



# **GENERAL HEALTH & SAFETY POLICY**

Policy Owner	Vina Khan
Policy Governor	Scott Hinchliffe
Date of Policy	Sep 21
Review Date of Policy	Sep 22

## **GENERAL STATEMENT**

Westbourne School places the greatest importance on health and safety matters and undertakes to conduct its operations in such a way as to ensure the health and safety of all its pupils, employees, visitors and the general public.

To this end, the school will endeavour to create and develop a working environment in which there is an awareness of the vital importance of health and safety and which encourages all employees to participate in developing and practising safe working methods and to have regard for the welfare of themselves and others.

We are confident that all employees will comply with their obligation to act in a safe manner and will fully co-operate with the School's Governing Body in matters of health, safety and welfare.

Westbourne School is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are constantly monitored and reviewed.

## **1 Responsibility for Health and Safety**

- 1.1 The individual responsible for health and safety at work in the school is the Bursar. The Bursar will ensure so far as is reasonably practicable, that the school's policy on health and safety at work is effectively implemented.
- 1.2 The nominated individual's health and safety responsibilities cover the maintenance of safety records, accident investigations, assessments and inspections. They will familiarise themselves with all relevant health and safety legislation and take expert advice if required.
- 1.3 In the absence of the nominated person, the responsibilities for health and safety at work will be assumed by the Headmaster.

## **2 Management and Supervision**

- 2.1 All those with responsibility for the management or supervision of staff will promote positive attitudes towards health and safety. They must ensure that the tasks carried out by their subordinates are performed with the utmost regard for the health and safety of all involved.
- 2.2 Those with a management or supervisory role will:
  - 2.2.1 ensure that on joining the school all new employees are fully familiar with health and safety matters appropriate to their duties including accident reporting, emergency procedures, fire precautions, code of safe conduct and the location of first aid boxes;
  - 2.2.2 provide adequate information, instruction, training and supervision to ensure the health and safety of employees and pupils;
  - 2.1.3 ensure that all staff are familiar with the school's health and safety at work policy;
  - 2.1.4 co-operate with and participate in the investigation of all accidents and conduct of assessments and inspections;
  - 2.1.5 ensure the maintenance of good housekeeping standards;
  - 2.1.6 review the safe operation of all work equipment;
  - 2.1.7 within their area of authority, regularly inspect the workplace with regard to the suitability of equipment provided for the health and safety of employees, check work methods and practices to ensure safe systems of work and inspect arrangements for the use, handling, storing and transport of articles and substances; and
  - 2.1.8 carry out Risk Assessments within their departments and maintain a record of their findings

## **3 All Staff**

- 3.1 Employees have a responsibility to do all they can to prevent an injury to themselves, their colleagues and others affected by their actions or omissions at work and co-operate with the school on matters of health, safety and welfare.

3.2 They must familiarise themselves with, and conform to, the health and safety at work policy, school procedures and rules.

#### **4 Safety Representatives**

4.1 The function of health and safety representatives is to represent employees on health, safety and welfare matters. To this end, management will consult with representatives to enable them to be fully effective.

4.2 The safety representative will:

4.2.1 investigate potential hazards and dangerous occurrences, examine the causes of accidents and investigate complaints from employees relating to health, safety and welfare and make representation to the school on these matters;

4.2.2. make representations to the school on general matters affecting health, safety and welfare;

4.2.3 carry out periodic inspections of the workplace, and follow up notifiable accidents, occurrences and diseases;

4.2.4 attend health and safety committee meetings; and

4.2.5 be permitted reasonable time off with pay during working hours to perform the functions of a safety representative and to undergo training with regard to safety representative duties.

#### **5 Health and Safety Committee**

5.1 The Health and Safety Committee will be responsible for co-ordinating the implementation of the health and safety at work policy and will keep under review measures taken to ensure the health and safety of employees with the objective of promoting co-operation between the management and employees.

5.2 The health and safety committee will:

5.2.1 review statistics with a view to recommending corrective action;

5.2.2 examine safety audits, inspections and assessments;

5.2.3 consider legislation, reports and information in order to determine necessary action; and

5.2.4 keep a watch on the effectiveness of rules, systems of work, training and communication.

5.3 The membership of the committee will be:

5.3.1 the individual responsible for health and safety, The Chairperson;

5.3.2 all safety representatives;

5.3.2.1 Caretaker;

5.3.2.2 Catering supervisor;

5.3.2.3 Cleaning supervisor; and

5.3.2.4 Science technician.

5.3.2.5 Other specialists will be co-opted as necessary and the committee will meet termly and the minutes will be available on request.

Employees have a responsibility to do all they can to prevent an injury to themselves, their colleagues and others affected by their actions or omissions at work and co-operate with the school on matters of health, safety and welfare.

They must familiarise themselves with, and conform to, the health and safety at work policy, school procedures and rules.

#### **Teaching Staff and Employees:**

It is equally the duty of every staff member and other employees to act responsibly and to do everything they can to prevent harm or injury to themselves and their fellow workers. Any deficiencies noticed by employees regarding health and safety practices and controls must be reported straight away via their immediate superior.

Senior staff and managers will have additional duties to ensure the staff and the areas they are responsible for meet the health and safety requirements that the organisation lay down in this and any other policy.

#### **Co-operation:**

Co-operation at all levels is not only a legal requirement, but also is an essential ingredient to the health, safety and welfare of all those who are part of this organisation. Co-operation is therefore actively and openly encouraged through consultation and communication. In particular, co-operation in following the health and safety systems and procedures that exist is both required and expected

**Good communication between all staff at all levels is a vital contribution to the health and safety of all. A poster summarising the Health & Safety Law applicable to all is displayed and should be read and understood by all.**

**OVERALL AND FINAL RESPONSIBILITY FOR HEALTH AND SAFETY ON OUR PREMISES IS THAT OF:**

**John Hicks - Headmaster**

**DAY-TO-DAY RESPONSIBILITY FOR ENSURING THIS AND OTHER HEALTH AND SAFETY POLICIES ARE PUT INTO PRACTICE IS DESIGNATED TO:**

**Vina Khan - Bursar**

**THE ABOVE NAMED PERSON IS ALSO RESPONSIBLE FOR ENSURING THAT THE HEALTH AND SAFETY ORGANISATIONAL CHART IS KEPT UP TO DATE AND POSTED IN APPROPRIATE LOCATIONS AROUND THE PREMISES**

**FURTHER DETAILS ON INDIVIDUAL RESPONSIBILITIES CAN BE FOUND ELSEWHERE  
IN OTHER RELEVANT HEALTH AND SAFETY POLICIES**

## **ARRANGEMENTS**

The following general arrangements are in place in order to meet the above policy requirements.

- A Health and Safety Organisational Chart is kept and updated as appropriate that is designed to clearly identify the specific roles and responsibilities of any individuals or groups of individuals who have been appointed or delegated responsibility. It clearly shows the reporting lines for any employed person regarding matters of health and safety.

***SPECIAL NOTE: The above reporting lines for health and safety may differ in some ways from those reporting lines that are applicable for any other issue or concern.***

- A Health and Safety Law Poster is clearly displayed (as required by law) that summarises the responsibilities of employers and employees and gives specific contact details for key organisations and personnel.
- A set of other relevant health and safety policies that provide specific detail regarding other responsibilities and arrangements.
- Regular meetings between senior staff that includes health and safety as a fixed agenda item.
- A report on Health & safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills and all new or revised policies and procedures is tabled at each terms Health & Safety Committee meeting, attended by the Governor responsible for Health & safety. The minutes of the meeting are tabled at each terms full Governing Board together with any other issues on health & safety that the committee wishes to bring to the Boards attention.
- The school's adherence to health & safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer.
- The school has fire risk assessments carried out by a competent person which are reviewed every year for progress on completion of items in the action plan.
- An appropriately located Master Health and Safety Manual(s) (in the Bursars office) that contains all the necessary information and documents applicable to the organisation for ease and speed of reference.
- The appointment, and where necessary, the appropriate training of various persons to assist in carrying out the requirements of this and all other health and safety policies.
- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which includes basic manual handling and fire safety. Health & safety that is related to an individual member of staff's functions, such as groundsman / science technician will be provided in addition to the standard induction training.
- A system of checks and monitoring procedures to ensure that our health and safety arrangements are maintained in an effective manner and to assist in identifying any problems that may occur.
- This policy and all other policies relating to health and safety will be reviewed at least every 3 years and/or more frequently if considered necessary.

A copy of this statement has been provided to every member of staff. Copies are also posted on the Engage system. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.

This policy should be considered in conjunction with other policies and procedures as appended to this document.

This policy statement together with the organizational structure and the following arrangements and procedures has been approved by the schools Governing Body.

### Appendices:

Staff Handbook: Under development

Security:

Fire Policy

Off-site visits:

Contractors:

Communication with parents:

Vehicular movement:

School Minibuses:

Hazardous substances:

Legionella:

Maintenance Log:

Electrical Safety:

Environmental Health: