



CHAMBERLAYNE COLLEGE FOR THE ARTS

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Health and Safety Statement of Intent and Policy

Date of Review	Reason for Review	Responsibility	Model or School Specific	Date Ratified	CoC Initials	Name of Committee	Date of next scheduled review
Mar 2021	Scheduled	Headteacher	Model	Mar 2021		FGB	Mar 2022



Statement of Intent

The Headteacher and Governing Body recognise and accept that they are responsible for complying with health and safety legislation and for ensuring the health, safety and welfare of their employees and others who may be affected by the school's activities. The Headteacher seeks to provide and maintain, so far as is reasonably practicable by the implementation of this School policy: its Arrangements and Procedures, Risk Management through Information, Instruction and Training:

- ◆ A positive culture and management system to ensure health and safety at work.
- ◆ Plant and systems of work that are made safe and without risks to health, through the appropriate implementation of this Policy, Arrangements and Procedures to manage the associated risks.
- ◆ Arrangements for the safe use, handling, storage and transport of substances and articles.
- ◆ Information, instruction, training and supervision that is necessary to ensure adequate health and safety at work.
- ◆ A place of work that is safe and without risk to health, where everyone is aware of their accountabilities and responsibilities.
- ◆ Adequate resources for carrying out this policy.
- ◆ Systems for identifying and assessing all hazards and risks associated with the school's activities including putting in place adequate control measures.

Nick Giles
Headteacher

Signed: 

Dated: 21 March 2021

Phil Hand
Chair of Governors

Signed:

Dated:

Review due:

This statement must be displayed alongside the Health and Safety at Work Act poster. A full copy of this template policy including organisation and responsibilities, arrangements and safe working procedures, can be found on the Health and Safety Intranet.



1. Introduction

- ◆ The Health and Safety Policy Statement of Intent on the front page signed by the Headteacher and Chair of Governors sets out the school's commitment towards health and safety.
- ◆ This Health and Safety Policy sets out the organisation and responsibilities required to implement the Health and Safety Statement of Intent.
- ◆ This Policy must be read in conjunction with the Council's Health and Safety Policy and Arrangements for 'Managing Health and Safety', 'Risk Assessment' and Safe Working Procedures.

Organisation and Responsibility

2. The Executive Director for Children Services and Learning is Responsible for:

- ◆ Providing leadership on health and safety matters for the Directorate.
- ◆ Ensuring that the operation of the health and safety management system provides effective planning, organisation, control, monitoring and review of health and safety within the Directorate.
- ◆ Appointing a senior person within their Directorate as the Health and Safety co-ordinator.
- ◆ Appointing the Headteacher to become the 'Responsible Person' for each property in their portfolio.
- ◆ Ensuring Headteachers follow their responsibilities detailed within the Council Health and Safety Policy, its arrangements and Safe Working Procedures, holding them to account if they do not.
- ◆ Ensuring Headteachers are competent to perform their role as detailed within this policy.
- ◆ Holding Joint Consultative Group meetings quarterly.
- ◆ Providing competent health and safety advice to schools through the Southampton Strategic Services Partnership Health and Safety Service.

3. The Governors have overall responsibility for:

- ◆ Ensuring the decisions they make take into account the council's and school's health and safety policies and any applicable statutory provisions.
- ◆ Appointing a governor to have responsibility for monitoring the operation of the council's and school's health and safety policies.
- ◆ Ensuring that adequate resources are made available for carrying out of this policy.
- ◆ Ensuring the Headteacher and the school management team, follow their responsibilities detailed within the council's and school's health and safety policies, its arrangements and safe working procedures, holding them to account if they do not.



4. The Headteacher is responsible for:

- ◆ The day to day management of health and safety of school activities, both on and off the school premises.
- ◆ Providing leadership on health and safety matters for the school.
- ◆ Ensuring that the operation of the health and safety management system provides effective planning, organisation, control, monitoring and review of health and safety within the school premises and grounds including off site school activities.
- ◆ Preparing implementing and maintaining a school health and safety policy (including organisation and arrangements) aimed at complying with the requirements of the council's health and safety policy at school level.
- ◆ Managing property assets and services in compliance with health and safety legislation, the Equalities Act and corporate property standards and all statutory workplace inspections.
- ◆ Liaising with the appropriate service provider (i.e. Capita Property Services or their own provider) and building occupants to establish where the lines of responsibility lay for the management of property assets and services (note: there may be a crossover of duties between the Responsible Person and other managers so these two roles must liaise with each other).
- ◆ Ensuring that on-line records of statutory servicing, maintenance and testing for the school are accessed periodically to check accuracy.
- ◆ Reporting accidents/incidents and investigating any significant health and safety failures and actioning the outcome of any investigations into their causes through the council's and school's reporting procedures.
- ◆ Ensuring employees follow their responsibilities detailed within the council's and school's health and safety policies, their arrangements and safe working procedures, holding them to account if they do not.
- ◆ Ensuring staff are competent to perform their role as detailed within this policy.
- ◆ Ensuring their duties as the 'Responsible Person' for the school property are carried out by staff who are aware of their duties (including Corporate Property Standards) and have sufficient ability, resources and training to be able to carry them out properly.
- ◆ Accessing competent health and safety advice.
- ◆ Accessing Occupational Health provision.

5. All employees with management or supervisory roles are responsible for:

- ◆ Ensuring that the operation of the health and safety management system provides effective planning, organisation, control, monitoring and review of health and safety within the school and its departments.
- ◆ Informing their line managers of any breaches of the council's and school's health and safety policies, their arrangements or safe working procedures.
- ◆ Ensuring staff are competent to perform their role within this policy.

6. All Employees – it is the duty of all employees while at work:

- ◆ To carry out their duties in line with the council's and school's health and safety policies, their arrangements and safe working procedures.
- ◆ To take reasonable care for their own health and safety and that of other persons who may be affected by their activities.



- ◆ To co-operate with the School to ensure that any relevant statutory provisions are complied with.
- ◆ Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- ◆ To report all accidents, incidents or near misses to their immediate line manager.
- ◆ To report any unsafe work situation or equipment defects to their immediate line manager.
- ◆ To use any equipment or substance provided in accordance with any training or instruction given.

7. Diagram Showing School Health and Safety Management Reporting Lines of Responsibility and Dotted Lined of Communication

