

PHOENIX COLLEGE



HEALTH & SAFETY POLICY

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HEALTH & SAFETY POLICY

Purpose

To ensure that all staff are aware that they have duties under health and safety legislation and regulations: to offer an introduction to the school's policy, procedures and guidelines.

1. Your general duty as employee

Under Section 7 of the Health & Safety at Work Act, 1974 (HSW Act) you have the following statutory duties :

- (i) To take reasonable care for the health and safety of yourself and of anyone else who may be affected by your acts or omissions at work.
- (ii) To co-operate with your employer, or with anyone else who has statutory duties for health and safety, so far as is necessary to enable these duties to be carried out.

NB : You could be prosecuted under Section 36 (1) of the HSW Act if your act or omission causes someone else to fail to carry out a statutory duty.

2. Your duty as controller of premises

You could be prosecuted under Section 4(2) of the HSW Act, if you have, to any extent, control of part of the premises and you fail to take reasonable steps for the safety of other users. You are responsible to the extent of needing to do whatever is reasonable for a person in the position that you hold.

3. Your employer's responsibilities

Your employer is responsible for taking all reasonably practicable steps to ensure your health, safety and welfare at work. These steps will be based on assessments of all risks to employees or to anyone else affected (such as students or visitors). Please co-operate with the risk assessment procedure : it is in the interests of your own and your students' safety, as well as being your statutory duty (see 1 (ii) above).

NB : In the opinion of the Health and Safety Executive, the LEA is your Employer for the purposes of the HSW Act; governors have wide-ranging responsibilities as controllers of the premises; the Principal has managerial responsibility and may delegate tasks.

4. **What you should do :**

- (i) Read the school's Health and Safety Policy, which is in your Staff Room. A copy will also be lodged in the School Office.
- (ii) Be familiar with your own detailed responsibilities under this policy.
- (iii) Be familiar with school and departmental procedures.
- (iv) Assist, when requested, in carrying out assessments of risks.
- (v) Report hazardous situations or procedures to your line manager, who will take appropriate action. In extreme situations you may judge a matter sufficiently serious or urgent to be reported direct to the Principal.

You are asked to report any accident or hazard to the Health and Safety Officer, as well as to your line manager and the Principal.