



Health and Safety General Policy Statement

Introduction

Highfield and Brookham Schools attach the utmost importance to the safety, health and welfare of its employees and pupils. The schools will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives. The Schools Directors bear ultimate responsibility to provide leadership and day to day responsibilities are delegated to the Deputy Heads and the Estate Manager.

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, pupils, contractors and other persons affected by the schools operations can work.

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

Focus

Highfield and Brookham Schools work programmes will, so far as is reasonably practicable, adopt good safety practices. These will include:

- 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.
- Consider the safety of pupils, parents, contractors 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 School owes a duty of care, namely people who may come into contact with their work; pupils, parents, visitors etc. To achieve this employees 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 risk assessments.
- Exercise their awareness, alertness, self-control and common sense at work.
- Report promptly to their department head or the Deputy Head or the Estate Manager all hazards, potential hazards, defects in equipment and any shortcomings in the Schools' work systems or procedures.

Employees should not be in any doubt that the Schools will apply disciplinary procedures to any employee who is in breach of the Schools' 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 schools' operations, and for those who may become involved in them.

Policy Review

This policy will be regularly revised, by the Health and Safety Committee as necessary (but 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 Schools will consider the risk to safety involved in:

- 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 in schools;
- vehicle movements within the school grounds;
- workplace arrangements, including housekeeping;
- school trips;
- centres licensed by the Adventure Activity Licensing Authority;
- work experience arrangements;
- violence to staff;
- school security;
- stress management;

- letting of school premises to outside bodies;
- pupils with special needs, i.e. manual handling;
- any other site specific issue, e.g. swimming pools, golf courses etc.

Organisation - A review of the Schools' 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 Schools 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 year. 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 Directors of Highfield and Brookham Schools 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 and safety policy these issues will be brought regularly to the attention of the Schools management teams during management and Board Meetings. A copy of the policy will be given to all employees when they join the school. When changes have been made to the policy, copies will be placed on the Schools noticeboards.