

WEST BERKS BALLET SCHOOL

HEALTH AND SAFETY POLICY

1.0 GENERAL

1.1 The school notes the provisions of the **Health and Safety at Work, etc Act 1974** (s.3(1) which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff, parents and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

1.2 The aim of the school is, "To provide a safe and healthy working and learning environment for staff pupils and visitors."

1.3 The arrangements outlined in this statement and the various other safety provisions made by the School cannot prevent accidents or ensure safe and healthy working conditions. The School believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The school will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

2.0 THE DUTIES OF THE PRINCIPAL

2.1 The principal will:

- a) make herself familiar with the requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the **Management of Health and Safety at Work Regulation 1992** (SI 1992 No.205 1)
- b) ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities.
- c) ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities
- d) ensure safe working practices and procedure throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled
- e) consult with members of staff, including the safety representatives, on health and safety issues
- f) arrange systems of risk assessment to allow the prompt identification of potential hazards
- g) carry out periodic reviews and safety audits on the findings of the risk assessment
- h) identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- i) encourage staff, pupils and others to promote health and safety
- j) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay
- k) encourage all employees to suggest ways and means of reducing risks
- l) collate accident and incident information and, when necessary, carry out accident and incident investigations
- m) monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of

- others
- n) monitor first aid and welfare provision
- o) monitor the management structure, along with the governors.

3.0 THE DUTIES OF ALL MEMBERS OF STAFF

3.1 All staff will make themselves familiar with the requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:

- a) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
- b) as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

3.2 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

3.3 In particular all members of staff will:

- a) be familiar with the safety policy and any and all safety regulations as laid down by the school
- b) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
- c) see that all plant, machinery and equipment is adequately guarded
- d) see that all plant, machinery and equipment is in good and safe working order
- e) not make unauthorised or improper use of plant, machinery and equipment
- l) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
- g) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- h) report any defects in the premises, plant, equipment and facilities which they observe
- i) take an active interest in promoting health and safety and suggest ways of reducing risks.

4.0 CODES OF PRACTICE AND SAFETY RULES

4.1 From time to time the Department for Education (DFE), the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Principals and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Principal considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the school that he or she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

5.0 RISK ASSESSMENT

5.1 The Principal will ensure that a risk assessment survey of the premises, methods of work and all school-sponsored activities is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the school.

6.0 EMERGENCY PLANS

6.1 The Principal will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the

event of a major incident so that everything possible is done to:

- a) save life
- b) prevent injury
- c) minimise loss.

This sequence will determine the priorities of the emergency plan.

6.2 The plan will be agreed by the school and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the school.

7.0 FIRSTAID

7.1 The school no employees, all teach work is conducted by self employed ISTD qualified teachers. As such and given the low risk of injury requiring first aid. The School feels it is not necessary or legally required to have any qualified first aiders. Several members of the team have in the past attended first aid training.

7.4 Supplies of first aid material are held at various locations throughout the school. All teachers are advised of their position. The materials will be checked regularly and any deficiencies made good without delay.

7.5 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

7.6 A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity.

8.0 REVIEW

8.1 The school will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils