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Ministry of Defence (MOD)



WE CARE about Excellence

Health and Safety Policy Statement



Attenborough School is a MOD School, part of MOD's Directorate Children and Young People

Health and Safety Policy Statement

The School Safety Policy is the means whereby:

- the Headteacher acknowledges their extensive role and responsibilities in the local management of the school
- the Headteacher and the senior school management express their commitment to a high standard of safety, for both students and staff
- the staff and management organisation is clearly set out and the delegation of tasks and responsibilities required for the effective management of health and safety is clearly identified
- coordinators required to fulfil key tasks or oversee the implementation of particular pieces of legislation are identified
- the MOD Safety Policy is adopted and, where relevant, additional specific details as to the safety arrangements in force in the school are set out. Where appropriate, key information is summarised, without reproducing unnecessary detail from the MOD Safety Policy
- safety standards and future objectives are identified
- key reference books and other relevant texts which include adequate safety information are adopted and listed for the purpose of statutory risk assessments

Arrangements are set out for:

- the systematic planning of health and safety objectives and, when relevant, the inclusion of such objectives in the School SHEF Action Plan
- the monitoring of progress towards those objectives
- the continuous assessment of needs and priorities with regard to health and safety
- the feeding back of this information into the planning process
- a positive safety culture is fostered, in which all staff share the safety objectives identified by management, and in which all staff, at every level, contribute to the safety effort and strive to make continuous improvements
- the school demonstrates compliance with a wide range of very detailed safety legislation concerning standards, safe systems of work and systems of safety management

General Statement of Policy

In partnership with MOD Schools (DCYP), the Headteacher recognises their responsibility to provide a safe and healthy environment for teaching and non-teaching staff, students, contractors and other visitors to the premises and will take all reasonably practicable steps within their power to fulfil this responsibility. Such matters include:

- a safe place of work and a safe working environment

- safe plant and equipment
- safe systems of work
- safe access to and egress from places of work
- the assessment of all significant risks associated with work processes, and the adoption of appropriate precautions
- the provision of adequate information, instruction, training and supervision
- adequate consultation with staff on all matters relating to health and safety, and the fostering of a positive safety culture in the school
- keeping abreast of legislation by obtaining advice from HQ DCYP and through persons competent in health and safety matters
- a written system of safety management which includes:
 - the identification of needs and objectives, in order of priority
 - the allocation of appropriate funds
 - the integration of health and safety planning within the School SHEF Action Plan
 - the regular monitoring of progress, and of safety performance, to be used in the planning process
 - an annual review of the safety policy`
- the inclusion of health and safety on the agenda of Headteacher SHEF meetings, at least quarterly.

All members of staff are responsible for:

- observing all instructions on health and safety issued by the Executive Director of Children's Services, Headteacher, Subject Coordinator or any other person delegated to be responsible for a relevant aspect of safety
- observing all safety rules relating to the use of specific machinery
- reporting all accidents to their Subject Coordinator and ensuring that an accident report form is completed
- reporting all potential hazards to the School's Health and Safety Advisor or Headteacher
- assisting Inspectors of the Health and Safety Executive to carry out inspections and investigations.

Ensuring a safe working environment is a collaborative effort and all staff are responsible for contributing to that aim.

Signed: A. Chapman

A handwritten signature in black ink, appearing to read 'A. Chapman', written in a cursive style.

March 2021