



The Learning Academy Trust

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Outstanding Together
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Constantine Primary School

Local Roles and Responsibilities for Health and Safety

LAB

The LAB of each school in TLAT are responsible for ensuring that mechanisms and procedures are in place for health, safety and welfare. The LAB will receive regular reports to enable them, in collaboration with the Head of school/ Head teacher to prioritise resources for health, safety and welfare issues.

The LAB for this school have appointed a Safety Governor to receive information, monitor the implementation of policies, procedures and decisions and feed back to the Governing Body on health, safety and welfare issues.

The Safety Governor for this school is George Ireland

(When no designated safety governor is appointed the Estates Manager for TLAT will support and advise)

Senior Management and Faculty/Department Heads

Senior management and faculty/department heads have responsibilities for:-

- Day-to-day management of health, safety and welfare in accordance with the Health and Safety Policy;
 - Drawing up and reviewing departmental procedures regularly;
 - Ensuring that suitable risk assessments have been carried out for all activities where there is a significant risk;
 - Carrying out regular inspections and making reports to the Head of School
 - Ensuring action is taken on health, safety and welfare issues;
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- Arranging for employee training, information and instruction;
- Passing on health, safety and welfare information received to appropriate people;
- Acting on reports from employees, the [Head Teacher/Principal]; the LAB and the Local Education Authority.

All Employees

All employees have a general responsibility, as far as reasonably practical, to ensure the health safety and welfare of themselves and others who may be affected by anything they do or fail to do. In particular employees have a responsibility for:-

- Checking that classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring protective equipment is used when needed;
- Participating in inspections and the Health and Safety Committee if appropriate;
- Bringing problems to the relevant manager's attention.

In addition all employees have a responsibility to co-operate with the employer on matters of health and safety.

Volunteers

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the [school/academy]'s policies and procedures for health safety and welfare and to report any incident or defective equipment to a member of staff immediately.

Volunteers are expected to act only under the supervision of a qualified employee.
