



## **HEALTH AND SAFETY POLICY**

All departmental or divisional leaders must follow and complete where required school health and safety procedures as outlined in the Health and Safety guidance provided by Gateshead Local Authority. These procedures include an annual Risk Assessment Review that must be completed, coordinated and acted upon. At Cardinal Hume Catholic School this occurs every January. Departmental Risk Assessments are reviewing on an ongoing basis, throughout the year, annually as a minimum.

### **General**

1. The Board of Governors recognise and accept its responsibility as an employer for providing a safe and healthy place of work for all employees, and believes that the prevention of all accidents involving personal injury or property loss is essential to the efficient operation of its business.
2. The prime responsibility for the safe operations and place of work rests clearly upon all aspects of Management and the Governors will ensure that this policy is pursued with diligence.
3. In particular, the Governors must undertake:
  - Safe and healthy working conditions taking into account any statutory requirements and relevant codes of practice
  - Training and instruction to enable the employees to perform their work safely.
  - Necessary devices and protective equipment and to supervise their use.
4. A copy of this policy will be brought to the notice of all employees. It will be reviewed from time to time and may be supplemented by further statements relating to work, in particular sections or groups of workers.

### **Organisation**

1. Although every member of staff has a duty for the safety of him/herself and others, the Governing Body recognise that whoever is in charge of any employees has the responsibility for the safe working of these employees.
2. In order to comply with and implement Section 2(7) of the HASWA, employee safety representatives will be fully accepted. A Health & Safety Advisory Committee will be requested by the Trade Union Representatives.
3. Management should consult and liaise with the Local Authority's Safety Officer on all matters relating to Health, Safety and Welfare.

**Head Teacher:**

**Chair of Governors:**

**Date:**

**20 June 2017**

**Date:**

**20 June 2017**