



"Excellent Learning, Teaching and Leadership for All"

Health and Safety Policy

1. Introduction

Statement of Intent

Health and safety is an important consideration for Windsor Learning Partnership, hereafter known as the MAT. We will take all reasonable steps to provide a safe and caring environment for students, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence in line with relevant legislation.

Responsibilities

Each Local Governing Body shares with the Academy Trust overall responsibility for health and safety. For its part the governing body will:

- Appoint a Governor with responsibility for Health and Safety
- Ensure health and safety has a high profile
- Ensure adequate resources for health and safety are available
- Consult staff and provide training opportunities
- Monitor and review health and safety

The Headteacher will:

- Develop a health and safety culture throughout the academy
- Take day to day operational decisions
- Ensure staff are aware of their responsibilities
- Update governors
- Draw up health and safety procedures
- Monitor effectiveness of procedures

All staff will:

- Support the implementation of health and safety arrangements
- Take reasonable care of themselves and others
- Ensure as far as is reasonably practicable that their classroom or work area is safe
- Report shortcomings to the academy office so they can be recorded in the Site Maintenance Record Book.

General Health and Safety Arrangements Health and Safety Policy

Smoking is not permitted anywhere on the school sites.

When contractors are on site they are expected to follow Windsor Learning Partnership's safety procedures in line with the Managing contractors on site policy.

The governors agree to appropriate training for staff in relation to health and safety.

All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

2. Equipment

Any equipment in each school should be used safely and for its intended purpose only.

Equipment identified as defective should be taken out of use immediately and labelled accordingly. Administration staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.

No second hand equipment must be introduced to academies within the MAT without the agreement of the Headteacher.

Electrical equipment will be tested regularly, and at least annually. Plugs and leads will be visually checked regularly.

Any electrical equipment used outside must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over the wire.

Electrical sockets should be switched off before a plug is removed.

Fire fighting equipment and alarm systems are maintained via annual contract.

PE equipment is maintained via an annual contract.

3 Vehicles

Parents are requested not to bring their cars onto the MAT's sites.

Parents collecting children who are injured or unwell should use the designated car park.

Staff cars should be parked in the marked bays. Other areas should remain clear.

Delivery vehicles are expected to use the delivery areas.

Wherever possible deliveries should be made once the children are safely in the building.

Other trade vehicles should park safely and not block doorways, disabled parking or delivery areas.

4 Lone Working

All staff should avoid lone working wherever possible by arranging for a colleague to be on site as well.

Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark.

Fire doors must be unlocked when staff are working on the premises, e.g. out of academy hours.

Anyone lone working on a regular basis, should be equipped with a personal mobile phone.

When two or more people work late they should try to leave the building together.

Cars should be parked as close to the access doors as possible.

Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

Key Holder Safety during Call Outs - Key holders on call out should be mindful of their own safety. If the police have left the premises a key holder can contact the police and request that they return before entering the building. Key holders should lock themselves in.

Before leaving the key holder should ensure that the school is secure and the alarm re-set.

If any member of staff is on site and is concerned about people on or about the site they should telephone the police on 101 or on 999 if concerned about their own or the school's wellbeing.

5 Fire Safety

The MAT will provide a safe and healthy working environment with respect to fire safety. Each School within the MAT is expected to have in place and regularly review its fire safety and fire evacuation procedures.

6. First Aid

Health and Accidents to Children or Staff

All staff within the MAT are expected to take reasonable action as responsible adults, to deal with injuries, etc., that children sustain until the child can, if necessary, receive professional medical treatment.

Each School within the MAT must have trained first aiders.

Each School within the MAT is expected to have in place and regularly review its First Aid procedures.

7. Safety

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.

Staff should not climb on chairs or tables.

Both staff and children should take care when moving or lifting equipment. If in doubt seek help.

8. Violence

Staff should always take steps to minimise the possibility of violence in each school.

Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

9. VDU Operators

Administration staff using VDUs should vary their work routines and follow guidance on regular eye tests.

9. Off Site Activities

Any visit off site must be approved by the Headteacher, either directly or via another authorised member of staff.

Signed: _____ Date: 06 October 2016

Chair of the Board of Trustees

<i>Policy Approved by Trustees</i>	06 October 2016
<i>Reviewed on</i>	
<i>New Review Date</i>	October 2017