

## **Guidance Note**

### **Health and Safety Responsibilities of Teachers**

#### **Introduction**

Everybody has legal responsibilities in relation to Health and Safety of themselves and other people. These are expanded in the Schools Health and Safety Policy.

This guidance note outlines the general responsibilities of Teachers and classroom staff for their safety and the safety pupils. Any additional responsibilities are detailed in the Schools safety policy and Education Health and Safety Manual.

#### **All Teachers and classroom assistants are responsible for:**

- Looking after the health and safety of themselves, pupils, other employees, and members of the public they come into contact with.
- Reporting any accidents or incidents which have led or may lead to injury or occupational ill health and to co-operate with the investigation of such incidents.
- Ensuring that any activity under their control is conducted in accordance with, relevant legislation and Approved Codes of Practice, and follow appropriate risk assessments and safe systems of work.
- Ensuring that they read and understand the Schools Health and Safety Policy and act upon those requirements relevant to their area of work.
- Co-operating fully with their line manager and act promptly on any instructions given in relation to their health and safety at work.
- Reporting to their Line Manager any employees or contractors who fail to consider the safety and well being of themselves or others whilst on school premises.
- Refraining from any conduct that puts themselves, or any other person, at risk;

- Setting a personal example by following all rules and regulations whilst at work.

Teachers must be aware that where they show a wilful disregard of working practices and responsibilities outlined in the Schools policy or where a total disregard of such procedure seriously affects the health and safety of themselves or others, disciplinary action may be taken against them.

### **Further Advice**

For further advice and guidance please contact your Union's Health and Safety Representative or the Education Health and Safety team:

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