

	<b>Eynsham Partnership Academy Health and Safety Policy</b>			<b>Written by:</b> ASH <b>Updated by:</b>
	<b>Applicable to:</b> All EPA Schools	<b>Responsible Officer:</b> ASH	<b>Issue date:</b> April 2016	<b>Date to be reviewed:</b> April 2018

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# 1. HEALTH AND SAFETY POLICY STATEMENT

## 1.1 Introduction

The Eynsham Partnership Academy (EPA) recognises that the effective management of health and safety is an integral part of delivering top quality education and providing a top quality working and learning environment for both staff and students.

The management team will ensure that the necessary health and safety policies and arrangements are in place in EPA Schools.

## 1.2 Objectives

The EPA will, so far as is reasonably practicable, encourage good safety practices. These will include:

- Establishing and maintaining a safe and healthy school working environment.
- Raising health and safety awareness across all schools and sharing best practice.
- Ensuring the safety of pupils, parents, contractors and any others accessing EPA Schools including those who hire the School.
- Ensuring that effective arrangements are in place in the event of a hazardous situation developing or if an accident and/or emergency occurs on or off site.

## 1.3 Co-operation

All aspects of health and safety remain a School management responsibility. However, the EPA will assist and support the development of safe and healthy school environments.

The EPA will encourage schools to develop a positive culture where employees act responsibly and to do everything possible to prevent injury to themselves and to others. They must also safeguard all persons to whom Schools owes a duty of care, namely people who may come into contact with their work; pupils, parents, visitors and contractors.

## 1.4 Health and Safety Management

The EPA has overall responsibility for the implementation of this policy and will ensure that there is a coordinated approach to support the policy.

Key health and safety issues will be brought regularly to the attention of the EPA's management team during management and board meetings.

**Signed:**

**Name:**

**Designation: EPA CEO**

**Date:**

**Signed:**

**Name:**

**Designation: School Chair of Governors**

**Date:**

## **2. HEALTH AND SAFETY ORGANISATION AND RESPONSIBILITIES**

### **2.1 EYNESHAM PARTNERSHIP ACADEMY CEO**

The Head & CEO is responsible for setting health & safety policy. He makes sure that all risks are properly managed and resourced (that is, where necessary, adequate funding is made available to reduce the risk) and that he/she has the support of other board members to carry out his/her duties.

The Head & CEO has given Health and Safety duties to the Senior Leadership Team while keeping overall responsibility.

### **2.2 EYNESHAM PARTNERSHIP ACADEMY MANAGEMENT BOARD**

The Senior Leadership Team has accepted the duties from the Head & CEO and will carry out these duties by making sure that:

- Health & Safety performance is reviewed regularly.
- The health & safety policy statement reflects current board priorities.
- The management systems allow health & safety performance to be reported effectively.
- They are kept informed about significant health & safety failures and the outcome of the investigations into their causes.
- The Team addresses the health & safety implications of all its decisions.
- Adequate funds are made available to meet the requirements of the policy.
- The appropriate insurance cover is provided and maintained.
- A statement on health & safety is included in Bartholomew School's annual report.
- There is time at all meetings, including Leadership Team meetings, to discuss health & safety.

### **2.3 EPA SCHOOL GOVERNORS**

The Governors are responsible for the Health and Safety issues of the School. The Headteacher is their nominated representative and delegates these responsibilities to the appropriate staff, for their day to day administration. However, it is the Headteacher's responsibility to ensure that all procedures are being carried out.

The Governors will:

- Monitor the allocation funds for health and safety reasons based on suitable and sufficient risk assessments.
- Prioritise health and safety matters within the School Improvement Plan.
- Purchase and maintain equipment to British and European Standards
- Have health and safety as a standing item on the agenda of all meetings.
- Carry out regular inspections as outlined in the Governors' Handbook.
- Cooperate with the employer, Eynsham Partnership Academy (EPA) on matters of health and safety.
- Nominate a Governor with responsibility for health and safety.

## **2.4 EPA HEADTEACHERS**

To take overall responsibility for the implementation and monitoring of the establishments health and safety policy by;

- Line managing the Leadership Team;
- Allocating sufficient resources to meet health and safety priorities;
- Ensuring attendance on appropriate health and safety training courses (Please visit the Learning and Development Pages for information on the training available);
- Liaising with the employer (EPA) over health and safety issues;
- Regularly checking the Health and Safety website;
- Ensuring good communications by including health and safety issues in Staff briefings, bulletins and meetings;
- Organising and implementing termly inspections in consultation with Trade Union Safety Representatives and Governors
- Overseeing the completion of the arrangements and risk assessments for all on/off site activities;
- Ensuring that health & safety is a criteria for performance management / appraisal scheme and
- Formulate and implement a policy for the management of critical incidents (Please visit the Health and Safety A-Z for Emergency Plans - Critical Incident Management).

## **2.11 HEALTH AND SAFETY ORGANISATION**

The EPA will take the lead to coordinate the development of common standards for health and safety policy and arrangements across EPA schools.

School Governors, through the Headteacher, will be required to allocate sufficient resources for health and safety training within their sphere of control, so far as is reasonably practicable, after undertaking suitable and sufficient risk assessment. Major decisions on Health and Safety will form part of the School's Development Plan.

The health and safety organisation structure is shown in Figure 1.

**FIGURE 1 - EYNHAM PARTNERSHIP ACADEMY HEALTH AND SAFETY ORGANISATION**

