

## Policy and Intent

The Jam Academy recognise and accept their responsibility to provide a safe and healthy environment for the teaching and non-teaching staff, the students and other people who may come onto the premises, under the Health and Safety at Work etc. Act 1974 and the associated Management of Health and Safety at Work Regulations 1999. The Academy Senior Management Team consider the achievement and maintenance of a high standard of health, safety and welfare throughout the academy to be a primary objective.

The Jam Academy Senior Management Team will:

- take all reasonably practicable steps within their power to fulfil this responsibility.
- undertake the necessary arrangements to secure compliance with all health and safety requirements, to ensure that such arrangements are recorded in writing and to further ensure that such information is circulated to all existing and future staff, and subsequently to monitor the implementation of these arrangements.
- consult with representatives of staff on health and safety matters and with individual members of staff before allocating to them particular health and safety functions.
- seek any necessary expert advice to determine the risks to health and safety within the school and the precautions required to deal with them.
- provide staff with sufficient information necessary to carry out their duties in a safe and healthy manner and will provide such training for staff in respect of risks to health and safety as is necessary.
- expect all members of staff within the school to their duty under section 7 of the Health and Safety at Work etc. Act 1974 to co-operate with Management in all matters related to health and safety.

## The Jam Academy Senior Management Team

The Jam Academy Senior Management Team comprises of the Curriculum Director and the Principal. The Curriculum Director will be responsible for the day-to-day running of the health & safety policy and procedures, unless the Curriculum Director is not on site and this responsibility will be that of the Principal.

Day-to-day responsibilities include:

- good communication with staff and students,
- control of risk through the clear allocation of responsibilities,
- promotion of competence in health and safety matters through the provision of appropriate training of students and staff in the safe use of equipment.

In particular, the Senior Management Team will:

- set up arrangements within the school that comply with all health and safety legislation and regulations and produce written procedures that are brought to the attention of all staff. Included within the arrangements will be a system for effective monitoring and modification in the light of experience or future legislation
- note published health and safety policies, Codes of Practice, instructions and advice and ensure that they are brought to the attention of appropriate staff. Such materials, together with

advice published by the Department for Education (DfE) Schools Education Advisory Committee (SEAC) or others, concerning health and safety in schools, shall be made readily available to all staff and their attention called to any modifications

- ensure that all areas of the academy are inspected regularly and inform and any action required documented.
- establish a system for the reporting, recording and investigation of accidents, using the guidelines contained in this Policy and ensure reasonable steps are taken to prevent recurrence.
- establish a system for the reporting of hazards which come to the attention of staff, in the course of their normal duties.
- ensure that all visitors, including maintenance personnel or contractors are informed of any hazards on site of which they may be unaware.
- ensure that maintenance or other work does not affect students and staff unnecessarily and that all external contractors comply with recent safety legislation.
- ensure that all new employees are informed about safety arrangements, given a copy of the school's safety policy and procedures upon joining and the opportunity to read them before starting work.
- identify staff training needs with regard to health and safety

## **Responsibility of The Jam Academy Associates and Staff**

The Jam Academy Senior Management Team expect all Associates/Staff to:

- check that their classroom or work area is safe.
- check that all equipment is considered safe before using it or permitting another person to use it.
- ensure that safe procedures are followed, particularly any which have been laid down by SMT for specific observance within the academy.
- make use of any personal or other protective clothing or equipment
- participate in inspections and in health and safety committees if appropriate.
- bring problems or hazards to the attention of the leadership team.

## **Responsibility of The Jam Academy students**

The Jam Academy Senior Management Team, Associates and Staff will ensure that all students:

- exercise personal responsibility for the safety of themselves and classmates.
- observe school rules relating to appropriate dress and/or behaviour consistent with safety and/or hygiene.
- use and not misuse equipment provided for his/her welfare.
- not to bring to school any item or substance that could be considered detrimental to the well being to another member of the academy.