



Health and Safety Policy

DETAILS OF POLICY

Original policy created by:	Andy Coates
Date of most recent review:	September 2017
Reason for review:	Update
Adopted by:	SLT
Parties communicated to:	All stakeholders
Methods of Communication:	School intranet, induction, website
Next planned review date:	September 2020
Persons responsible for audit review of policy:	Whole staff group

HEALTH AND SAFETY POLICY STATEMENT

1. The Proprietors of SwitchED 2 are committed to a safety management approach to Health & Safety and thereby to an organised, well informed and pro-active approach to all Health & Safety and welfare related issues. All activities will be planned and executed with a systematic approach, which includes an element of 'context sensitive' risk assessment, and where necessary control measures will be put into place to reduce/eliminate to a safe level any foreseen risks.
2. It is the policy of SwitchED 2 to operate at all times in a manner which ensures, so far as is reasonably practicable, the health, safety and welfare of all persons employed, visiting, working in or being taught at SwitchED 2.

Risk Assessments are done as a matter of course and will include the following:

Hazard, nature of risk, rating – Low, Medium, High. Existing control measure, additional action.

3. All staff are reminded that they have a duty of care to carry out their work with due regard for the health and safety of themselves, other staff, pupils, contractors and visitors to the school and to observe the health and safety requirements relevant to their activities.
4. A suitable assessment of all foreseeable hazards and risks to staff, pupils and visitors will be carried out. Where significant risk is identified, appropriate measures to reduce or eliminate the risks will be taken and communicated to those concerned.
5. All staff are requested to support the school in achieving safe environment for everyone. The necessary information, training, instruction and supervision will be made available by managers to achieve this, particularly to staff after recruitment, transfer or changes to their responsibilities.
6. A copy of this statement will be brought to the attention of all members of staff and it will be made available to parents on request. It will be regularly reviewed and updated as necessary, or at least annually.

At SwitchED 2, we as teachers have a duty of care under Health & Safety Legislation. In order to achieve this, our duties include the following:

- Ensuring that all students/probationers, supply teachers, etc. assigned to help, are aware of the general Health & Safety requirements of the school and the detailed requirements for activities relevant to them.
- Implementing the Health, Safety and Welfare procedures for pupils at a level appropriate for their requirements, ensuring that these procedures are explained in terms that they can readily understand.
- Exercising effective supervision of pupils and maintain an awareness of emergency procedures in respect of fire, first aid, accident reporting, etc. carrying them out as necessary.
- Seeking information on any special safety measures to be adopted in their own teaching areas and ensure that they are adhered to.
- Setting an example by personally following safe working practices.

- Ensuring that where necessary, the appropriate protective clothing, guards, etc. are available, in good condition and are used. All electrical equipment be visually checked before use.