



# Highclare School

## HEALTH & SAFETY POLICY

The health and safety of all pupils at Highclare is a major priority.

The Governing body recognises and accepts its responsibility under the Health & Safety at Work Act (1974) to provide, so far as is reasonably practicable, a safe and healthy environment for all of its pupils, staff and visitors to the site. The Governing body will pay particular attention to:

1. The need to establish & maintain safe working procedures among staff, pupils and visitors, and in making staff aware of their own responsibilities under the Act. Governors delegate the operation of Health & Safety procedures to the Headmaster.
2. Under Health and Safety at work legislation, it is the duty of all employees and students on placement to take care in their work, for their own safety and that of other employees; to care for the safety of pupils and school visitors and to co-operate with the school in carrying out its responsibilities.
3. Under the legislation it is the duty of any person discovering a hazard or being involved in any incidents which might affect the health & safety of themselves or others, to report the circumstances as soon as possible to the Health and Safety Officer, Line Manager or SLT Member and / or Head of Site, who will be responsible for taking remedial action and ensuring that the relevant reporting procedure is followed and that the hazard is controlled or removed.
4. The need to provide necessary information, instructions and training to ensure the safety of staff, pupils and visitors, giving particular attention to the induction of new staff.
5. The need to provide the necessary training and information for staff to carry out adequate risk assessments. Risk assessments must:
  - a. Be reviewed regularly
  - b. Be raised when carrying out new activities
  - c. Be in place for all educational trips (see Educational Visits Policy)
  - d. Be approved by the Head of Senior / Preparatory School and Health & Safety Officer (Headmaster to approve all residential trip risk assessments)
  - e. Be read by all staff - Generic Risk Assessment files are located in staff rooms and on the school network.
6. Operation of a No Smoking Policy on all sites
7. Formulate effective procedures for use in case of fire and for evacuating school premises.
8. The maintenance of the premises and school equipment in a condition that is safe and without risk to health and provide and maintain means of access and egress from that place of work.
9. Lay down procedures to be followed in case of accident or emergency.
10. The need to make arrangements for ensuring safety and minimise risks to health in connection with the use, handling, storage and transport of articles and substances.
11. Make arrangements for the safety of pupils on educational visits in accordance with the DfES guidelines with reference to trip files and completion of risk assessments.
12. The provision of adequate welfare facilities for staff, pupils and visitors

13. Regular Health and Safety meetings take place on each site and the H&S Officer then reports to SLT. This ensures that policies and procedures are monitored and risks reassessed regularly.

14. Making copies of the school Health & Safety manual available to staff, pupils and visitors in each school office

**Policies linked with this Policy:**

- Contractor Policy
- Driving at Work Policy
- Educational Visits Policy
- Electrical Policy
- Emergency or Accident Procedures
- Fire Safety policies
- Infection control policy
- Manual handling policy
- Risk Assessment Policy
- Pandemic Procedure
- Security Policy
- Slips Trips and Falls policy
- Traffic Management Policy
- Working at Height policy

<b>Written by:</b>	<b>Adopted by the Board:</b>	<b>Review Cycle</b>	<b>Most recent review:</b>
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