



THE CRYPT SCHOOL

HEALTH AND SAFETY POLICY
DOCUMENT

June 2005

1.0 THE DUTIES OF SUPERVISORY STAFF

- 1.1 All supervisory staff (e.g. Deputy Heads, Heads of Faculty/Depts., School Manager, Senior Teacher, Co-ordinators, Technicians) will make themselves familiar with the requirements of the **Health and Safety at Work Act** and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.
- 1.2 In addition to the general duties which all members of staff have (see 5.0), they will be directly responsible to the Head or the member of staff nominated by the Head to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.
- 1.3 They will take a direct interest in the school's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.
- 1.4 As part of their day-to-day responsibilities they will ensure that:
 - (a) safe methods of working exist and are implemented throughout their areas of responsibility
 - (b) health and safety regulations, rules, procedures and codes of practice are being applied effectively
 - (c) staff, pupils and others under their jurisdiction are instructed in safe working practices
 - (d) new employees working within their department are given instruction in safe working practices
 - (e) regular safety inspections are made of their area of responsibility as required by the Head or as necessary
 - (f) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
 - (g) all plant, machinery and equipment in the department in which they work is adequately guarded

- (h) all plant, machinery and equipment in the department in which they work is in good and safe working order
- (i) all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work
- (j) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
- (k) toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled
- (l) they monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others
- (m) all the signs used meet the statutory requirements
- (n) all health and safety information is communicated to the relevant persons
- (o) they report, as appropriate, any health and safety concerns to the appropriate individual

2.0 THE DUTIES OF ALL MEMBERS OF STAFF

2.1 All staff will make themselves familiar with the requirements of the **Health and Safety at Work Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work.

They should:

- (a) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.

- (b) as regards any duty or requirements imposed on his or here employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

2.2 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

2.3 In particular all members of staff will:

- (a) be familiar with the safety policy and any and all safety regulations as laid down by the governing body
- (b) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
- (c) see that all plant, machinery and equipment is adequately guarded.
- (d) see that all plant, machinery and equipment is in good and safe working order
- (e) not make unauthorised or improper use of plant, machinery and equipment
- (f) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
- (g) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- (h) report any defects in the premises, plant equipment and facilities which they observe
- (i) take an active interest in promoting health and safety and suggest ways of reducing risks.