



St. John' Angell Town C of E Primary School

POLICY STATEMENT

- MONITORING AND REVIEW POLICY -

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- "Learning to make the world a better place"

Reviewed	Spring 2016
Next Review	Autumn 2018

MONITORING & REVIEW POLICY

The purpose of this policy is to state how our establishment deals with the requirements of the law regarding monitoring health and safety and the systems we have put into place and reviewing the standards and practices we set.

RESPONSIBLE PERSONS: Premises Officer / School Business Manager

The primary function of the named persons is to assess the monitoring and review systems as required under current legislation and to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported.

In particular, the above named persons has responsibility for ensuring that any checks and monitoring systems are carried out in a timely manner at the intervals prescribed in this document and that any problems encountered are brought to the attention of the management team. In addition, any health and safety actions that arise during the course of work must be added to the Management Health and Safety Action Plan so that priorities and responsibilities can be assigned.

The Policy:

- To have an effective and proactive system of monitoring health and safety through a system of audits, inspections and checklists.
- To ensure that any shortfalls or inadequacies in our health and safety systems are picked up at the earliest practicable point and rectified accordingly.
- To rectify any health and safety issues by a system of priorities and assigned responsibilities.
- To formally review all our health and safety systems on an annual basis.

The Arrangements:

The following arrangements and activities are in place in order to meet the above policy requirements:

- A Health & Safety Action Plan onto which all health and safety actions are entered and a priority and responsibility assigned.
- Termly Senior Management Team meetings whereby any health and safety issues can be raised and discussed and any outstanding actions can be further prioritised.
- A reporting system that enables any staff member to raise any concerns regarding the current health and safety arrangements.
- A proactive schedule of service and maintenance for all equipment (fixed and mobile) that is considered essential for reasons of health and safety and to endeavour to identify problems before they manifest themselves.
- A system of daily checks on selected equipment and/or components considered to have a high risk to health and safety as a consequence of failure. Some of these may be considered necessary to record the fact that the check has been carried out.
- A system of recorded weekly checks on various common but critical health and safety issues, including both general workplace issues and those for fire fighting, fire prevention and emergency evacuation.
- A system of termly checks to be carried out by those responsible.. This includes consideration of any changes or proposed changes to operations and procedures that may affect health and safety.
- A system that enables the organisation to review all its health and safety systems and procedures at a senior level and to record its findings. This is likely to be in the form of meetings on a termly basis where health and safety is a permanent agenda item.

- A formal system of review of all the operations of the organisation on an annual basis at senior level, including reviews of policies, procedures and documentation and with a view to determining the appropriateness and effectiveness of health and safety procedures on an organisation-wide basis.
- A system of monitoring health and safety legislation, both new and revised or amended, with a view to determining whether any of it applies to the organisation and any changes required in order to comply.
- In order to ensure that health and safety standards are maintained and deficiencies are identified, a system of regular monitoring and inspection operates at the school and is co-ordinated by the Premises Officer.
- Inspections will be undertaken once a term and will cover each area of the school. A team consisting of the Premises Officer and School Business Manager will undertake the inspections (the Health and Safety Governor may be included). The Senior Management Team will review the inspection reports and necessary actions followed up. The governors also review summaries of the results of inspection reports. Where problems identified by inspections cannot be satisfactorily resolved at school level the Headteacher would raise the matter with the Education Directorate, Governing Body and Southwark Diocese Board of Education.
- The governors meeting will also receive from the Headteacher a health and safety report including details of at least the matters specified for such reports in the health and safety management manual.
- The Education Directorate will undertake periodic health and safety inspections and where necessary audits at least every three years and will receive a health and safety report from the headteacher at least every term. Reports on Education Directorate Health and Safety Inspections/Audits will be provided to the governors for consideration and action.

Responsibilities:

All staff have the following responsibilities:

- To co-operate with any audit and inspection activities and with those carrying out the audit and inspection, whether from an internal or external source. This applies in any case to all such activities, whether audits and inspections involve health and safety matters or not.
- To inform their immediate supervisor or manager of any concerns they may have or observations they may have made that might affect the health and safety of themselves and/or any other persons.
- To participate, where requested, in any spontaneous workplace inspections that are to be carried out.
- To ensure that, where the relevant responsibility has been designated, any formal checks and checklists required to be completed and recorded are done so in a timely manner as required.

Senior staff have the following responsibilities:

- To take ownership of their respective areas in terms of health and safety and to ensure that any checks, inspections and reporting requirements are carried out within their area of responsibility in a timely manner.

Training:

The following training will be undertaken by the organisation:

- All staff will be made fully aware of this policy and the requirements and arrangements laid down within it.
- Key staff, as identified by the responsible person named at the head of this policy document, will be trained in the use of any relevant checklists and the checking of health and safety issues within their designated area.
- Key staff, as identified by the responsible person named at the head of this policy document, will be trained in carrying out formal audits and inspections.