Health and Safety Policy Appendix 1

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| This is the statement of general policy and arrangements for | [insert name of school] |
| Overall and final responsibility for health and safety is that of the headteacher in each school.  Day-to-day responsibility for ensuring this policy is put into practice is delegated to those persons declared with specific roles in Appendix 2. | |

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| **Statement of general policy** | | **Responsible person (position and name)** | |
| To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities | |  | |
| To provide adequate training to ensure employees are competent to do their work | |  | |
| To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health. | |  | |
| To implement emergency procedures - evacuation in case of fire or other significant incident | |  | |
| To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage / use of substances | |  | |
| Health and safety law poster is displayed | |  | |
| First aid box and accident book are in place and kept replenished | |  | |
| Accidents and ill health at work reported under RIDDOR | |  | |
| Signed |  | Date |  |

|  |  |  |
| --- | --- | --- |
| Subject to review, monitoring and revision by |  | Every [ number] months or sooner if work activity changes |
| **Name** | **Responsibility** |
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A copy of appendix 1 and appendix 2 should be returned to the Trust, following completion at the start of each academic year.

Health and Safety Policy Appendix 2

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| Responsible appointed person for:- | Name of responsible person |
| 4.5 Risk Assessment Preparation |  |
| 6.4 Health and Safety Advice |  |
| 6.5 Supervision of Young Workers/ New Recruits / Trainees |  |
| 7.3 Induction Training |  |
| 7.5 Training Provision |  |
| 8.3 Regular Survey of Premises |  |
| 8.4 Infection Control |  |
| 8.5 High Risk Areas |  |
| 9.1 Traffic / person Segregation |  |
| 9.2 School Vehicles |  |
| 9.3 Qualified Drivers |  |
| 10 Safe Plant and Equipment |  |
| 11 Testing of Electric and Gas Equipment |  |
| 14 Safe Handing of Substances |  |
| 15 Asbestos |  |
| 16 Fire and Emergency Procedures |  |
| 17 First Aid |  |
| 18 Accident and Record Keeping |  |
| 19 Monitoring |  |
| 21 Security |  |
| 24 Pregnant Person |  |
| 25 Behaviour | Headteacher |
| 26 Audit and Review |  |

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