



VISION

Our central belief is that everyone is a learner and everyone is a teacher.

PURPOSE

At The Bourne Academy we develop literate, numerate global citizens who ASPIRE:
Ambitious, **S**elf-confident, **P**hysically Literate, **I**ndependent Learners, **R**eflective, **E**motionally Literate

OBJECTIVES

The Governors of this Academy will take steps to meet their responsibilities under the Health and Safety at Work Act and other health and safety legislation.

The Academy will, as far as reasonably practicable:

- Provide adequate resources to maintain health and safety.
- Carry out risk assessments and review them as necessary.
- Ensure that the Academy, and its systems of work, are safe and with the lowest achievable levels of risk to health.
- Provide staff with any instruction, information, training and supervision as is necessary to ensure their safety and health, and that of the students and anybody else who might be affected by their actions.
- Seek and act on specialist advice where necessary.
- Provide adequate welfare facilities for staff and students.
- Maintain all machinery and equipment in a safe condition.

This statement includes a description of the organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

To ensure that this policy and our arrangements are effective, the Governors and Principal will:

- Review them at least annually, or if there is a significant organisational change within the Academy or any significant incident leading to an actual injury or near miss.
- Make any changes known to all staff.

PROCEDURES

Responsibilities of the Governors

The Governors are responsible for:

- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the Academy;
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- Providing appropriate resources within the Academy's budget for the implementation of the attached arrangements;
- Receiving from the Principal, or any other nominated member of staff, reports on health and safety matters, and ensuring that any appropriate and necessary action is taken promptly;

- Seeking specialist advice on health and safety which the Academy may not feel competent to deal with;
- Promoting high standards of health and safety within the Academy.

Responsibilities of the Principal:

The Principal is responsible for:

- Taking overall responsibility for implementation of the Academy's health and safety arrangements;
- Regularly reporting to the governors on health & safety matters;
- Responsibilities of the Health & Safety Officer;
- Acting as a focal point on health and safety matters, giving advice or seeking sources of advice where necessary, and distributing information as appropriate;
- Convening the Health and Safety committee;
- Reporting to the Governors any hazards which require their attention, or budgetary approval;
- Ensuring there is no misuse of plant, equipment etc.

Responsibilities of the Vice Principal-Business Performance:

The Vice Principal-Business Performance is responsible for:

- Reporting to the principal on the effectiveness of the health & safety arrangements;
- Leading all periodic reviews of this policy and its associated arrangements.

Responsibilities of the Health and Safety Officer

- Convening the Health and Safety Committee
- Promoting awareness of this policy and the need for all staff to have an understanding of health and safety matters

Responsibilities of the Health and Safety Committee

The Health and Safety Committee is responsible for:

- Considering outcomes of regular Health and Safety checks of the Academy premises, and reporting their findings to the Principal.

Responsibilities of All Employees

All employees of the Academy have a responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work;
- Co-operate with the Governors and Principal on all matters relating to health and safety;
- Not intentionally interfere with, or misuse, any equipment or fittings provided in the interests of health, safety and welfare;
- Report any serious or immediate danger immediately to their line manager;
- Report any shortcomings in the arrangements for health and safety immediately to their line manager;
- Ensure that they only use equipment or machinery, which they are competent to use or have been trained to use.

Employees should note that their duty to act responsibly on health and safety issues is required by the Health and Safety at Work Act and is more than a locally agreed policy.

Responsibilities of Team Leaders/Heads of House

Team Leaders/Heads of House are responsible for:

- Ensuring that this policy is implemented within their area of responsibility;
- Ensuring that any generic but area of responsibility specific risk assessments are available;
- Communicating any subject/area specific information or implications to their subject/area teachers/staff and to the Health & Safety Officer.

The Health & Safety committee comprises:

- The Health & Safety Officer (the Academy's Bursar)
- One Governor
- The Site Manager
- The Vice Principal: Business Performance
- A representative from the Student Council
- Staff Representative

Arrangements

Arrangements covering the main risks and hazards in the Academy are as following:

- Arrangement 1 - Fire Evacuation and other Emergency Arrangements
- Arrangement 2 - Fire Prevention, Testing of Equipment
- Arrangement 3 - First Aid (see Policy)
- Arrangement 4 - Reporting Procedures
- Arrangement 5 - Lone Working
- Arrangement 6 - Health and Safety Training
- Arrangement 7 - Work Equipment
- Arrangement 8 - Flammable and Hazardous Substances (COSHH)
- Arrangement 9 - Manual Handling of Loads
- Arrangement 10 - Health and Safety Inspections
- Arrangement 11 - Play & PE Equipment
- Arrangement 12 - Premises and Grounds, and Contractors
- Arrangement 13 - Vehicle Movements
- Arrangement 14 - Out of School Activities and Visits
- Arrangement 15 - Asbestos Register
- Arrangement 16 - Administration of Medicine

Monitoring, Evaluation and Review

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy

Policy written by the Principal in consultation with staff on _____

Signed off by the Chair of Governors on behalf of the Governing Body on 8th December 2010

To be reviewed by the Principal and Governing Body on September 2012

Next Review Date: March 2018