

Health and Safety Policy

Introduction

1. The Governing Body fully recognises its responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In its role as employer the Governing body attaches high priority to ensuring that all the activities that take place in, or in relation to the school, are delivered in an appropriate manner. The Governing Body is fully committed to promoting the welfare of all in our community so that effective learning can take place.

2. The Governing Body has agreed the following framework for managing Health and Safety. It places stress on a preventative approach, and supports the provision of resources, training and education to provide a healthy and safe environment. The School's approach is to emphasise prevention and thereby avoid the need for remedial action.

Objectives

3. This policy sets out the systems required to:

- 3.1. set and maintain high standards for health, safety and welfare within the School as well as on activities that take place elsewhere;
- 3.2. anticipate hazards and risks and put in place programmes to remove or reduce these hazards and risks;
- 3.3. communicate standards to all employees, staff, visitors, contractors and students;
- 3.4. monitor the operation of health, safety and welfare in each Department.

Responsibilities

4. The Governing Body is collectively responsible for matters of Health and Safety as employer. A Governor is appointed to oversee assurance reporting on Health and Safety Management to the Governing Body. A report on Health and Safety will be considered by the Governing Body at each of its meetings and will include information on accidents and incidents involving students, staff and visitors, staff training, essential aspects of health and safety practice such as fire safety, key budget issues and any new or revised procedures.

5. The Governing Body have confirmed the following responsibilities for Health and Safety:

5.1. Governing Body. The Governing Body will:

- 5.1.1. Keep the Health and Safety Policy under regular review and ensure that it is revised as and when necessary;
- 5.1.2. Monitor the policy's implementation, setting targets or objectives where appropriate;

5.1.3. Make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of Health and Safety to be met.

5.2. Head and Bursar. The Head and Bursar will assist the Governing Body by:

5.2.1. Directing the overall management and development of the Policy;

5.2.2. Defining the aims of policy and communicating the responsibilities associated with the management of Health and Safety within the School;

5.2.3. Reporting to the Governing Body on health and safety performance and implementing changes in policy which agreed by the Governing Body.

5.3. Bursar. The Bursar will have day to day management responsibility for ensuring that, so far as is reasonable and practical, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction and training

5.4. Heads of Department (Teaching and Non - Teaching) will have responsibility for, so far as is reasonably practical, ensuring the Health and Safety of those affected by activities under their control. They will:

5.4.1. Communicate policy on all health, safety and welfare matters within their work areas;

5.4.2. Proactively manage issues of health and safety to ensure, so far as is reasonably practicable, the health and safety of those within their area of responsibility;

5.4.3. Ensure that their area of responsibility is subject to risk assessment and regular inspection;

5.4.4. Ensure that all accidents, incidents or near-misses (within their area of responsibility) are reported, reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action taken, where necessary (with the assistance of the Health and Safety Manager)

5.5. Staff Responsibilities. The support of all staff is essential to the success of this Policy. Staff should notify their Head of Department or the Health and Safety Manager of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety.

All employees are required to:

- 5.5.1. Follow the Health and Safety Policy;
- 5.5.2. Follow requirements imposed on the School or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed;
- 5.5.3. Carry out all reasonable instructions given by managers/senior staff;
- 5.5.4. Make proper use of anything provided in the interests of their health and safety such as protective equipment.
- 5.5.5. Ensure that they are trained in the use of any equipment issued to them, or for which they are responsible, and that such equipment is correctly used and properly stored;
- 5.5.6. Report all accidents, incidents, dangerous occurrences and near-misses in accordance with Sevenoaks School reporting policy.

Health and Safety Committee

6. The Head and Bursar will be supported in their operational responsibilities for Health and Safety by the School's Health and Safety Committee. The terms of reference for this Committee are included as Appendix 1 to this document. The Committee will be chaired by the Bursar and attended by the lead Governor for Health and Safety.

Staff Consultation on Health and Safety

7. Consultation on matters of health and safety will be conducted through the Staff Common Room Committee and the Support Staff Council and issues reported to the Health and Safety Committee. The Governing Body, Head and Bursar are committed to involving employees at all levels in the maintenance of health and safety standards and providing them with adequate information, instruction and training.

Contractors

8. All contractors working on Sevenoaks School premises are required to comply with their legal obligations and appropriate rules and regulations governing their work, and with School requirements for ensuring safe systems of works.

Communication

9. All employees are briefed on where copies of this statement can be obtained on the School's intranet. They will be advised as and when it is reviewed, added to or modified. The name of the person designated with the responsibility for health and safety on Sevenoaks School premises, the Health and Safety Manager will be prominently displayed for the information of all employees.

Policy Review

10. The effectiveness of this general policy statement and other specific policies in use throughout Sevenoaks School will be reviewed regularly and revised as and when necessary.



Gail Jones
Bursar & Clerk to the Governors
March 2019