

# Health and Safety General Policy

## [Paragraph 11, Part 3 ISSR]

### Bablake Junior and Pre-Prep Schools

<b>Author</b>	Foundation Health and Safety Manager
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<b>Regulatory / Statutory Authority(ies)</b>	<ul style="list-style-type: none"> <li>▪ The Independent School Standards Regulations (ISSR).</li> <li>▪ Independent Schools Inspectorate (ISI) - Para 11, Part 3 ISSR – Health and Safety/Welfare, Health and Safety of Pupils.</li> <li>▪ H&amp;S at Work Act 1974</li> </ul>
<b>Related Policies, Procedures, and/or Documentation</b>	<ul style="list-style-type: none"> <li>▪ Health and Safety Committee Meeting Minutes</li> </ul>
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#### VERSION HISTORY

Version Number	Amendment(s) Or Formal Review	Date [Month/Year]	Summary of change(s)
1.0	Formal Review	October 2023	Formal Review. Changes highlighted in green.
1.1	Update	April 2024	New branding, minor formatting [no core content change]. Updated role titles; approved by Heads.





## Table of Contents

1	Overall Responsibility .....	3
2	Compliance With Legislation.....	3
3	Responsibilities .....	3
4	Head’s Policy Statement.....	3
5	Personal Responsibility .....	3
6	Purchasing .....	4
7	Foundation Health & Safety at Work Committee .....	4
8	Review of Foundation Policy .....	4
9	Health and Safety Policy Statement: Display Poster .....	4



## **HEALTH AND SAFETY: STATEMENT OF GENERAL POLICY**

### **1 Overall Responsibility**

Overall responsibility for health and safety within the Foundation is vested in the Governing Body. This Health and Safety Policy Statement, which is to be observed throughout the Foundation reflects the importance the Governors attach to the health, safety and welfare of all staff and pupils of the Foundation.

### **2 Compliance With Legislation**

The Foundation recognises its duty to comply with the Health and Safety at Work Act 1974 (HSWA).

To achieve this and to ensure that the Foundation meets its responsibilities to its employees and pupils the Foundation will:

- Comply with health and safety standards
- Provide working conditions which will ensure, so far as is reasonably practicable, a healthy and safe working environment. This will be achieved through the identification of potential hazards and their assessment and control with reference to the appropriate health and safety standards and the best current practices.
- Provide a system for communication and consultation between all levels of staff on matters of health, safety and welfare.

### **3 Responsibilities**

The Governing Body wishes to exercise Health and Safety responsibilities through the Foundation administration and Heads. Health and safety is a management obligation, and the Governing Body expects Heads to delegate farther as necessary and on personal basis the task of applying policy in their areas. The Governing Body further expects Heads to ensure that their staff receive appropriate training and have at their disposal resources commensurate with agreed budgets to discharge their health and safety responsibilities.

### **4 Head's Policy Statement**

Each Head is to prepare an adequately detailed statement laying out the organisation and arrangements for discharging his duties with respect to this policy statement in his area of responsibility. These statements must also indicate the procedures for monitoring the effectiveness of the arrangements in identifying and controlling hazards. On sites shared by two schools, the Senior School Head is to assume responsibility for common facilities/areas not specific to the Junior Schools.

### **5 Personal Responsibility**

In addition, apart from the duties placed on staff, each member of the Foundation is required to take reasonable care for his or her own health, safety and welfare, and that of other pupils and other persons who may be affected by his or her acts or omissions at work. This will require the reporting to Heads of any situation that gives rise to serious or immediate danger, or shortcoming in arrangements that may create danger. Further, all staff are required to follow instructions issued in respect of any duty or requirement imposed on them as individuals.



All employees who work for the Foundation or Foundation Schools are responsible for ensuring that: -

- They take reasonable care as regards to themselves and other persons who may be affected by their acts or omissions and are reminded of their duties under the Health and Safety at Work etc Act 1974, Sections 7 & 8 and the Management of Health & Safety at Work Regulations 1999, Regulation 14. These are, that it shall be the duty of every employee while at work:
  - To take reasonable care for the health and safety of themselves and of other persons who may be affected by his acts or omissions at work; and,
  - As regards any duty or requirement imposed on his employer or any other person by, or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.
  - No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

## 6 Purchasing

In the purchase of material and equipment of all kinds, safety management is to begin at the outset of the requirement being defined and is to be carried through use to disposal. All aspects of maintenance and operation are to be taken into account in managing safety and particular care is to be taken in assessing risks where there is no appropriate statute or equivalent practice for comparison.

## 7 Foundation Health & Safety at Work Committee

The Foundation's Chief Operating Officer, as Chair of the Foundation Health & Safety at Work Committee, is to ensure that the Governing Body is regularly briefed on all health & safety issues raised by the schools. The committee is to meet termly, and the minutes are to be circulated. Matters requiring action by the Governors are to be brought to the attention of the People & Wellbeing Committee.

## 8 Review of Foundation Policy

This Policy Statement will be reviewed annually or on significant changes in legislation, as should the local statements detailing organisations and arrangements.

This notice is to be prominently displayed in common rooms and offices (see overleaf).

## 9 Health and Safety Policy Statement: Display Poster



## **Bablake's Health and Safety Policy Statement**

### **I. Introduction**

The following is the statement of general policy on health and safety at work and of the organisation and arrangements for carrying out that policy made under Section 2(3) of the above Act, and is brought to the attention of all teaching, clerical, domestic and all other staff and pupils.

### **2. General Policy**

It is the School's policy, so far as is reasonably practicable, to ensure the health, safety and welfare of all its teaching staff and all other employees and to avoid exposing pupils to risks to their health and safety.

The school recognises that its general duty extends to the following more specific matters, so far as is reasonably practicable:

- (i) The formulation and implementation of a safe system of work.
- (ii) The proper inspection, maintenance and storage of equipment used in the school, including apparatus used by pupils.
- (iii) The giving of adequate information regarding health and safety generally.
- (iv) To keep staff and pupils informed of any equipment or process, the operation of which is specifically hazardous and to advise on safe methods of work relating to the same.
- (v) To provide instruction, training and supervision in safety practices, including the use of equipment and seek expert advice when necessary to determine risks to health and safety.
- (vi) To maintain the School buildings to avoid risk to health or safety and to provide safe means of access to and egress from the same.

### **3. Occupation and Arrangements for Carrying Out the School's Policy**

- (i) The responsibility for fulfilling the School's Policy lays with the school Governors, who for the purpose of the day-to-day implementation of the policy have delegated their authority to Mr A Wright as Head of the Senior School, Mr W Honey as Head of the Junior School and Mrs T Horton as Head of the Pre-Prep School.
- (ii) The Governors of the Foundation recognise that parts of Bablake and King Henry VIII Schools are some distance from each other, each part will require its own organisation, but fulfilling the same functions.



- (iii) The Heads of Bablake and King Henry VIII shall each appoint a Safety Officer, being a member of their Staff, and may also appoint other members of staff and/or pupils to assist the Safety Officer. The two Safety Officers and any additional Assistants are herein referred to as "the Safety Officer".
- (iv) The Safety Officer at each school, in conjunction with the SLT member of staff will in consultation with the Head:
  - (a) Prepare, and after approval, publish and exhibit at appropriate places, instructions for action to be taken in the event of fire, identifying the fire exits and as to the operation of the firefighting equipment.
  - (b) Ensure firefighting equipment is properly maintained and that training is given in its use.
  - (c) Hold fire drills and check the fire alarm system weekly as detailed in the logbook.
  - (d) Publish additional written instructions with regard to any specific hazards and if any training or use of any protective equipment is necessary to guard against such hazards, then such training will be instituted, and the safety equipment provided.
  - (e) Formulate and publish at appropriate places, instructions setting out the procedure to be followed in case of any accidents to any person on school premises and will include provision for recording the same. The above will also include provision for first aid instruction and procedures.

#### 4. The Responsibility of Staff and Pupils

The establishment and maintenance of a good health and safety record depends, not only on the school creating a safe environment, but also on each member of staff, all other employees and all pupils following safe methods of work. Members of staff, all other employees and pupils should make themselves conversant with the instructions contained or referred to in this Statement and should in particular:

- (i) Report any potential hazards to the Health and Safety Manager via the foundation Helpdesk.
- (ii) Observe safety rules and procedures.
- (iii) Use with all reasonable care any machinery, equipment, safety equipment, clothing and firefighting equipment provided by the school and keep any such items in good repair and condition.

This policy statement of Bablake Schools will be revised, if appropriate, and any such revision will be displayed in like manner to this Statement.

**END**

