



# SILCOATES

Independent education for boys and girls aged 3-18

## Health & Safety Policy

### Statement of Intent

Throughout this policy, 'Silcoates School' is taken to mean the Senior School, Junior School and Pre-School at Silcoates.

The Board of Governors attaches the utmost importance to the safety, health and welfare of its pupils and employees. The School complies with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EU Directives, and takes guidance from the Health and Safety Executive (HSE) as necessary.

The Board of Governors bears ultimate responsibility for Health & Safety leadership, with day to day responsibilities delegated to the Senior Leadership Team (SLT).

The SLT takes steps so far as is reasonably practicable to ensure that the School is a safe and healthy environment in which its pupils, employees, contractors and other persons affected by the school operations can work.

The SLT makes the necessary assessments, identifies safety training and provides information and supervision for employees at all levels. It consults on a regular basis with all employees/staff representatives with regards to health and safety issues. It provides the necessary safety devices and protective clothing, if a safer working environment cannot be achieved by any other means.

### Approach

The School's programmes, so far as is reasonably practicable, adopt good safety practices. These include:

- consideration for the safety of pupils, parents, contractors and any others accessing the premises, including those who hire or undertake leisure activities;
- the provision of a safe and healthy environment, including access and egress to and from the premises, and adequate facilities and arrangements for the welfare of pupils and employees at work;
- 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 safe use, storage, handling and transport of articles and substances.

## **Co-operation**

All aspects of health and safety remain the responsibility of the SLT (Senior Leadership Team). However, a safe and healthy environment can only be achieved with the full co-operation of every individual.

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, whether pupils, parents and visitors. 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's risk assessments;
- exercise their awareness, alertness, self-control and common sense at work;
- report promptly to their Head of Department or appropriate member of the SLT all hazards, potential hazards, defects in equipment and any shortcomings in the School's work systems or procedures;

The School will apply disciplinary procedures to any employee who is in breach of the School'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 School's operations, and for those who may become involved in them.

## **Policy Review**

This policy is revised annually by the Bursar, as necessary. In conducting the policy reviews, due regard will be given to the following:

- coronavirus Pandemic and latest government guidance
- fire safety
- utility safety
- hazard safety, including asbestos in buildings, machinery and water quality
- vehicle movements within the school grounds
- house-keeping and cleanliness
- food production
- contractors in school
- school trips
- centres licensed by the Adventure Activity Licensing Authority
- work experience arrangements
- school security
- letting of school premises to outside bodies
- pupils with special needs
- training of staff in Health & Safety and Risk Assessments
- first aid and supporting medical needs
- occupational health services and managing work-related stress
- manual handling
- slips and trips
- working at height
- control of hazardous substances
- other ordinary operations of the School.

The School's Governors have overall responsibility for the implementation of the policy and 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, issues are brought regularly to the attention of the School's termly Health & Safety Committee meeting and weekly SLT meetings.

A copy of the policy is given to all employees when they join the School. When changes are made to the policy, copies are placed on the School's noticeboards.

### Key Supplemental Policies

- Safeguarding
- Medical, Nursing & First Aid
- Fire Safety
- Risk Assessment
- Management of Electricity
- Management of Lone Working
- Management of Asbestos
- Control of Legionella

<b>Reviewed by:</b>	Mr Johnson - Bursar		
<b>Date of last review:</b>	June 2020	<b>Date of next review:</b>	June 2021