

## **HEALTH AND SAFETY POLICY**

### **(See also the Health & Safety Manual)**

The School accepts its Health and Safety responsibilities and will conduct its activities in such a way as to ensure, so far as is reasonably practical, the health, safety and welfare of the pupils who attend the School, all its employees, contractors and other people who may be affected by activities on its premises. The School is committed to the management of Health and Safety Regulations (1992) and undertakes Risk Assessments in accordance with these regulations and the associated Display Screen Equipment regulations, Manual Handling Operations regulations, COSHH regulations, Noise at Work regulations and DCSF documentation: "Health and Safety: Responsibilities and Powers"

In order to carry out the responsibilities of the Board of Governors as employers, The Bursar will act as 'Safety Officer' to whom all matters concerning Health and Safety should be referred by those vested with specific responsibility.

The Act, as implemented in these arrangements, does not remove from the Headmistress responsibility to the Board of Governors for the safety, security and welfare of pupils, staff and visitors nor diminish the Headmistress' responsibility to the Board of Governors for the internal organisation, management and discipline of the School.

Health and Safety is the responsibility of all staff within the school and it is the legal duty of both employers and employees to act reasonably to ensure that Channing remains a safe place to work and study. All staff are reminded that they should without hesitation bring to the attention of their Head of Department or Section or a member of the SMT any hazards which they constitute a risk to health and safety in the school.

The School will endeavour to minimise accidents, ill health and injuries and will take all reasonable steps to ensure that hazards - both indoors and outdoors - are kept to a minimum. This will be achieved, so far as is reasonably practicable, by the following means:-

- a) Provision and maintenance of teaching areas, equipment and systems of work that are safe and without risk to health.
- b) Safe arrangements for the use, handling, storage and transport of articles and substances.
- c) Provision of information, instruction, training and supervision to enable all on its premises to avoid and/or reduce the risk of hazards.
- d) Encouragement of all employees to contribute positively to the health and safety at work of themselves and others who may be affected by their attitudes.
- e) Awareness that all adults on the premises are to have especial concern for the pupils who are entrusted to their care.
- f) The provision as far as is practicable of adequate welfare facilities relevant to the health and safety at work of the school's employees and of safe recreational and learning facilities for the pupils.
- g) The provision of adequate First Aid for all staff and pupils, and for visitors who may become ill or are injured on site, as set out in the School's First Aid policy.
- h) The assessing of risk by carrying out Risk Assessments where known hazards exist.

All staff are responsible for the sensible and safe conduct of every lesson they teach. Safety must be considered paramount. We teach pupils about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Heads of Department and Subject Co-ordinators are responsible for the promotion of safety awareness, maintenance of safe working and the instruction and training of staff and students

All staff who hold posts of special responsibility include within their remit the undertaking to provide and up-date Risk Assessments, to carry out regular inspections of their areas and to formulate policies which ensure as far as is practicable the Health and Safety of both employees and pupils. All staff have a duty to comply with the School's Health and Safety Policies and to ensure that the pupils are aware of them and behave accordingly. Teachers are expected to set a good example at all times and to be alert in reporting anything which they feel falls short of the standard we are aiming to achieve.

Risk Assessments are carried out by Heads of Department and Subject Co-ordinators and checks are carried out by members of the Health and Safety Committee, as well as by external bodies.

All staff and girls are expected to take all reasonable care of themselves and for the health and safety of others at the school and recognize that controlling health and safety risks is an essential part of everyone's daily life

### **Specific responsibilities**

- Safety precautions in the laboratories are the immediate responsibility of the Science Staff under the Head of Department. Any unexpected or unforeseen hazards should be removed or accommodated.
- Safety precautions in the PE department are the immediate responsibility of the PE Staff under the Head of Department.
- Safety precautions in practical departments (Art and Drama) are the immediate responsibility of the departmental staff under the Head of Department.
- Safety precautions in the Kitchen are the immediate responsibility of the Catering Manager.
- Safety precautions at Fairseat are the immediate responsibility of the Head of Fairseat.
- Safety precautions in connection with the heating plant and all main services are the immediate responsibility of the Caretaker.
- All staff meetings have Health, Safety and Welfare as a standing item on the agenda.

### **Health and Safety Committee**

There is a school Health and Safety Committee currently chaired by the Bursar, and any general problems or concerns to do with health and safety should be referred to him. They meet to discuss and monitor issues relating to health and safety every term and reports are sent to the Board of Governors

Our policy will be kept up to date. The Headmistress and Bursar will report every term to the Governing Body on Health and Safety procedures in the school and the training and development needs of all staff. Any new legislation or directives will be incorporated into the policy as necessary.

The Bursar is responsible for this policy.

(July 2011)