



HEALTH AND SAFETY - GENERAL POLICY STATEMENT

INTRODUCTION

Colston Bassett School attaches the utmost importance to the safety, health and welfare of its employees and pupils. The school will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives. We will have regard to the DfES guidance Health and Safety: responsibilities and powers (DfES 0803/2001). The School Directors bear ultimate responsibility to provide leadership with regard to Health and Safety and day to day responsibilities are delegated to the Headteacher and the Office Manager.

The Directors, Headteacher and Office Manager will all 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 and will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will consult on a regular basis with all employees, with regards to health and safety issues.

FOCUS

It is the policy of the Directors, so far as is practicable, to adopt good safety practices and to:

- Establish a safe and healthy place of work, including access to and egress from the premises, and adequate facilities and arrangements for the welfare of employees at work;
- Organise the safe use, storage, handling and transport of articles and substances;
- Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
- Provide safe equipment regularly maintained;
- Maintain all areas under the control of the Directors and Headteacher in a condition that is safe and without risk to health;
- Provide and maintain adequate welfare facilities;
- Carry out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent a recurrence;
- Consider the safety of pupils, parents, contractors and any others accessing the premises;
- Liaise with Health and Safety Executive and other official bodies with the aim of improving Health and Safety at work;
- Provide consultative measures to monitor and review the effectiveness of Health and Safety measures;

- Formulate effective procedures for use in case of fire and for evacuating the school premises (see Fire Safety risk assessment document);
- Lay down procedures to be followed in case of accident;
- Teach safety as part of pupils' duties where appropriate.

CO-OPERATION OF EMPLOYEES

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.

POLICY REVIEW

The Directors of Colston Bassett School are responsible for reviewing the **Health and Safety Policy**. 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.

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

- Contractors in schools;
- Vehicle movements within the school grounds;
- Workplace arrangements, including housekeeping and classrooms;
- School trips;
- Work experience arrangements;
- Violence to staff;
- School security;
- Any other site specific issue.

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.

Health and Safety Management

The Directors of Colston Bassett School have overall responsibility for the implementation of the policy. The Directors acknowledge their legal duty to notify the Health and Safety Executive of major incidents and dangerous occurrences.

All employees will read the policy when they join the school. When changes have been made to the policy, staff will be notified by the Office Manager.

POLICY REVIEWED SEPTEMBER 2016