



HEALTH AND SAFETY POLICY

Whitgift School recognises and accepts its responsibility, as part of the Whitgift Foundation, to ensure, as far as is reasonably practicable, the health, safety and welfare of its staff, pupils and visitors. The School wholly accepts the aims and provisions of the Health & Safety at Work Act 1974, and associated legislation, and recognises that foremost is its duty to staff and pupils to provide and maintain a safe and healthy environment in which to work and learn.

The Foundation's Health and Safety Officer has overall responsibility for advising the Court of Governors on health and safety within the Foundation. In recognition of his own role in the day-to-day management of health and safety, the Headmaster has appointed the Estates Manager as the Health and Safety Coordinator for Whitgift School. He is responsible to the Headmaster for health and safety in the School, and liaising with the Foundation's Health and Safety Officer to ensure that the School complies with current legislation, any guidance, and instructions issued by the Foundation.

Whitgift School believes that the adoption of safe methods of work and good practice by every individual can ensure everyone's health and safety, and will take all reasonably practicable steps to identify and reduce hazards to a minimum, paying particular attention to:

- the provision and maintenance of plant and systems of work that are, as far as is reasonably practicable, safe and without risk to health;
- ensuring that, as far as is reasonably practicable, there are no risks to health and safety in the acquisition, use, handling, storage, transport and disposal of articles, substances, materials and equipment;
- the provision of information, instruction, training and supervision which, as far as is reasonably practicable, will enable all staff to perform their duties in a healthy and safe manner, to avoid accidents, and to contribute to their own health, safety and welfare;
- the maintenance of all places of work under the control of the School in a condition that is safe and without risk to health, as far as is reasonably practicable, including safe access and egress;

- the provision and maintenance of working environments which are, as far as is reasonably practicable, safe and which have adequate facilities and arrangements for employees', residents' and pupils' welfare.

The School requires management, at all levels, to display a positive attitude towards health, safety and welfare in carrying out their duties.

The School requires all its staff to pursue its objectives in respect of health, safety and welfare, and to carry out their duties in a manner that is safe and without risk to health, as far as is reasonably practicable.

The School's Stress Management Policy is available for reference in the Staff Common Room.

Safety Arrangements

Supporting this Policy and detailing specific safety arrangements are the Whitgift Foundation's safety procedures and codes of practice, and those instructions and procedures issued by the School.

Risk assessments and procedures will be reviewed at least annually and in accordance with changes in work practices and legislative requirements. It will be the responsibility of the Chairman of the School Health and Safety Management Committee to alert the Foundation Health and Safety Officer to changes in assessments and procedures.

Training

Whitgift School recognises that safety training is essential to safe working practices and procedures. Training will address statutory requirements relevant to work activities. The School Health and Safety Management Committee will ensure that staff are adequately trained and have sufficient knowledge and skills to carry out their work activities and fulfil any duties allocated to them.

RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995) apply to deaths, major injuries, diseases and other eventualities. In the case of an incident needing reporting under these regulations, the Estates Manager will fill in and forward the necessary paperwork to the Enforcing Authority or HSE. A staff member who is aware of a reportable matter is to report it to the Estates Manager.

Pregnancy

Colleagues who become pregnant are asked to consult the Estates Manager at the earliest opportunity so that any additional work related risks attendant on their condition may be assessed.

Reviewed by The Estates Manager: August 2015

Next review: August 2016