

# Meltham CE (C) School



## Health and Safety Policy

Policy Date:	September 2020	Version:	1.9
Policy Author:	Mr P Gibbins		
Approved by:	Chair of Governors: Mr P White		
Review Date:	September 2021		

### 1.0 Aims

The aim of this policy is to ensure everyone is kept safe on school premises and this cover guidance should be read in conjunction with the Kirklees Council children and young people service health and safety policy.

### 2.0 Roles and Responsibilities

All employees have the following Health & Safety responsibilities under Sections 7 and 8 of the Health & Safety at Work Act 1974 :

1. Make themselves familiar with and conform to the Education Service Health & Safety Policy;
2. Comply at all times with guidance, instructions and safe systems of work including control measures arising from risk assessments devised for their health and safety;
3. Report all hazards and incidents that occur during the course of their work to the Business Manager/Caretaker/Headteacher;
4. Use appropriate safety equipment and protective clothing and ensure it is used by pupils/persons under their charge;
5. Ensure at all times that persons for whom they have a duty of care obey the safety rules and safe systems of work;
6. Take reasonable care of their own health and safety and that of other persons who may be affected by his/her acts or omissions at work;
7. Co-operate with management in any Health & Safety initiatives, investigations or requirements;

8. Follow the Kirklees laid down incident reporting procedures and assist the Headteacher in the investigation of accidents; and
9. Not to intentionally or recklessly interfere with or misuse anything provided in the interests of Health & Safety and welfare.

## 3.0 Policy

The Governors of Meltham CE Primary School have adopted the Kirklees Health & Safety Policy.

Personnel:    Health & Safety Governor:    Kevin Stephenson  
                  Headteacher :                            Phil Gibbins  
                  School Competent Person : Jackie Oldham (IOSH trained)

Risk Assessments are carried out on a termly basis by the above personnel and the caretaker. Reports are then made to the Governors.

## 4.0 Appendices