officer or the Head Teacher.
- The school will have appropriate procedures in place to respond to emergencies, including fire evacuations, medical emergencies, and other incidents.
- Emergency evacuation plans will be communicated to all staff members, students, and visitors, and regular drills will be conducted.
- Staff members should familiarize themselves with emergency procedures and their designated roles in the event of an emergency.

9. Contractors Onsite

- Contractors working onsite will be required to adhere to the school's health and safety policies and procedures.
- The Head Teacher or designated Health and Safety Officer will liaise with contractors to ensure they are aware of and comply with the relevant health and safety requirements.
- Contractors will be required to provide relevant risk assessments and method statements for their activities, which will be reviewed and approved by the school before work commences.
- The school will monitor contractors' activities to ensure compliance with health and safety standards.

10. Disciplinary Action

- The school will take disciplinary action against any staff member who demonstrates a serious disregard for health and safety policies, procedures, or instructions.
- Disciplinary action will be in accordance with the school's disciplinary procedures and may include verbal or written warnings, suspension, or termination of employment.

11. Drugs and Alcohol:

- The use, possession, or distribution of illegal drugs and alcohol is strictly prohibited within the school premises and during school-sponsored activities.
- Staff members should refrain from attending work while under the influence of alcohol or drugs that may impair their ability to perform their duties safely.
- The school will provide information and support regarding drug and alcohol awareness, including guidance on identifying signs of substance abuse and appropriate referral procedures.

12. Emergency Services

- If we need to use the emergency services, we will ensure there is clear access to the building
- Staff will be on hand to meet and greet the emergency services.
- All information will be passed on to them on arrival.

13. Gas and Electricity

- The school will ensure that gas and electrical systems are regularly inspected and maintained by qualified professionals.
- Staff members should report any suspected gas leaks or electrical faults immediately to the designated Health and Safety Officer or the Head Teacher.
- Procedures will be in place for isolating and evacuating areas in the event of a gas or electrical emergency.

14. Complying with the Law

- All staff members are required to comply with relevant health and safety legislation, regulations, and codes of practice.
- Failure to comply with health and safety policies, procedures, or instructions may result in disciplinary action, up to and including termination of employment.

15. Smoking

- Smoking is strictly prohibited within the school premises, including all buildings, outdoor areas, and vehicles.
- Staff, students, and visitors are prohibited from smoking while on school property or during school-sponsored activities.
- It is the responsibility of all staff members to ensure compliance with the no smoking policy and to communicate the policy to students and visitors.

16. Training

- All staff members will receive appropriate health and safety training relevant to their roles and responsibilities.
- Training will cover areas such as emergency procedures, first aid, manual handling, and any other specific hazards or risks associated with their work.
- The school will maintain records of staff training, ensuring that refresher training is provided as necessary.

17. Monitoring and Evaluation

This policy will be reviewed annually by Anthony Merriman. At every review, it will be approved by the full governing board.

Updates

Dates	Comments
16.01.25	No updates