



## Health & Safety Policy

### Statement of general policy

We are, through all levels of management, committed to ensure, so far as is reasonably practicable, that:

1. All employees are safeguarded fully in respect of health, safety and welfare whilst at work.
2. Students and members of the public including parents, visitors and contractors' employees who enter our premises, are not exposed to any health and safety risks during the course of their business.
3. No work is carried out by the school or contractors that is liable to expose employees, students or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced.
4. All contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety, including where necessary a written statement of policy.

This policy is in accordance with DfE guidelines *Health and Safety Advice on Legal Duties and Powers for Local Authorities, School Leaders, School Staff and Governing Bodies* (June 2013), the Health & Safety at Work Act (1974) and regulations made under that Act.

The Governing Body has the ultimate responsibility for the implementation of this policy and through the Chairman will ensure that the requirements of all health and safety legislation are established. The Headmistress is responsible for implementation of this policy within the school. Matters that cannot be resolved at this level must be referred to the Governing Body.

The school's objectives are:

1. To provide conditions and systems of work for all employees which prevent any danger to health. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced.
2. To ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risk to the safety of the staff or the public.
3. To provide means of access and egress that are safe and without risks to health.
4. To provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and students.
5. To ensure all staff and students will be made aware of their responsibilities to behave in a way that does not create a Health and Safety risk to themselves or others.

6. To ensure that the health, safety and welfare of all employees, students, and members of the public are under review by management at all levels, by risk assessing areas of the school and activities as required.
7. To ensure safe arrangements are made for the storage, handling and transport of articles and substances.
8. To ensure the school will have and maintain up to date fire procedures and systems and documents; and ensure that all employees and students are familiar with them.

This policy is dependent upon the total co-operation of every person who works for the school and all employees have a legal duty to:

1. Take reasonable precautions in safeguarding the health and safety of themselves and others.
2. Observe all health and safety rules and procedures as laid down by the school.
3. Not to misuse any equipment provided for health and safety, for example using fire extinguishers to wedge open doors.
4. Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage.
5. Ensure that no person uses a prescribed dangerous machine unless they have been fully instructed as to the dangers and the precautions to be observed and either have received sufficient training in work at the machine or are being supervised by someone with a thorough working knowledge and experience of the machine. No person under the age of 18 years should be allowed to dismantle or clean a prescribed dangerous machine.
6. Ensure that all visitors and contractors are managed in line with the Security Policy.

### **Organisation for implementing the policy**

The Governing Body is ultimately responsible for ensuring that this Health and Safety policy is implemented, and a Governor is nominated to take a special interest in Health and Safety matters on behalf of the Board.

The Headmistress has delegated responsibility for the management of the school.

The Headmistress and Bursar, ensure that all school staff are trained to the appropriate level of competence and ensure that all equipment used is safe and correctly operated.

The Headmistress and Bursar ensure that all school staff are aware of the requirement to complete risk assessments and provide the necessary training for their completion.

The Headmistress and Bursar are responsible for monitoring the results of the health and safety policy, reviewing its contents and making recommendations to the Governing Body.

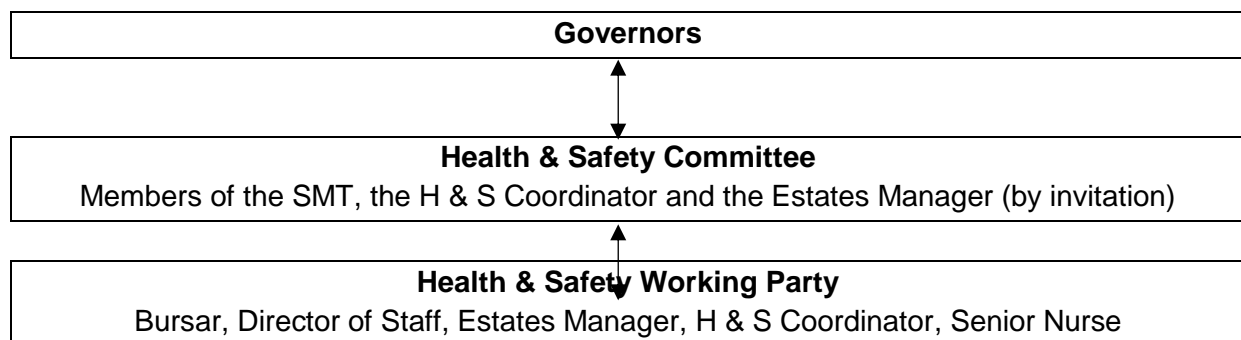
The Bursar is responsible for ensuring the practical implementation and monitoring of records pertaining to all maintenance, dangerous occurrences, emergency procedures and health hazards. A separate Policy is available for the management of contractors working on site.

Heads of Department have day to day responsibility for the implementation of health and safety within their areas and are responsible for risk assessment of their area on an annual basis or sooner if circumstances change. Heads of Department are also responsible for

ensuring that all trips and events held at SHSK or elsewhere are suitably risk assessed, further guidance can be found in the Risk Assessment Policy

The Health and Safety Coordinator is responsible for reviewing and, in consultation with the Bursar and Director of Staff, implementing health and safety training programmes, based on role need, including the completion of risk assessments.

The Health and Safety Coordinator will advise on and monitor the practical implementation and results of the health and safety policy carrying out inspections, assisting with risk assessments for administrative and support staff, and report to the Health and Safety Working Party, Committee and Governing Body.



### **Arrangements for implementing the policy**

The Board of Governors meets termly and receives a health and safety report from the Health and Safety Committee.

The Health and Safety Committee, comprising the Senior Management Team, Estates Manager and Health and Safety Coordinator, meets termly. The Committee receives a report from the Health and Safety Working Party and provides an executive forum to develop, promote and monitor health and safety management systems. Minutes of Health and Safety Committee meetings are sent to the nominated Governor.

The Health and Safety Working Party comprising the Bursar, Director of Staff, Estates Manager, Health and Safety Coordinator and Senior Nurse, meets termly to progress health and safety matters.

Heads of Department and Team leaders should also ensure that their staff meetings include Health and Safety as a standing agenda item. Any item requiring further attention can be forwarded to the Health and Safety Coordinator, the Health and Safety Working Party or the Committee as appropriate.

### **Staff Consultation**

Full staff meetings are held not less than once per term. Health and Safety is a standing item on the agenda at these meetings and any points raised will be duly minuted, reported to the Health and Safety Working Party or Committee as appropriate and actioned accordingly. Separate staff meetings for teaching staff, support staff and Heads of Department are held on a more frequent basis which also include regular health and safety items.

A copy of this Policy will be given to all new members of staff with their induction letter. Current staff will receive an email notification of policy updates together with a link to the policies area on Sharepoint. Casual and Self-employed staff will be notified via email that a hard copy of this policy is available within their department. It is the responsibility of all staff to ensure they read the policy.

This Policy will be kept up to date and reviewed every year by the Health and Safety Working Party and submitted to the Risk and Compliance committee for approval.

A full suite of supporting policies is available to staff via the Staff SharePoint page, and selected parent facing policies are available on the website. All policies are reviewed on a one- or two-yearly rolling cycle.

### **Incident/Accident Response**

For minor and medium incidents an accident form will be filled in and a local investigation will take place if required.

For major incidents it will be the decision of the Bursar to seek legal advice to decide whether information relating to the incident should be privileged<sup>1</sup> .

### **Governor scrutiny of implementation**

This takes place through the Health & Safety Coordinators termly report to SMT and the Governors, plus annual review of the policy by Dave Lea.

<b>Policy initiated:</b>	<b>March 2002</b>
<b>Policy reviewed:</b>	<b>Lent 2019</b>
<b>Next review due:</b>	<b>Lent 2020</b>

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<sup>1</sup> A privileged investigation gives special rights to withhold documents and evidence. They do not need to be disclosed to the Police, HSE, Coroner or Personal Injury Claimants.