



GENERAL HEALTH & SAFETY POLICY

GENERAL STATEMENT

The Health and Safety at Work etc Act, 1974 (HSWA) requires all organisations employing five or more people to have a written health and safety policy. This must contain a general policy statement and the arrangements and organisation for putting the policy into practice.

The school's Governing Body and Senior Management Team recognise and accept their responsibilities both under civil and criminal law for the management of Westbourne School. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees is acknowledged.

The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are constantly monitored and reviewed.

OUR POLICY

1. To identify, assess and control the risks to health and safety arising from our work activities and equipment and through the use of materials and substances we work with.
2. To provide employees with information, instruction, supervision and training and to ensure all employees are competent to carry out their tasks.
3. To prevent accidents and ill health from work activities and to investigate incidents that might have resulted in harm to employees.
4. To seek support from and consult with employees on matters concerning their health and safety.
5. To provide safe equipment and safe working practices and to keep and maintain our equipment in good order.
6. To provide clear instructions on actions to take in the event of emergencies.

7. To provide arrangements that recognise our responsibilities to visitors, contractors and the public who may be affected by our activities.
8. To monitor and review this policy and the systems and arrangements for controlling health and safety and to revise them whenever considered necessary.

In order to ensure the above policy is put into practice, the following pages detail the responsibilities delegated and the arrangements made.

RESPONSIBILITIES

The HSWA places responsibilities on both employers and employees, a summary of which is as follows:

Senior Staff and Managers:

It is the duty and responsibility of senior staff and managers to ensure that everything reasonably practicable should be done to prevent foreseeable personal harm or injury to any employees whilst carrying out work activities or to others who may be affected by such activities, such as our pupils and students, visitors and contractors etc.

The arrangements detailed in this and other policy documents are for the health, safety and welfare of all our staff and students and depend upon the responsible attitude of all concerned in ensuring their effectiveness.

Teaching Staff and Employees:

It is equally the duty of every staff member and other employees to act responsibly and to do everything they can to prevent harm or injury to themselves and their fellow workers. Any deficiencies noticed by employees regarding health and safety practices and controls must be reported straight away via their immediate superior.

Senior staff and managers will have additional duties to ensure the staff and the areas they are responsible for meet the health and safety requirements that the organisation lay down in this and any other policy.

Co-operation:

Co-operation at all levels is not only a legal requirement, but also is an essential ingredient to the health, safety and welfare of all those who are part of this organisation. Co-operation is therefore actively and openly encouraged through consultation and communication. In particular, co-operation in following the health and safety systems and procedures that exist is both required and expected

Good communication between all staff at all levels is a vital contribution to the health and safety of all. A poster summarising the Health & Safety Law applicable to all is displayed and should be read and understood by all.

OVERALL AND FINAL RESPONSIBILITY FOR HEALTH AND SAFETY ON OUR PREMISES IS THAT OF:

John Hicks - Headmaster

DAY-TO-DAY RESPONSIBILITY FOR ENSURING THIS AND OTHER HEALTH AND SAFETY POLICIES ARE PUT INTO PRACTICE IS DESIGNATED TO:

Chris Heald - Bursar

THE ABOVE NAMED PERSON IS ALSO RESPONSIBLE FOR ENSURING THAT THE HEALTH AND SAFETY ORGANISATIONAL CHART IS KEPT UP TO DATE AND POSTED IN APPROPRIATE LOCATIONS AROUND THE PREMISES

FURTHER DETAILS ON INDIVIDUAL RESPONSIBILITIES CAN BE FOUND ELSEWHERE IN OTHER RELEVANT HEALTH AND SAFETY POLICIES

ARRANGEMENTS

The following general arrangements are in place in order to meet the above policy requirements.

- A Health and Safety Organisational Chart is kept and updated as appropriate that is designed to clearly identify the specific roles and responsibilities of any individuals or groups of individuals who have been appointed or delegated responsibility. It clearly shows the reporting lines for any employed person regarding matters of health and safety.
SPECIAL NOTE: The above reporting lines for health and safety may differ in some ways from those reporting lines that are applicable for any other issue or concern.
- A Health and Safety Law Poster is clearly displayed (as required by law) that summarises the responsibilities of employers and employees and gives specific contact details for key organisations and personnel.
- A set of other relevant health and safety policies that provide specific detail regarding other responsibilities and arrangements.
- Regular meetings between senior staff that includes health and safety as a fixed agenda item.
- A report on Health & safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills and all new or revised policies and procedures is tabled at each terms Health & Safety Committee meeting, attended by the Governor responsible for Health & safety. The minutes of the meeting are tabled at each terms full Governing Board together with any other issues on health & safety that the committee wishes to bring to the Boards attention.
- The school's adherence to health & safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer.
- The school has fire risk assessments carried out by a competent person which are reviewed every year for progress on completion of items in the action plan.
- An appropriately located Master Health and Safety Manual(s) (in the Bursars office) that contains all the necessary information and documents applicable to the organisation for ease and speed of reference.
- The appointment, and where necessary, the appropriate training of various persons to assist in carrying out the requirements of this and all other health and safety policies.

- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which includes basic manual handling and fire safety. Health & safety that is related to an individual member of staff's functions, such as groundsman / science technician will be provided in addition to the standard induction training.
- A system of checks and monitoring procedures to ensure that our health and safety arrangements are maintained in an effective manner and to assist in identifying any problems that may occur.
- This policy and all other policies relating to health and safety will be reviewed at least every 3 years and/or more frequently if considered necessary.

Occupational Health

Occupational stress should be treated in the same way as ill-health due to physical hazards in the workplace. Its root causes should be identified assessed and then either eliminated or, if that is not possible, properly and effectively controlled.

Employers have a common law duty to ensure that the health of their staff is not placed at risk through excessive and sustained levels of stress arising from the way work is allocated and arranged, the way people deal and interact with each other and the day to day demands placed on staff.

The HSE has issued guidance to employers on factors to look out for which may indicate occupational stress in the document 'Managing the causes of work-related stress: A step-by-step approach using the Management Standards' (HSG 218).

Occupational stress will be taken seriously. Taking steps to reduce stress can result in better health amongst members of staff, reduced sickness absence, increased performance and output, better relationships with colleagues, reduced staff turnover and improved morale.

Westbourne School will at the same time as considering stress, also think about the hours staff work and the requirements of the Working Time Regulations 1998 (an amendment in 2002 implements certain provisions on the protection of young people at work and restricts the working time of those aged between 15 and 18 who are over compulsory school age, referred to as 'young workers').

Violent incidents in School

The HSE defines violence at work as any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. This can include verbal abuse or threats as well as physical attacks. Westbourne School recognises that this is a Health & Safety issue and is committed to provide support for staff actions that aim to create an environment free from violence.

A copy of this statement has been provided to every member of staff. Copies are also posted on staff notice-boards. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.

This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the schools Governing Body.