

Statement of Commitment


At Fulford School, South York Multi Academy Trust (SYMAT), we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance, and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Reducing accidents and work related ill health as far as reasonably practicable.
- Ensuring compliance with statutory requirements as a minimum standard.
- Assessing and controlling risks from curriculum and non-curriculum work activities.
- Providing a safe and healthy working and learning environment for staff and students
- Ensuring safe working methods and providing safe work equipment.
- Ensuring all employees are competent to undertake their role(s) by providing effective information, instruction and training.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our systems and prevention measures to ensure that they are effective.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout SYMAT.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- Learning from our own health and safety experiences and share learning opportunities with other schools.

Signed by:

Chair of Governors

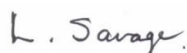
Signature: 

Name: Steve Smith

Date: 22nd January 2019

Signed by:

Headteacher

Signature: 

Name: Lorna Savage

Date: 22nd January 2019

School Head Teacher

Head teachers have the following responsibilities to ensure:

- The School is following the SYMAT Safety Management System (SMS) and that appropriate arrangements exist within the school to effectively manage risks.
- Staff understand and accept their roles and responsibilities in ensuring effective health and safety management within the School.
- Consultation takes place with employees and their representatives on health and safety matters.
- Continuing improvement in local health & safety performance is promoted within their School and also for sharing experiences and lessons learned with peers across the Trust.
- That educational visits/off site learning is managed in line with the Evolve system adopted by SYMAT.
- Key Health & Safety roles identified in the Schools statement of intent are given to named individuals, the roles are the Schools Health & Safety coordinator, Educational Visits Coordinator, Site Asbestos & Legionella Co-ordinator, Workplace Inspectors, responsible Person for fire safety, First Aiders, first Aid lead & Fire Wardens
- That each nominated person has sufficient time and resources to carry out the requirements placed upon them through the SMS and H&S legislation.
- A reasonable approach to health and safety is promoted within all school activities.
- Sufficient budgetary resources are available to ensure an acceptably safe and healthy working environment.

School Health & Safety Coordinator

The School Health and Safety coordinator will:

- Ensure all accident and incidents are reported in the correct way and that the SYMAT Health and Safety coordinator is notified of all incidents or accidents on site.
- Ensure that the school is following the risk assessments and safe systems of work to ensure that appropriate arrangements exist within their trust to effectively manage risks.
- Co-ordinate and manage the annual risk assessment review and revision process for their School.
- Co-ordinate the workplace inspections and active monitoring process for their School.
- Make provision for the inspection and maintenance of work equipment throughout their school, including the statutory examination and testing of specific equipment.
- Manage the local Fire Risk Assessment, Fire Drills and Emergency evacuations including developing any Personal Emergency Evacuation Plans.
- Manage the keeping of records of all health and safety activities and monitoring.
- Ensure that staff are adequately instructed in health and safety matters in connection with their specific work place and the SYMAT generally.
- Ensure systems are in place to identify lapsed health and safety training and work with the SYMAT Health and Safety coordinator to provide suitable and timely staff Health & Safety training.
- Oversee the local management of Asbestos, Legionella and all property compliance issues for their site.
- To oversee the safety of educational visits and to assist the Educational Visits Co-ordinator.
- To co-ordinate the control of contractors on site when work is being undertaken.

- Liaise with the SYMAT Health and Safety coordinator to ensure only contractors who are capable of working safely are selected and engaged – for higher risk work they are accredited by a SSIP (Safety Scheme in Procurement) member organisation, this includes any sub-contractors.
- Maintain effective communication throughout the school to ensure that all staff, pupils, visitors and contractors receive appropriate health and safety information.
- Promote the need for continuing improvement in local health & safety performance within their school and also for sharing experiences with peers across the SYMAT.

School Governing Body/Health & Safety Governor

The School health and safety governor will:

- Support the School with complying with SYMAT Health and Safety Policy and the use of the Safety management system (SMS).
- Help and support the School in the implementation of any health and safety directive put forward by the Trust.
- Raise matters of evident concern with the School Health & Safety Coordinator/ School Head Teacher or the SYMAT Health and Safety coordinator.
- Be the link between the Trust Board and the School in relation to Health & Safety.
- Meet with the schools Health & Safety coordinator regularly.
- Actively monitor and review Health & Safety performance across the School through Work Place inspections.
- Follow up and monitor any Health and Safety performance issues within the school.

All South York MAT staff

Consistent with general good practice, the following are responsibilities and accountabilities relating to all employees. All employees must:

- Take reasonable care of their own Health & Safety, and that of others, who may be affected by what they do at work including contractors, colleagues and pupils.
- Cooperate with colleagues, contractors and others to ensure that the school and the SYMAT remains safe.
- Follow health and safety rules, instructions and procedures.
- Understand that failure to follow reasonable health & safety rules, instructions and procedures is an offence under Health & Safety legislation and could result in the employee being disciplined under SYMAT disciplinary procedures or possibly prosecuted by the HSE in the event that the failure to follow instructions resulted in an accident/incident.
- Not undertake work for which they are not competent.
- Not undertake work for which there are inadequate instructions or which they believe to be unsafe.
- Report all incidents and other identified problems to their line manager as soon as possible.
- Be accountable to their immediate line manager for complying with these basic requirements.
- Display a positive attitude towards health and safety by; raising any concerns about health and safety with the School Head Teacher and/or School Health & Safety coordinator and suggesting improvements to existing procedures which would improve health and safety and the learning experience.
- Discharge any specific health and safety duties in accordance with current safety instructions.

- Attend health and safety training as directed by the SYMAT/Head Teacher/School Health & Safety coordinator.
- All staff have a responsibility to advise the SYMAT Chief Executive/Head Teacher/School Health & Safety coordinator of situations or activities that are potentially hazardous to the health and safety of staff, pupils, contractors and visitors.

Contractors, agency and partnership staff & volunteers

All such staff must be accountable to their employer. However, they have a duty to:

- Comply at all times with SYMAT and school's requirements (as a minimum) while on SYMAT premises or working under the control of SYMAT.
- Report all incidents, and other matters of Health & Safety concern, to Schools health and safety coordinator.

Failure to comply with these requirements will be considered a serious breach of trust and may result in the contractor's employee being barred from further work for SYMAT.

Specific Roles assigned to Specific People within Fulford School

The following roles are delegated where appropriate (if not delegated, the head teacher assumes responsibility):

Academy Health & Safety Officer	Jenny Scholes, Estates and Facilities Manager
Responsible Person for Site Asbestos	Mike Davies, Senior Site Manager
Site Legionella Representative (SLR)	Mike Davies, Senior Site Manager
Responsible person for fire safety (RPFSS)	Mike Davies, Senior Site Manager
First Aid	Kim Eastaugh, Lead Officer for First Aid
Educational Visits Coordinator	Sam Bradford, Director of Finance Jenny Scholes, Estates and Facilities Manager
Fire Wardens/Co-ordinator	Allan Ball Sam Bradford Louis Caudwell Mike Davies Jackie Dexter Kim Eastaugh Trevor Gillen Dave Grieve Howard Lockwood Amanda Stuart Sharron Thompson