


Health & Safety Policy - Summary of Content - Sept 2023



Consultation with employees.

It is a legal requirement to consult with employees on health and safety issues.

Safety Committee and staff meetings are appropriate forums for this communication.



Information, Instruction, and Supervision.

The Business Manager must provide adequate information, instruction, and supervision to ensure health and safety.

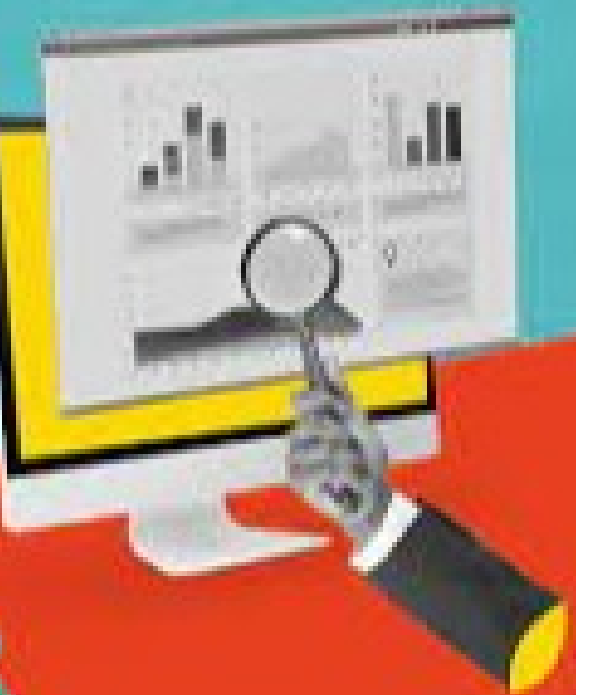
The Health and Safety Law poster must be displayed or provided to employees.



Competency for health and safety tasks and training.

The Office Manager is responsible for ensuring staff undertake induction training.


Staff need to identify their own training needs.



Monitoring.

The Office Manager investigates accidents and work-related sickness, but the Business Manager remains accountable.

The Business Manager is responsible for checking working conditions and ensuring safe practices.



Arrangements.

Visitors must report to the office and be made aware of fire and emergency procedures.

Fire equipment and bomb alert procedures must be regularly maintained.

First aid arrangements and safe use of information technology must also be ensured.

Legal requirements for premises must be followed.

Risk assessments must be undertaken for school activities, and actions to control risks must be approved and reviewed by the Lead Teacher.



Employer responsibilities.


Algar's Academy for Learning is responsible for ensuring the health and safety of its premises and people.



Business Manager responsibilities.

Review the health and safety policy annually and ensure that employee responsibilities are included in their job descriptions.

Conduct regular inspections, address complaints, and liaise with relevant parties.



Lead Teacher and Founder's responsibilities.


The health and safety of pupils and must promote a strategic overview.

Ensure the premises and equipment are safe and support and monitor health and safety.



Staff responsibilities.

Cooperate with the health and safety policy, take care of their own safety and the safety of others, and report any hazardous conditions.



Support Staff responsibilities.

Responsible for maintenance and other building issues.

Prioritize health and safety, report hazards, and cooperate with health and safety requirements.



Safety Representatives.

Represent employees, investigate accidents and complaints, and present findings to the Lead Teacher.

Request the establishment of a health and safety committee.