



## Health & Safety Policy Centre Academy London

To be reviewed annually. Next review date: 1<sup>st</sup> November 2017

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## **Statement of Intent**

The Proprietor of Centre Academy London has a responsibility as an employer under the Health and Safety at Work Act 1974 to promote the health and safety of all members of the School community.

CAL works from the premise that many accidents can be prevented if proper thought is given to the risks involved and, if necessary, precautions are taken. The school seeks firstly to identify the risks associated with a school environment such as this, including the actions of its members, and then either to remove or reduce those risks to an acceptable level. The Head of School is assigned the task of ensuring that the health and safety needs of everyone are taken into account across the range of activities.

The school acknowledges the link between a robust health and safety culture and a willingness to consult closely with all employees over policy and practice. When necessary, CAL will work with expert agencies to determine risks and decide upon consequent precautions in specialist fields. Equally, the School is fully committed to training its employees and providing information to all members of the community in order to promote best practice in the field of health and safety.

Whilst the proprietor acknowledges that it retains the ultimate responsibility for health and safety at CAL, all members of the community are required to take reasonable care of their own and others' health and safety. Furthermore, all members of the community are expected to carry out their duties in accordance with training and instructions and to contribute to the desired culture of health and safety by informing the School of serious risks and hazards.

This Health and Safety Policy document is designed to make clear just how the working atmosphere, management structures and school procedures contribute to the achievement of these stated aims.

## **Organisation**

### **Employer**

The Proprietor of CAL accepts the duty under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 to ensure, as far as is reasonably practicable, the health and safety of the school's employees, pupils in school and on offsite trips, all visitors and any volunteers involved in school activities.

Accepting this responsibility, the Proprietor has appointed the Principal to oversee the formulation, implementation and regular review of the Health and Safety Policy.

### **The Head of School**

The task of implementing the Health and Safety Policy is delegated down from the Principal to the Head of School. In turn, she has appointed a Health and Safety Officer and established the Health and Safety Committee to ensure that the policy and practices of the school are regularly reviewed.

On a regular basis, the Head of School presents a report to the Proprietor in which significant health and safety issues are raised.

## The Health and Safety Committee

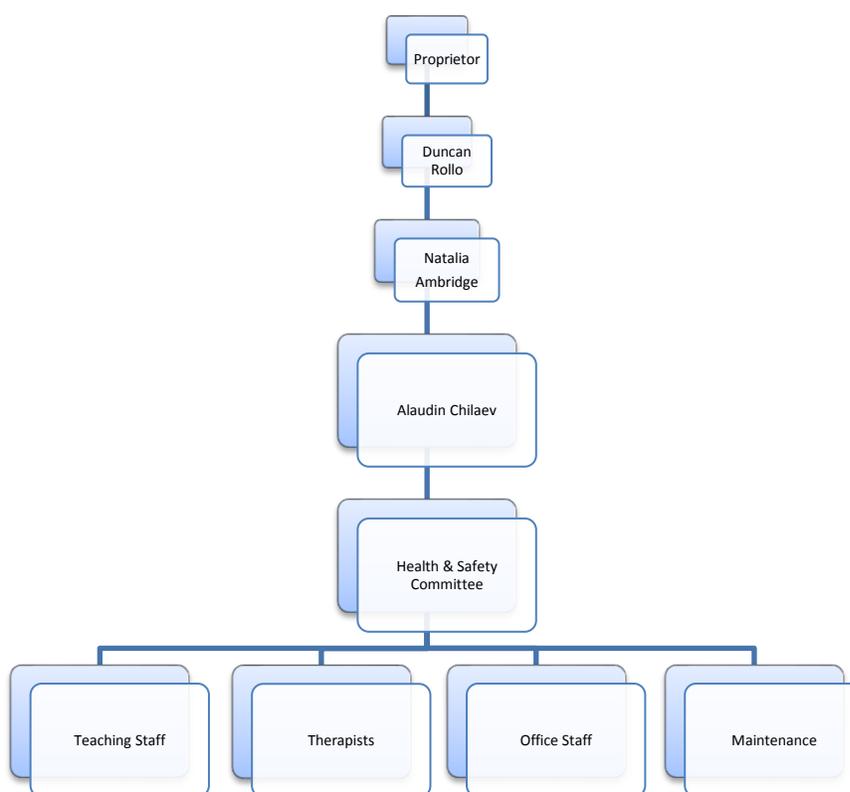
The Health and Safety Committee comprises Dr Rollo, Ms N Ambridge (Head of School) Mr A Chilaev (Health and Safety Officer), Mrs Salthouse (H&S Governor). Each member of the School community has access to this committee through the line management system. Equally individual submissions and representations are warmly welcomed.

The Health and Safety Committee meets twice a term to discuss new business as presented by the constituent members and to review health and safety reports and risk assessments.

## The Health and Safety Line Management System

All members of the school community are represented on the Health and Safety committee. In effect, the member of the committee act as line managers, and have the task of ensuring that information flows effectively on matters of Health and Safety.

### Line Management System



This Health and Safety policy is accompanied by various risk assessments and subject to risk management. (The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them.) The risk assessments cover: the School itself, trips away from school, lone working with students and a variety of activities that are associated with a school environment.

## **Incidents**

All members of the school community are asked to report any actual incidents of significance involving pupils, employees, visitors, buildings or property.

n.b. Confidential and/or private matters concerning the welfare of members of the school community should not be reported using this mechanism. Rather, the published school procedures relating to welfare matters should be followed.

The Health and Safety Officer is delegated the task of compiling regular reports, which will then be reviewed at the regular Health and Safety Committee meetings.

## **Accidents**

All members of the school community are asked to report any accidents resulting in physical injury to pupils, employees or visitors.

These Accident Reports will then be collated by the Health and Safety Officer, seen by the Health and Safety Committee and appropriate action recommended, sanctioned and undertaken. This reporting procedure does not override the requirement for some individuals and departments working in “high-risk” areas to keep separate Accident Logs.

Accident Reports can be found in the school office.

## **Hazards and Near Misses**

All members of the school community are asked to report any hazards or near misses encountered to Mr Chilaev. In this context, a hazard is defined as something that is dangerous and likely to cause damage or injury. A near miss is defined as an occurrence in which injury or damage was narrowly avoided.

These Hazard and near Misses Reports will then be collated by the Health and Safety Officer, seen by the Health and Safety Committee and appropriate action recommended, sanctioned and undertaken. The Health and Safety Officer is delegated the task of compiling the Hazard and Near Misses Reports, which will be reviewed at the regular Health and Safety Committee meetings.

Any member of the school community submitting such a report can expect the incident to be formally acknowledged.

Hazard and Near Misses Reports can be found in the School Office.