

# **HEALTH & SAFETY AT WORK ACT 1974**

## **Frensham Heights School**

### **STATEMENT OF GENERAL POLICY**

The Trustees/Governors acknowledge that Frensham Heights Educational Trust Limited has a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice. As the most senior executive, the Head is responsible for implementation of this policy within the school. Matters that cannot be resolved at this level must be referred to the Governing Body.

The school's health and safety objectives are:

1. To provide conditions and systems of work which prevent any accidents and danger to health. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified to enable the standards of safety to be adopted and enforced.
2. To provide information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees, students, contractors and members of the public.
3. To ensure the school has and maintains up to date fire procedures and documents; and to ensure that all employees, students and contractors are familiar with them.
4. To ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risk to the safety of employees, students, contractors and members of the public.
5. To provide means of access and egress that are safe and without risks to health.
6. To ensure arrangements are made for the safe storage, handling and transport of any dangerous articles and substances, and that they are recorded and managed appropriately in accordance with current regulations.
7. To ensure that the health, safety and welfare of employees, students, contractors and members of the public are under continuous review by management at all levels.

This policy is dependent upon the co-operation of every person who works for the school or is involved with it. Indeed all employees have a legal duty to:

1. Take reasonable precautions in safeguarding the health and safety of themselves and others.
2. Observe all health and safety rules and procedures as laid down by the school and use all health and safety equipment provided.
3. Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage.
4. Ensure that no person uses any equipment or machinery unless they have been fully instructed as to the dangers and the precautions to be observed and either have received sufficient training in work at the equipment or machine or are being supervised by someone with a thorough working knowledge and experience of it. No person under the age of 18 years should be allowed to dismantle or clean any machine.

**Management Responsibilities**

Health and safety matters are discussed at Governors' meetings to ensure their legal responsibilities and accountability are fulfilled through review and policy direction. The Senior Management Team is responsible for coordinating day-to-day activities and ensuring that policy is implemented, whilst Heads of Departments are responsible for health and safety within their areas of responsibility. The School's Health and Safety Committee, with representation from the Governing Body and members from all appropriate departments within the School, is the forum for detailed review and discussion of issues. The School endeavors to follow best practice guidance from the Health and Safety Executive and the School's health and safety policies and procedures aim to achieve this objective.

**Staff Consultation**

Health and safety will be a standing item on the agenda of at least one staff meeting each term and any points raised will be duly noted, reported to the School's Health and Safety Committee and actioned accordingly.

This statement of general policy will be regularly reviewed and revised annually.

Signed by the **Chair of Governors**

date