**Oscott Academy**

**Health and Safety Policy**

**Sep 19**

**1. THE MANAGEMENT OF OSCOTT ACADEMY SCHOOL** will

* 1. Provide as far as reasonably practical, a safe and healthy environment for all persons who work at, attend or visit the school.

1.2 Ensure, as far as reasonably practical, the health and safety of pupils, staff and volunteers on off-site visits and activities.

1.3 Endorse and support the safety policy of Birmingham City Council, and to assist the Council to discharge those responsibilities, which it holds as employer.

1.4 Seek improvement to working conditions according to priorities within existing resources.

1.5 Ensure that Risk Assessments are carried out within the school using an identified method for recording and to review as appropriate.

1.6 Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.

1.7 Ensure that staff can access training to ensure competency for their tasks.

1.8 Accept the duties that they may hold as a client where they arrange for work through contractors or volunteers. Follow the Council’s guidance for the selection of competent contractors and **will** seek assistance from the Council’s Property Services when necessary. Ensure that volunteers receive adequate instruction and supervision to work safely.

1.9 Work closely with the proprietors of the building to ensure that all maintenance is undertaken.

1.10 Report all incidents/accidents and ensure appropriate follow up action has been carried out.

1.11 Review on an annual basis, all accidents and incidents reported to identify trends.

1.12 Recognise the role of safety representatives appointed by recognised trade unions and co-operate with them so that they may undertake their health and safety related functions, including reasonable paid time off for consultation inspection and investigations.

1.13 All cleaning materials are stored in a lockable cupboard which students have no access to.

1.14 Oscott Academy may need to restrain students from time to time and must do so in conjunction with our restraint policy.

The following individual is recognised as safety representative at the school.

Name Stewart Dance  **IOSH Managing Safely Level 4**

The Head of centre will draw this policy to the attention of all staff, and review annually.

Signed: Head of Centre:

Dated:

**2.**  **ORGANISATION IN SUPPORT OF HEALTH AND SAFETY**

2.1 Schools can be organised in a variety of ways, i.e., on a Headteacher/ Governing Body/Senior Management Team/Departmental basis. The key members are responsible for seeing that their Area of responsibility/Department staff follow the school’s policy, and in particular in respect of:

2.1.1 Identification and control of risks associated with any hazardous or dangerous substances.

2.1.2 Selection of equipment suitable for its purpose, and ensuring that it is properly used.

2.1.3 Identifying and securing the training needs of members of their Area/Department

2.1.4 Provision of suitable personal protective equipment when required and ensuring that it is properly used.

2.2 The Head of centre recognises the importance of all staff being competent and possessing the necessary current skills, knowledge and qualifications for the use of specialist equipment or facilities.

* 1. With regard to premises issues this will include a check of the school buildings, in conjunction with their property surveyor and prioritisation of needs on the centres site manager. Also ensuring that appropriate training needs of person responsible for premises is delivered.