

1.03.2021

HEALTH AND SAFETY POLICY

FOR OUR LADY OF CZESTOCHOWA POLISH SCHOOL

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Next Review Date: March 2024

Review Frequency: Every three years

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1 ABOUT THIS POLICY

- 1.1 This policy sets out our arrangements for ensuring we meet our health and safety obligations to staff and anyone studying, working or visiting our School.
- 1.2 The Health and Safety Officer has overall responsibility for health and safety and the operation of this policy.
- 1.3 This policy does not form part of any worker's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

2 YOUR RESPONSIBILITIES

- 2.1 All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.
- 2.2 You should report any health and safety concerns immediately to your head teacher or Health and Safety Officer.

- 2.3 You must co-operate with managers on health and safety matters, including the investigation of any incident.
- 2.4 Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure

3 INFORMATION AND CONSULTATION

We will inform and consult directly with all staff regarding health and safety matters.

4 TRAINING

- 4.1 We will ensure that you are given adequate training and supervision to perform your work competently and safely.
- 4.2 Staff will be given a health and safety induction and provided with appropriate safety training.

5 EQUIPMENT

You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to your line manager. Do not attempt to repair equipment unless trained to do so.

6 ACCIDENTS AND FIRST AID

- 6.1 Details of first aid facilities and the names of trained first aiders are displayed on the notice boards.
- 6.2 All accidents and injuries at work, however minor, should be reported to Health and Safety Officer and recorded in the Accident Book which is kept in the School Storage Cupboard in the First Aid Bag.

7 FIRE SAFETY

- 7.1 All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.
- 7.2 If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point at the main school playground.
- 7.3 Fire drills will be organised regularly by Greig City Academy and must be taken seriously. Greig City Academy also carries out regular fire risk assessments and regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

8 RISK ASSESSMENTS AND MEASURES TO CONTROL RISK

We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.