



## HEALTH & SAFETY AT WORK ACT 1974

### STATEMENT OF GENERAL POLICY

1. We are, through all levels of management, committed to ensure, so far as is reasonably practicable, that:
  - a. All employees are safeguarded fully in respect of health, safety and welfare whilst at work.
  - b. Pupils and members of the public including parents, visitors and contractors who enter our premises, are not exposed to health and safety risks during the course of their business.
  - c. No work is carried out by the School or a contractor that is liable to expose employees, pupils or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced.
  - d. All contractors are able to demonstrate that they have suitable arrangements for securing adequate health and safety standards, including where necessary a written statement of policy.
  
2. The Governors acknowledge that the Corporation of King's College School, including the Senior and Junior schools, WCPS and The Rowans, 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 Master 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.
  
3. The School will take all such steps, as are reasonably practicable, to meet its health and safety objectives, which are:
  - a. To provide conditions and systems of work for all employees which prevent danger to health. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified to enable the necessary standards of safety to be adapted and enforced.
  - b. 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 the staff or the public.
  - c. To provide a safe environment for all authorised visitors to school premises.
  - d. To provide comprehensive information, instruction, training and supervision, to ensure the health and safety at work of all employees and pupils.
  - e. To ensure that the health, safety and welfare of all employees, pupils, and members of the public are under continuous review by management at all levels.
  - f. To ensure safe arrangements are made for the storage, handling and transport of articles and substances.

- g. To ensure the School has and maintains up to date fire procedures and documents; and ensure that all employees and pupils are familiar with them.
4. This policy is largely dependent upon the total co-operation of every person who works for the School and indeed all employees have a legal duty to:
- a. Take reasonable precautions in safeguarding the health and safety of themselves and others.
  - b. Observe all health and safety rules and procedures as laid down by the School and use all health and safety equipment provided.
  - c. 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.
  - d. Ensure that no person uses a prescribed dangerous machine 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 machine or are being supervised by someone with a thorough working knowledge and experience of the machine. No person under the age of 18 years should be allowed to dismantle or clean a prescribed dangerous machine.

**Management**

5. Health and Safety matters are reviewed at appropriate Governors' meetings to provide the necessary policy direction. The Management Board, and Senior Management Teams of each school, are responsible for co-ordinating day-to-day activities and ensuring that this policy is implemented, whilst Heads of Departments are responsible for health and safety within their areas of responsibility. The School Health and Safety Committee, chaired by the Bursar, with members from all appropriate departments within the School, is the forum for the discussion of any issues.

**Staff Consultation**

6. We will hold staff meetings not less than once per term. Necessary health and safety issues will be discussed at these meeting and any points raised will be duly minuted, reported to the School's Health and Safety Committee and actioned accordingly.

**Monitor and Review**

7. The School has appointed Assurity Consulting Limited to provide the necessary technical and practical health and safety assistance and information and also to provide an independent monitoring service of the activities of the School.

8. This policy will be monitored to ensure it is effective and will be regularly reviewed and revised as necessary.

Signed:  .....

Date: 17<sup>th</sup> March 2016 .....

**Chair of Governors**