

# Health & Safety: Management of Regulations Policy

| Date       | Review Date | Co-ordinator | Responsible Body        |
|------------|-------------|--------------|-------------------------|
| March 2017 | March 2018  | Headteacher  | The Good Shepherd Trust |

The Good Shepherd Trust and governing body (We) are aware that under the Management of Health and Safety at Work Regulations 1999 we are required to introduce health and safety arrangements, health surveillance and procedures, provide information to school personnel, appoint competent persons to enforce and promote health and safety, train the workforce and to make assessments of the risks to the health and safety of employees and others.

We acknowledge that risk assessment is the main segment of the Regulations. Therefore, we will ensure that Risk Assessments (through the GRC1 online risk management tool) are in place and that we have implemented the necessary measures if the risk assessment shows that Health and Safety Legislation is not being complied with.

It is vital that we have Risk Assessments for all operations, activities, jobs, tasks, people, systems, machines and equipment in place so that we are able to determine whether or not we comply with Health and Safety Law.

## Aims

- comply with the Management of Health and Safety at Work Regulations 1999.
- have in place Risk Assessments for all operations, activities, jobs, tasks, people, systems, machines and equipment that may pose a risk to school personnel and others.
- work with the Trust and other local schools to share good practice in order to improve this policy.

## Procedure

### Role of the Local Governing Body

The local governing body has delegated to their Efficiency committee to;

- appoint a member of staff or governor to be responsible for Health and Safety
- delegate powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy
- be responsible for ensuring this policy and all policies are maintained and updated regularly
- be responsible for ensuring all policies are made available to parents/carers
- be responsible for the effective implementation, monitoring and evaluation of this policy

### Role of the Headteacher

- ensure all school personnel and parents/carers are aware of and comply with this policy
- undertake the Risk Assessments
- attend Risk Assessment training
- make staff safety representatives aware of the Risk Assessments
- make school personnel aware of the Risk Assessments
- work closely with the coordinator
- monitor the effectiveness of this policy
- annually report to the governing body on the implementation of this policy

### Role of the Coordinator (this does not need to be the same person as for **LGB** above)

- lead the development of this policy throughout the school
- work closely with the Headteacher and the nominated governor
- provide guidance and support to all staff
- keep up to date with new developments and resources
- undertake risk assessments when required

- review and monitor
- annually report to the governing body on the implementation of this policy

### **Role of the Nominated Governor**

The Efficiency committee will;

- work closely with the Headteacher and the coordinator
- ensure this policy and other linked policies are up to date
- ensure that everyone connected with the school is aware of this policy
- annually report to the governing body on the implementation of this policy

### **Role of School Personnel**

- use all machinery and equipment in accordance with information e.g. Lifting & Handling, training and instruction received
- make use of school's Lone Working procedure when necessary
- make everyone aware of any work situation where there are serious and immediate health and safety risks
- inform the Headteacher of any concerns regarding any health and safety procedures

### **Risk Assessments**

- See GRC1 register (reports can routinely be printed, kept on file for staff without GRC1 access)

### **Raising Awareness of this Policy**

- the School Handbook/Prospectus (electronic or hard copy)
- the school website
- the Staff Handbook (electronic or hard copy)
- communications with home such as end of half term newsletters
- reports such as Headteacher reports to the governing body
- induction of staff, volunteers and visitors

### **Training**

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guidelines

### **Monitoring the Effectiveness of the Policy**

Annually or when the need arises, the effectiveness of this policy will be reviewed by the coordinator, the Headteacher and the Effectiveness committee and any recommendations for improvement made to the local governing body.