

Health and Safety Policy – Sevington Victorian School



Introduction

The Sevington Victorian School Board of Trustees has overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities. It recognises that it is the duty of Board members, staff and volunteers to uphold this policy and to provide the necessary funds and resources to put it into practice.

The Sevington Victorian School Board of Trustees is committed to ensuring that all its activities are safe and it will do whatever it can, so far as is reasonably practicable, to provide for the health, safety and welfare of all staff, volunteers, members and visitors in ensuring that risks to staff, volunteers, members and visitors are minimised at all times.

It will observe the Health and Safety at Work Act 1974 (“HASAWA”) and all relevant regulations and codes of practice made under it.

This policy will be reviewed biennially by the Board of Trustees.

1. The Board of Trustees Responsibilities

The Trustee responsible for the implementation and monitoring of health and safety policies and recommending changes where necessary will be nominated by the Board.

All accidents or unsafe incidents will be investigated by the Nominated Trustee on behalf of the Board of Trustees as soon as possible and will then be reported to the Board at the next available Board meeting.

The Board of Trustees is responsible for

- Assessing the risk to the health and safety of staff, volunteers, members and visitors and identifying what measures are needed to comply with its health and safety obligations;
- Ensuring that equipment is safe and well maintained;
- Providing information, instruction, training and supervision to staff and volunteers in safe working methods and procedures as required;
- Encouraging staff, volunteers and members to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation;
- Establishing emergency procedures as required.

2. Staff and Volunteer Responsibilities

All Sevington Victorian School Staff and Volunteers will ensure that:

- They are aware of the contents of this safety policy
- They comply with this policy
- They take care of themselves and others who may be affected by their actions or omissions
- They will report all accidents, or unsafe situations, and any near misses (things which could have led to an accident), to the Nominated Trustee or another Trustee as soon as possible.
- They record accidents or near misses at work in the accident book kept in The Sevington Victorian School Kitchen and report these to the Nominated Trustee..
- They are aware of all fire procedures for the area in which they are working
- If they identify anything which they think could be in any way unsafe, they will report it.

3. Risk Assessments

The Nominated Trustee will ensure that all premises and tasks are assessed for risk in line with the current relevant legislation. Assessments will be repeated when there is a

- trip or event to organise
- change in legislation
- change of the premises
- significant change in work carried out
- transfer to new technology

or any other reason which makes original assessment not valid.

In addition, a fire risk assessment will be completed for the Sevington Victorian School premises.

4. Training

To comply with legislation and to promote the health, safety and welfare of staff and volunteers, health and safety training will be provided as follows:

- at inductions
- on the introduction of new technology
- when changes are made to the venue
- when training needs are identified during risk assessments.

5. Resolving health and safety problems

Any member of staff or volunteer with a health and safety concern must first tell the Nominated Trustee.

If, after investigation, the problem is not corrected in a reasonable time, or the Nominated Trustee decides that no action is required but the member of staff or volunteer is not satisfied with this, the member of staff or volunteer may then refer the matter to the Chairperson of the Board of Trustees. This must be in writing.

If the member of staff or volunteer is still dissatisfied, the matter will be entered on the agenda for the next meeting of the Board of Trustees.

6. Arrangements and Organisation

The arrangements and organisation for bringing this Policy into effect are contained in the Occupational Health & Safety Manual and the Teachers and Volunteers Working Safely Guide commissioned from Safewell Ltd.

Name of Nominated Trustee – Tim Cradock

Name of Chair – Dinah Starkey

Policy Adopted by the Board of Trustees on: 11 June 2018

Date of Next Planned Review of Policy: June 2020