



# Health & Safety Policy 2024-25

Date of publication: September 2024  
Review Date: September 2025  
Policy Contact: Mr Greg Burt, Director of Estates & Operations

## **Health & Safety General Policy Statement**

### **Introduction**

The College attaches the utmost importance to the safety, health and welfare of its employees and students. The College will comply with the provisions of the Health and Safety at Work Act 1974 and management of Health and Safety at Work Regulations 1999 and all subsequent regulations, including those implementing EC Directives. The Colleges Governors bear ultimate responsibility to provide leadership and day to day responsibilities are delegated to the Headmaster.

The Management Team will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment in which its employees, students, visitors and other persons affected by the College operations.

The Management Team will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will consult on a regular basis with all employee's/staff representatives with regards to health and safety issues. It will provide the necessary safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means.

### **Focus**

The College's work procedures will, so far as is reasonably practicable, adopt good safety practices. These will include:

- Ensuring that the College is current in its fire risk assessment and its staff and students are sufficiently trained and exercised in fire safety
- The safe use, storage, handling and transport of articles and substances.
- The provision of adequate information, instruction, training and supervision for employees including temporary employees and contractors.
- The provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant and systems of work.
- The provision of a safe and healthy place of work, including access and egress to and from the premises and adequate facilities and arrangements for the welfare of employees at work.
- Consideration to the safety of students, parents, visitors and any others accessing the premises including those who hire or undertake leisure activities.

### **Co-operation**

All aspects of health and safety remain a management responsibility. However, a safe and healthy workplace can only be achieved with the full co-operation of every employee.

Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the College owes a duty of care, namely people who may come into contact with their work; students, parents, visitors etc. To achieve this each employee must:

- Obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the school/college risk assessments.
- Exercise their awareness, alertness, self-control and common sense at work.

- Report promptly to their department head or line manager all hazards, potential hazards, defects in equipment and any shortcomings in the college's work systems or procedures.

Employees should not be in any doubt that the college will apply disciplinary procedures to any employee who is in breach of the College's Health and Safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the College's operations, and for those who may become involved in them.

### **Policy Review**

This policy will be regularly revised, by the Health & Safety at a minimum of one-year intervals. In conducting the policy reviews, due regard will be given to the following:

**Planning** - The elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.

If appropriate, the school will consider the risk to safety involved in:

- Fire safety
- Slips & trips and the general safe condition of the school estate.
- Dealing with physical, chemical and biological hazards, such as machinery safety, chemical safety, asbestos in the school building, water quality, and the use of radioactive material;
- Contractors within College estate
- Vehicle movements within the College estate;
- Workplace arrangements, including housekeeping;
- School trips;
- Centers used for external activities;
- Work experience arrangements;
- Violence to staff;
- School security;
- Stress management;
- Letting of school premises to external parties;
- Pupils with special needs, i.e. manual handling and accessibility
- Any other site-specific issue, e.g. swimming pools, golf courses etc.

**Organisation** - A review of the College's organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.

**Control** - Ensuring that the safety requirements are implemented throughout the College by all employees and that training is regularly conducted in support of those standards.

**Monitoring and Review** - All job specifications will contain safety requirements and instructions highlighting health and safety responsibilities. Regular safety audits will be carried out and a safety report completed each quarter. These documents will form the basis for monitoring and review, to ensure that a credible standard of health and safety is achieved.

**Health & Safety Management**

The College's Governors have overall responsibility for the implementation of the policy and will ensure that sufficient finance provision is made available to support the policy.

In order to achieve the aims and objectives of the Health & Safety policy these issues will be brought regularly to the attention of the school's management team during management and board meetings.

A copy of the policy is available to all employees through the school's Firefly portal. When changes have been made to the policy, copies will be placed on the School's/College's notice boards.

**Review**

This Policy Statement will be reviewed annually, after submissions from the Headmaster and the Director or Estates & Operations.

Mr Richard Venables-Kyrke

Chairman of the Governing Body

September 2024