



Downe House

## **HEALTH AND SAFETY POLICY STATEMENT**

### **INTRODUCTION**

The School attaches the utmost importance to the safety, health and welfare of its employees, pupils, visitors and contractors. It therefore aims at all times to operate in accordance with the provisions of the Health and Safety at Work Act 1974 and all other relevant legislation, together with subsequent regulations.

The ultimate collective responsibility for ensuring Health and Safety at Work rests with the Board of Governors of the School, who will make sufficient financial provision available to support this, but day to day implementation is delegated to the Director of Estates as Health and Safety Officer and down through line managers. Full details of responsibilities are laid out in the Health and Safety Policy. However, all employees and pupils also have a responsibility to contribute to the maintenance of a safe working and living environment.

### **WORKING AND LIVING ENVIRONMENT**

The School seeks to ensure that, as far as is reasonably practicable, this is a safe place to live and work and that it presents the minimum potential risk to health. This is to be achieved by:

- Implementing safe working procedures, good working and living conditions and a healthy working environment.
- Ensuring that staff and pupils are fully aware of the potential hazards associated with all aspects of living and working at the School and of how to avoid or minimise the associated risks.
- Providing training and instruction to enable all staff and pupils to perform their School-related activities safely and efficiently.
- Promoting the maximum individual attention and effort on behalf of staff and pupils at all levels to avoid and prevent accidents and emergencies.

### **COOPERATION**

All aspects of Health and Safety remain a management responsibility. However, a safe and healthy workplace can only be achieved with the full cooperation of every employee, which is a statutory requirement.

Employees therefore have an obligation 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 such as pupils, parents and visitors. To achieve this, employees must:

- Familiarise themselves with the School's Health and Safety policy and procedures.
- Obey all Health and Safety rules and procedures, including the wearing of protective clothing and the use of protective devices as necessary.
- Exercise awareness, alertness, self-control and common-sense at work.
- Report promptly all hazards, potential hazards, defects in equipment and any shortcomings in the School's systems or procedures.
- Not interfere with or misuse any item or facility provided in the interests of health, safety and welfare.

## School Identification Badge guidelines

The School identification badge is a key element in the Health and Safety policy. It is vital to be able to identify and recognise Downe House staff, family members of resident staff and people with a legitimate reason for being on School premises. It is important that ALL staff who attend the school site, whether they are governors, academic, pastoral, support staff or contractors, wear their identification badge at all times. Visitors must display a visitors badge issued by Reception. All staff are empowered and encouraged to challenge anyone not wearing a School identification badge whilst on School premises. It is important to recognise that this aspect of the School Health and Safety policy will only be successful if its requirements are widely accepted and adhered to by all staff with a minimal need for policing.

Employees must observe the appropriate Health and Safety policy and procedures at all times, and failure to do so will constitute a breach of the School's disciplinary policy that could lead to dismissal. Advice should therefore be sought through the appropriate line manager if an employee is in doubt about any issue relating to Health and Safety.

### POLICY MANAGEMENT AND REVIEW

Health and Safety policy will be based on the consideration of:

- Planning for the reduction or mitigation of risks.
- The improvement of control measures.
- Training and awareness.
- The organisation for the management of Health and Safety policy and procedures in the School.
- Monitoring and reporting.

A formal review of policy will be carried out annually by the Director of Estates, Property and Services as Health and Safety officer.

### FURTHER GUIDANCE

This policy statement must be read in conjunction with the School's general Health and Safety Policy, Fire Safety Policy and Procedures, First Aid Policy and any other relevant policies and procedures as may from time to time be promulgated.

Signed: 

Date: 12<sup>th</sup> Dec. 2016

MR M KIRK  
CHAIRMAN OF GOVERNORS