Health and Safety Policy

Ewell Castle School

Prepared by

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Health and Safety Policy Statement (Section 2)

- It is the policy of Ewell Castle School (hereafter referred to as “the School”) to comply with the terms of the Health and Safety at Work etc. Act 1974, subsequent legislation and to provide and maintain a healthy and safe working environment. The health and safety objective of the School is to minimise the number of instances of occupational accidents and illnesses and ultimately achieve an accident-free workplace.

- All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the above stated objective.

- The School recognises and accepts the duty to protect the health and safety of all visitors to its premises, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

- While the management of the School will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the School. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well-being of any other person.

- The management of the School will provide every employee with the training necessary to carry out their tasks safely. However, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their supervisor or the person responsible for health and safety. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation which could jeopardise the well being of himself or herself or any other person.

- The School will make available such finances and resources as are deemed reasonable to implement this policy.

- All injuries, however small, sustained by a person at work must be reported to the Bursar. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

- The School recognises the civil and moral need to ensure that all employees adhere to this Health and Safety Policy and will be prepared to invoke the disciplinary procedure in case of any deliberate disregard for the Health and Safety Policy.

- The School’s Health and Safety Policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The Policy will be updated at least every 12 months. The specific arrangements for the implementation of the Policy and the personnel responsible are detailed in this policy document.

Andrew Tibble - Principal **Date**
Signed on behalf of Ewell Castle School

Governors

Governors of schools play a vital role in the management of health and safety and in the allocation of funds to ensure safety.
In some case the Governing Body is the employer and has full responsibility under the HSWA but generally the health and safety responsibilities for school and governors are the same and can be summarised as:

- ensuring that the school complies with legislation and follows best practice in the management of health and safety
- ensuring that adequate health and safety resources are available to meet health and safety requirements
- ensuring that staff and pupils are not exposed to unacceptable risks, and that significant risks are adequately controlled
- ensuring that monitoring procedures are in place for health and safety – either through direct observation, or via discussions during the governors ' meetings.

Principal

The Principal has overall responsibility for health and safety and in particular for:

- ensuring that adequate resources are available to implement the health and safety policy;
- ensuring health and safety performance is regularly reviewed at board level;
- monitoring the effectiveness of the health and safety policy;
- reviewing the policy annually.
- ensure that adequate training is undertaken at a competent level;
- maintain health and safety records, e.g. staff development and training, etc.

Head of Junior School/Head of Senior School

The Head of Junior School/Head of the Senior School are responsible for:

- supporting the Principal in the development and implementation of an effective health and safety strategy;
- assisting in regular reviews of the School's health and safety strategy;
- ensuring that there is an effective health and safety policy and that it is reviewed on a regular basis to ensure that it remains suitable for the needs of the business;
- determining health and safety objectives and assigning clear responsibilities for meeting them;
- allocating resources to implement the health and safety policy, achieve health and safety objectives, avoid personal injury and property damage so far as is reasonably practicable through a structured risk assessment programme;
- ensuring that health and safety responsibilities are clearly communicated to employees;
- assisting in the establishment of a system of monitoring and performance measurement that ensures effective implementation and working of the School's health and safety policy and strategy.

Deputy Head of Junior School/Senior School

The Deputy Head is responsible for:

- supporting the implementation of the School's health and safety policy;
- co-operating at all times with management in the implementation of and adherence to health and safety policy and procedures;
- co-operating with the development and implementation of the long-term safety plan by highlighting priorities and developing local plans to improve safety performance;
- ensuring that all members of their team are aware of their responsibilities and have received appropriate training;
- carrying out regular documented safety inspections that highlight unsafe conditions and acts;
- ensuring that there are appropriate documented structures for the discussion of health and safety matters with their teams, e.g. team meetings, etc.;
- ensuring that areas of particular concern, which cannot be solved at this level, are communicated effectively to the Head of Junior School/Head of Senior School;
- supporting and participating in the established system of communication in respect of health and safety within the School;
- investigating and where necessary, taking action in respect of any health and safety issue highlighted by employees;
- investigating all accidents that occur in their areas of responsibility.

Department Heads/Site Manager/Catering Manager

Each Manager is responsible for the effective management of health and safety within his or her own area or function. In particular this includes:

- ensuring that safe systems of work are implemented;
- enforcing personal protective equipment requirements;
- ensuring that employees are adequately trained for the tasks they perform;
- monitoring premises and work equipment, reporting faults where necessary;
- identifying and reporting health and safety related problems with issues;
- identifying training needs;
- investigating and reporting on accidents and incidents;
- participating in the risk assessment programme;
- setting a good example on health and safety matters.

Staff

Staff have responsibilities in respect of health and safety. In particular they will:

- co-operate at all times with management in the implementation of and adherence to health and safety policy and procedures;
- take reasonable care for their own safety and for the safety of others who may foreseeably be affected by their actions at work;
- not intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work;
- report all health and safety concerns to line managers;
- assist with the completion of the risk assessment programme.

Bursar – Health & Safety Contact

The Bursar is responsible for co-ordinating many health and safety activities and for acting as the primary source of health and safety advice within the School. These responsibilities specifically include:

- co-ordinating the School's risk assessment programme;
- administering the accident investigation and reporting procedure;
- liaising with the Health and Safety Executive (HSE), the School's insurers and other external bodies;
- submitting reports as required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations;
- co-ordinating the health and safety inspection programme;
- identifying health and safety training needs;
- providing or sourcing health and safety training;
- providing health and safety induction training to new employees;
- identifying the implications of changes in legislation or HSE guidance;
- preparing and submitting progress reports on an annual health and safety action programme;
- sourcing additional specialist health and safety assistance when necessary;
- displaying the Health and Safety Law poster, a copy of the School's Health and Safety Policy Statement, Employer's Liability Certificate, Health and Safety Responsibility Chart, and Fire and Accident Reporting Procedure;
- ensuring the site has adequate fire wardens and first aiders at all times;
- completing the Induction Checklist for new starters and long-term temporary employees;
- conducting display screen assessments for new employees or whenever there has been a significant change in the workstation.
- keeping and maintaining the Health and Safety Policy Manual and updating with any new procedures when given;
- ensuring that any actions arising from the health and safety audits are addressed;
- recording any hazardous substances and materials for assessment.

First Aiders

All first aiders must have the necessary training and qualifications, as evidenced by a current first aid certificate issued under a training course approved by the HSE.

It is the responsibility of all first aiders to maintain a valid certificate of competence and to advise their manager when it is due to expire. The first aider will also keep a record of training and qualifications. The list of first aiders and their locations are displayed on notice boards.

All information of a personal nature obtained in the course of first aid duties will be treated as confidential.

First aiders will:

- ensure that the first aid box for which they are responsible, at the first aid point at which their name is affixed, is appropriately stocked and maintained in a clean, tidy condition, obtaining replacement items as necessary.
- record all treatments for which they are responsible, with specific details of the injury or other reason for treatment.
- confirm to the Bursar monthly injury accident figures.

Health and Safety Committee

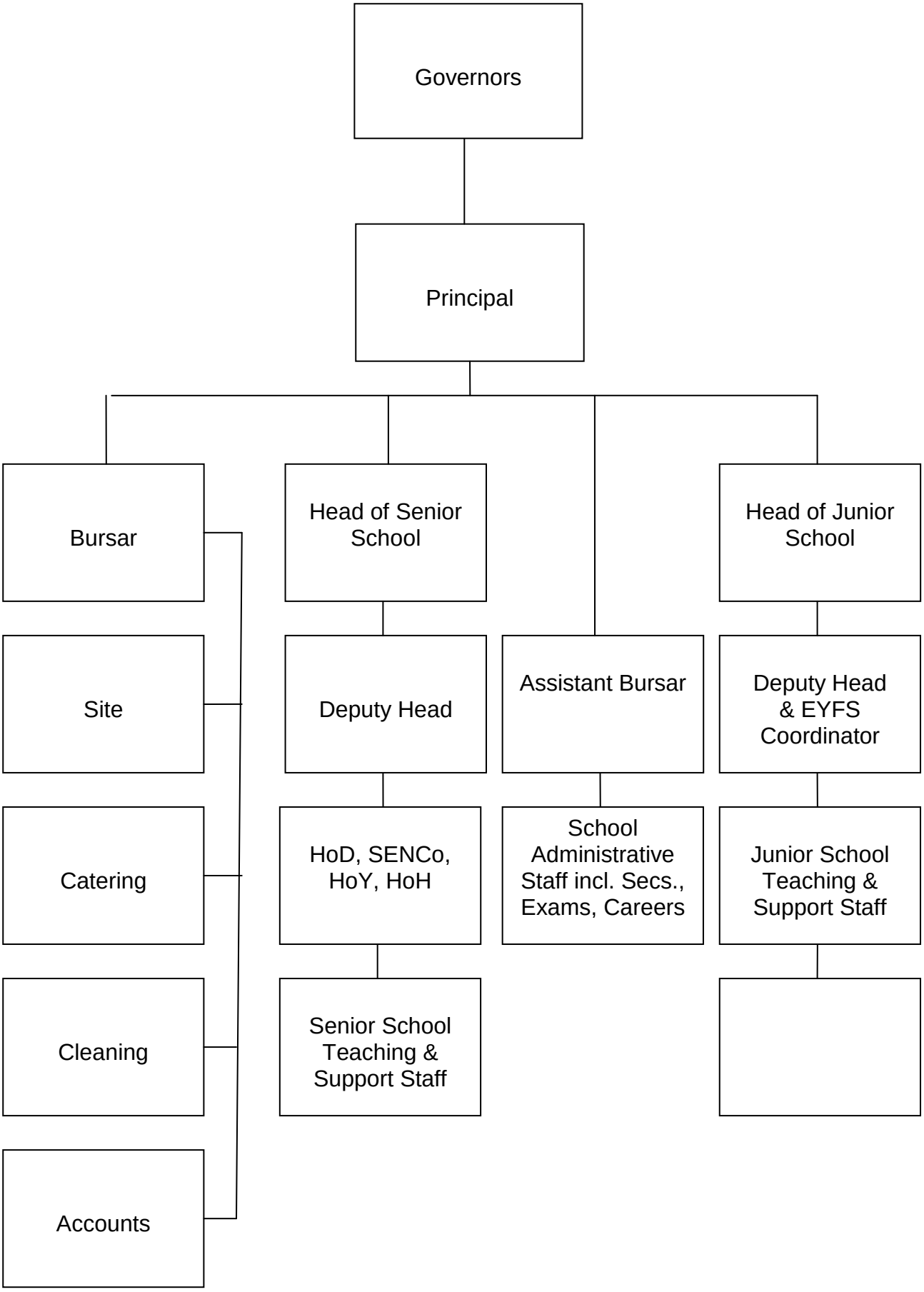
The Health and Safety Committee will provide an opportunity for representatives to confer with senior management on health and safety issues. Typically, the topics covered by the Committee are to:

- identify and prioritise safety issues;
- identify training requirements for employees;
- review safety records including accidents and incidents;
- agree changes in working practices, if required;
- review the implications of any changes in Health and Safety Legislation.

Committee representatives are selected from a wide cross-section of the School's operations and therefore have a wide practical knowledge of the processes and activities undertaken within the School.

Staff Safety Representatives

The health and safety representative is responsible for:

- liaising between staff and management on health and safety issues;
- carrying out and recording regular housekeeping inspections;
- participating in Health and Safety Committee meetings
- assisting the School with the introduction of health and safety initiatives.

Health & Safety Responsibility Chart (Section 2)