

**Safety, Health, Environment & Fire Policy**  
**A Statement by Rebecca Robinson - Headteacher of Akrotiri School**

- 1 As Headteacher of Akrotiri School, the responsibility for Safety, Health, Environment and Fire (SHEF), has been vested in me by the DCYP. I personally commit our school to comply with the DCYP Statement, which in turn reflects a commitment to that of The Secretary of State. This SHEF Statement, which is to be implemented throughout our school, reflects legislation and the importance I attach to SHEF and the welfare of all employees, pupils, or persons who may be affected by our activities.
- 2 It is my intention that Akrotiri School will conduct activities to minimise any adverse impacts on the environment and to provide all personnel with, so far as is reasonably practicable:
  - a. Safe facilities and equipment.
  - b. Safe systems of work.
  - c. Safe and healthy places of work with safe access and egress.
  - d. Sufficient information, instruction, training and supervision to enable personnel to carry out their work/ training safely and without risks to their health or to the environment.

This shall be achieved through compliance with the SCE SHEF manual and the systematic identification of hazards; the management of risks through the risk assessment process, promotion of environmentally beneficial initiatives and the allocation of time and funding to achieve the requirements. I will ensure that prompt action is taken to address all newly identified hazards with adequate controls as far as is reasonably practicable and I require all personnel to do likewise. I expect my SLT, Phase Leaders and SHEF Representative to implement the system and all personnel to co-operate with these aims, by bringing to my attention any significant hazards that might arise in the workplace areas that are not subject to existing controls.

- 3 I have delegated responsibility to Mrs Amanda Skinner for the day to day management of SHEF within this school. The SHEF noticeboard shall identify key staff members with SHEF responsibilities and shall be regularly reviewed and updated to reflect current and accurate information. SHEF guidance shall also be sought from the Agency SHEF Advisors as necessary.

I have appointed the School Caretaker (George Nicolau) as Fire Safety Officer.

The SHEF Representative will:

- a. Act as a focal point for SHEF information.
- b. Collate the Instructions and Procedures that will constitute the detailed arrangements for both safety and for protecting the environment throughout Akrotiri Primary School.
- c. Monitor all workplace risk assessments for Akrotiri Primary School.
- d. Monitor, on my behalf, the application of the detailed arrangements for compliance with legislative and MOD requirements in the SHEF Management areas, including my SHEF Plan and the Fire Safety Management Plans for Akrotiri Primary School.
- e. Circulate the minutes of Akrotiri Primary School SHEF Committee.
- f. Report to me if any further measures are required to achieve compliance.

The role of SHEF Representative will be strictly advisory and responsibility for SHEF implementation matters rest with me and my Leadership Team.

- 4 The arrangements for SHEF can be found in the SHEF Policy Files in the Main School Office. Staff consultation shall take place through regular school SHEF Committee Meetings and by inclusion of SHEF as an agenda item on SGC meetings.

I will strive to continually improve the way that SHEF is managed at Akrotiri School and this statement shall be reviewed annually as a minimum to ensure that it remains timely and relevant. Upon my departure from Akrotiri School a formal handover of SHEF responsibilities and documentation shall take place with the incoming Headteacher.

Signed Rebecca Robinson

Date 04.07.17 v. 8 July 2017

Mrs Rebecca Robinson – Headteacher