

SALISBURY CATHEDRAL SCHOOL



Health and Safety General Policy Statement

Introduction

The School attaches the utmost importance to the safety, health and welfare of its employees and pupils. The school will comply with provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC directives. The school governors bear ultimate responsibility to provide leadership and day to day responsibilities are delegated to the Head Master.

The management team will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment in which its employees, pupils, contractors and other persons affected by the school operations can work.

The management team will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will provide the necessary safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means.

Focus

The school's work programme will, so far as is reasonable practicable, adopt good safety practices. These will include:

- the safe use, storage, handling and transport of articles and substances
- the provision of adequate information, instruction, training and supervision for employees including temporary employees and contractors
- the provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant and systems of work
- the provision of a safe and healthy place of work, including access and egress to and from the premises, and adequate facilities and arrangements for the welfare and employees at work.
- consider the safety of pupils, parents, contractors and any others accessing the premises including those who hire the school.

Co-operation

All aspects of health and safety remain a management responsibility. However a safe and healthy workplace can only be achieved with the full co-operation of every employee.

Employees are duty bound to act responsibly and to do everything possible to prevent injury to themselves and to others. They must also safeguard all persons to whom the school owes a duty of care, namely people who may come into contact with their work; pupils, parents, visitors etc. To achieve this employees must:

- obey all safety rules and procedures including wearing of protective clothing and the use of protective devices if they are specified by the school risk assessments.
- Exercise their awareness, alertness, self-control and common sense at work.

- Report promptly to their department head or the Bursar all hazards, potential hazards, defects in equipment and any shortcomings in the school's work systems or procedures.

Employees should not be in any doubt that the school will apply disciplinary procedures to any employee who is in breach of the school's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the school's operations, and for those who may become involved with them.

Policy Review

This policy will be regularly reviewed by Governors each year usually during the Michaelmas Term. In conducting the policy reviews, due regard will be given to the following:

Planning – The elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees. Due regard will be given to DfE Health and Safety guidance on legal duties and powers for local authorities, head teachers, staff and governing bodies which replaces *Health and Safety : Responsibilities and Powers*.

If appropriate, the school will consider the risk to safety involved in:

- Training of staff in health and safety, including risk assessments
- Consultation arrangement with employees
- Recording and reporting accident to staff, pupils and visit – including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- Policy and procedures for off-site visits, including school trips, residential visits and any school-led adventure activities
- Dealing with Health and Safety emergencies – procedures and contacts
- First Aid and supporting medical needs
- Occupational health services and managing work-related stress
- Workplace safety for teachers, pupils and visitors
- School security
- Violence to staff
- Manual handling
- Slips and trips
- On-site vehicle movements
- Management of asbestos
- Control of substances hazardous to health (COSHH)
- Selecting and managing contractors
- Maintenance (and where necessary examination and testing) of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety
- Fire safety, including testing of alarms and evacuation procedures
- Dealing with physical, chemical and biological hazards such as machinery safety, chemical safety, asbestos in the school building, water quality and the use of radioactive material;
- letting of school premises to outside bodies;
- pupils with special needs;
- any other specific issue, e.g. swimming pools

Organisation – A review of the school’s organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.

Control – Ensuring that the safety requirements are implemented throughout the school by all employees and that training is regularly conducted in support of those standards.

Monitoring and Review – All job specifications will contain safety requirements and instructions highlighting health and safety responsibilities. Regular safety audits will be carried out and a safety report completed annually. These documents will form a basis for monitoring and review, to ensure that a credible standard of health and safety is achieved.

Health & Safety Management

The School’s Governors have overall responsibility for the implementation of the policy and will ensure that sufficient finance provision is made available to support the policy.

In order to achieve the aims and objectives of the health and safety policy these issues will be brought regularly to the attention of the School’s management team during management and board meetings.

A copy of the policy will be given to all employees when they join the School. When changes have been made to the policy, copies will be placed on the School’s notice boards and intranet systems.

Signed

Chair of Governors

Signed

Head Master

Date November 2011
(Signed copy in Business Manager’s Office)

Person responsible for this policy:	Head Master
Reviewed and updated:	AC Nov 11
Last Approved by Governing Body:	26 November 2011
SMT approved:	November 2011
Next Governing Body Review:	Michaelmas Term 2012