

# Health and Safety Policy

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**MONITORING:** Bursar to monitor

**UPDATED:** March 2018

**REVIEW DATE:** March 2019

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## 1. STATEMENT OF INTENT

1.1 The Governors of Caldicott School recognise that under the Health and Safety at Work etc Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards pupils, the public and people who use the premises of the School from time to time, these duties being implicit in the above Act.

1.2 The Governors of Caldicott School accept these duties and it will continue to be their policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and Approved Codes of Practice. It is considered by the Governors of Caldicott School that health and safety is a responsibility at least equal in importance to that of any other function of the School.

1.3 The Governors of Caldicott School will take all such steps as are reasonably practicable to meet its health and safety objectives, which are:-

1.3.1 The creation of an Organisational Structure and a positive health and safety culture which supports risk control at all levels within the School, particularly at Senior Management level.

1.3.2 That the School will systematically identify and control risk as an effective approach to injury, ill-health and loss prevention.

1.3.3 To maintain safe and healthy working places and systems of work and to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable work hazards.

1.3.4 To provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare;

1.3.5 To provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently. Relevant information will be disseminated to staff as appropriate;

1.3.6 To develop an understanding of risk control and safety awareness amongst all employees and pupils and, as a result of this, create individual

responsibility for health and safety at all levels and be responsive to internal and external change;

1.3.7 To provide a safe environment for all authorised visitors to the Schools premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the School's environments;

1.3.8 To control effectively the activity of all outside contractors when on School premises. It is the intention of the Governors of Caldicott School that, apart from routine supervision and control of contractors, this aim will be achieved in part by demanding copies of contractors' Safety Policies at the Tender stage, where appropriate;

1.3.9 To encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the School and the committees already existing;

1.3.10 To use health and safety to preserve and develop human and physical resources and hence contribute to the School's performance;

1.3.11 To ensure that this Policy is used as a practical working document and that its contents are publicised fully;

1.3.12 To constantly scrutinise and review performance and the details of this Policy so that the School learns from experience and keeps in line with changes in current legislation.

1.4 The Governors of Caldicott School are committed to providing adequate resources to ensure its health and safety objectives and this Policy are met.

1.5 The School is conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular, the Duty of Care as regards waste.

1.6 The Governors of Caldicott School are aware of, and will meet, the requirements under the Children Act 1989 regarding fire provisions and ensuring that staff and pupils are aware of the Schools' health and safety policies and practices. It is the intention of the School to follow the advice given in 'The Children Act Guidance and Regulations Volume 5' and to provide the details required in Regulation 4(2)(f) of the Inspection of Premises, Children and Records (Independent Schools) Regulations 1991.

1.7 The Governors of Caldicott School recognise the guidance contained in 'Managing Health and Safety in Schools' and 'Health and Safety Guidance for School Governors and Members of School Boards', both prepared by the Education Service Advisory Committee of the Health & Safety Commission, and intend to follow the good practice recommendations they make.

1.8 The School will provide and maintain written Risk Assessments of the risks to the health and safety of its employees whilst they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1999.

1.9 The Governors of Caldicott School recognise the good practice contained in DfE Guidance 2014 *“Health and Safety DfE Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies”* and intends to follow the recommendations it makes.

1.10 The Governors of Caldicott School consider that this Health & Safety Policy is an integral element of the overall business Plan and other resource policies.

1.11 The Governors of Caldicott School have appointed Owen David Risk Management Limited of Market Drayton as one of its Competent Persons to provide the necessary legal, technical and practical health and safety assistance and information and to establish, monitor and review measures needed to meet satisfactory health and safety standards.

1.12 This Policy will be brought to the attention of all employees and periodically reviewed and revised as necessary.

**The complete Health and Safety Policy (including a statement of who is responsible to do what) and various Risk Assessments are kept in the Bursar’s Office. These documents are also listed in the Health and Safety folder in the Documents file on the Staff Portal and separately in the Teacher (T:) file.**

**All staff, line managers and department heads hold Health and Safety responsibilities at Caldicott. Key personnel with Health and Safety oversight responsibilities include:**

<b>Role</b>	<b>H&amp;S Lead</b>	<b>Contact</b>
Governance	All Governors	All
H&S Governor	Simon Heywood	Through Front Office (301)
H&S Officer	Robin Vickers	X 305
Headmaster	Jeremy Banks	X 301
Deputy Head (Academic)	Theroshene Naidoo	X 318
Bursar	Robin Vickers	X 305
School Nurse	Emma Hourston	X 309
Head of Grounds	Andy Matthews	X 337
Head of Maintenance	Tony Walker	X 335
Housekeeper	Karen Haugh	X 319