



# **Robert Clack School of Science**

## **Monitoring & Review Policy 2018 – 2019**



# ROBERT CLACK SCHOOL OF SCIENCE

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## 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.

### 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 Management Health & Safety Action Plan onto which all health and safety actions that cannot be dealt with immediately are entered and a priority and responsibility assigned.
- Regular senior staff meetings (nominally, on a monthly basis) whereby any health and safety issues can be raised and discussed and any outstanding actions can be further prioritised.
- Operation of a Safety Committee to assist in identifying issues and raising awareness within the management team of any developing problems.

**Note:** The make-up of any safety committee members is subject to a separate policy and procedure and the role of any of its members is laid down within these documents.

- Pre-arranged internal safety audits and inspections of randomly selected areas as and when deemed appropriate by the organisation.
- Pre-arranged internal safety audit of the whole organisation as and when deemed appropriate, but which is likely to be on an annual basis.
- Pre-arranged external safety audit of the whole organisation when considered necessary based on the desire to obtain an independent assessment of our systems and procedures, but which is unlikely to be on anything less than an annual basis.
- Spontaneous workplace inspections of randomly selected areas by a pre-selected team of persons. This is likely to comprise different personnel from different areas and at different levels within the organisation.
- 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 monthly and, where appropriate, quarterly recorded checks to be carried out by those responsible for a pre-specified area within the organisation. 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 monthly or, on occasions, a quarterly 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.

### **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.

### **References:**

The following internal documents and official publications should be referenced in conjunction with this policy:

- Management Health and Safety Action Plan.
- Master copies of any formal health and safety checklists, inspection forms and audit documents currently in use within the organisation. The responsible person named at the front of this policy maintains the master copies for these and any other relevant forms for monitoring health and safety.
- Records for previous health and safety checks, inspections and audits, also kept by the responsible person above.
- Minutes of meetings for safety committees and senior staff.

Current sets of regulations for:

- Management of Health and Safety at Work.
- Health and Safety (Consultation with Employees).