



## **PART 1: GENERAL STATEMENT OF HEALTH AND SAFETY POLICY**

Whitgift School recognises and accepts its responsibility, as part of the Whitgift Foundation, to ensure, as far as is reasonably practicable, the health, safety and welfare of its staff, pupils and visitors. The School wholly accepts the aims and provisions of the Health & Safety at Work, etc Act 1974, and associated legislation, and recognises that foremost is its duty to staff and pupils to provide and maintain a safe and healthy environment in which to work and learn.

The Foundation's Health and Safety Officer has overall responsibility for advising the Court of Governors on health and safety within the Foundation. In recognition of his own role in the day-to-day management of health and safety, the Headmaster as Chairman of the Whitgift School Health and Safety Management Committee has appointed the Estates Manager as the Health and Safety Coordinator for Whitgift School, and Mr Paul Elliott as Vice Chairman of the Health and Safety Management Committee. They are responsible to the Headmaster for health and safety in the School, and liaising with the Foundation's Health and Safety Officer to ensure that the School complies with current legislation, any guidance, and instructions issued by the Foundation.

Whitgift School believes that the adoption of safe methods of work and good practice by every individual can ensure everyone's health and safety, and will take all reasonably practicable steps to identify and reduce hazards to a minimum, paying particular attention to:

- the provision and maintenance of plant and systems of work that are, as far as is reasonably practicable, safe and without risk to health and inspected/certified in line with legislation;
- ensuring that, as far as is reasonably practicable, there are no risks to health and safety in the acquisition, use, handling, storage, transport and disposal of articles, substances, materials and equipment;
- the provision of information, instruction, training and supervision which, as far as is reasonably practicable, will enable all staff to perform their duties in a healthy and safe manner, to avoid accidents, and to contribute to their own health, safety and welfare;
- the maintenance of all places of work under the control of the School in a condition that is safe and without risk to health, as far as is reasonably practicable, including safe access and egress;

- the provision and maintenance of working environments which are, as far as is reasonably practicable, safe and which have adequate facilities and arrangements for employees', residents' and pupils' welfare.
- adherence to the highest standards in health and safety in catering.

The School will take all reasonably practicable steps to fulfil its responsibilities and will pay particular attention to meeting the requirements of the Health and Safety at Work, etc Act 1974 and all relevant statutory provisions, including consulting staff on matters of health, safety and welfare.

The School will undertake all necessary risk assessments, such as a Fire Risk Assessment, in order to meet regulatory requirements and best practice. A Fire Safety Policy, Plan and Procedures are maintained and should be read and understood by all staff.

The School requires management, at all levels, to display a positive attitude towards health, safety and welfare in carrying out their duties.

The School requires all its staff to pursue its objectives in respect of health, safety and welfare, and to carry out their duties in a manner that is safe and without risk to health, as far as is reasonably practicable. Furthermore all staff are responsible for reporting any significant risks or issues to the Estates Manager.

### **Safety Arrangements**

Supporting this Policy and detailing specific safety arrangements are the Whitgift Foundation's Health and Safety Management System and those instructions, guidance and procedures issued by the School.

Risk assessments and procedures will be reviewed at least annually and in accordance with changes in work practices and legislative requirements. It will be the responsibility of the Chairman of the Health and Safety Management Committee to alert the Foundation Health and Safety Officer to changes in assessments and procedures. It is the responsibility of all staff responsible for activities or areas to undertake and maintain appropriate risk assessments. Risk should always be reduced to as low as is reasonably practicable. The Foundation Health and Safety Officer will provide guidance on risk assessment and the adoption of suitable control measures that minimise the risk of harm.

The Headmaster will arrange to control the procurement of goods and services to ensure that items purchased are suitable and meet appropriate European and British standards.

Health and Safety (and Safeguarding) will be a standing agenda item at all staff meetings at all levels within the School.

In order to measure the degree of compliance with the adopted standards, regular reviews and inspections will be undertaken by the Foundation's Health and Safety Officer. The Health and Safety Management Committee will regularly review the

School's procedures, including an annual return to the Foundation's Governance and External Relations Committee.

The minutes of the Health and Safety Management Committee are tabled at each Premises Sub Committee meeting and included in the papers for the School's Governors' meeting. The Governor responsible for Health and Safety sits on the Health and Safety Management Committee and reports to the Foundation's Governance and External Relations Committee.

## **Training**

Whitgift School recognises that safety training is essential to safe working practices and procedures. Training will address statutory requirements relevant to work activities. The Health and Safety Management Committee will ensure that staff are adequately trained and have sufficient knowledge and skills to carry out their work activities and fulfil any duties allocated to them. In particular, all staff undertaking risk assessments are to complete the online training available via the Health and Safety site on Firefly.

## **FIRST AID/HEALTH CARE**

The School maintains separate First Aid and Health Care policies which should be read and understood by all staff. In the event of an injury or on-going health issue the care of that person(s) is the first priority of the School and strict adherence to these policies is vital in order to ensure that this is achieved.

## **RIDDOR**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995) apply to deaths, major injuries, diseases and other eventualities. In the case of an incident needing reporting under these regulations, the Estates Manager will complete and submit the necessary online form to the Enforcing Authority or HSE. A staff member who is aware of a reportable matter is to report it to the Estates Manager.

## **Pregnancy**

Colleagues who become pregnant are asked to consult the Estates Manager at the earliest opportunity so that any additional work related risks attendant on their condition may be assessed.

## **Stress**

The School's Stress Management Policy is available for reference in the Staff Common Room.

## **Conclusion**

A copy of this policy and any relevant supporting policies and procedures will be readily available on the Health and Safety site on Firefly. This policy will be continually monitored and updated as and when necessary. The policy and the adopted procedures will be reviewed, and where necessary updated, at least annually. All significant amendments will be subject to consultation prior to implementation.

Signed: ..... Date: .....

Dr C A Barnett  
Headmaster

Reviewed by the Estates Manager: August 2016

Next review: August 2017