

# HEALTH AND SAFETY POLICY

## Policy Statement

Lingfield Notre Dame School recognises that under the Health and Safety at Work Act 1974 it has a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of both its employees and also pupils and other persons who may use the school premises from time to time.

The Governing Body accepts the various duties and obligations associated with the Act and will ensure the implementation of an appropriate series of standards and procedures to comply with the Act and any other related statutes.

The Governing Body will so far as is reasonably practicable, take such steps as to ensure that:

- Safe and healthy working conditions, equipment and systems are provided and maintained.
- Employees and pupils will be provided with adequate information, instruction, training and supervision that they may require to work safely and efficiently.
- A safe environment is provided for visitors to the school.
- Outside contractors are effectively controlled and aware of the safety requirements of the school.
- The duties of all employees are recognised as follows:

To take reasonable care for the health and safety of themselves and other persons who may be affected by their actions.

To co-operate with the employer so far as is necessary for both the employer and employee to comply with health and safety legislation.

Not to intentionally or recklessly interfere or misuse anything provided in the interests of health, safety or welfare as required by the Act.

- The school's general policy statement is reviewed bi-annually and, when appropriate, revised and re-issued to employees.

## Health and Safety Policy : Responsibilities

The Governing Body accepts full responsibility for Health and Safety within the school. They will regularly monitor the effectiveness and implementation of this policy and will revise it where necessary. The Governing Body will provide each employee with a copy of the policy statement and ensure that any changes to the policy are notified to all employees.

The Principal is responsible to the Governing Body for the safe functioning of all school activities and will liaise with all employees in order to ensure the effectiveness of the policy and its related procedures.

The Finance Manager will be responsible to the Principal for the routine administration of all matters associated with the school's obligations for health and safety. In particular the Finance Manager will:

- Monitor the effectiveness of this policy and report any issues to the Principal;
- Be appointed as the school's nominated Safety Officer and obtain, interpret and disseminate all relevant Health and Safety information throughout the school as appropriate;
- Ensure that the school complies with legal obligations inherent in its discharge of Health and Safety legislation; and
- Ensure that the school's responsibilities under the Control of Substances Hazardous to Health, the Electricity at Work Regulations, the Management of Health and Safety at Work Regulations and any other related enactments are discharged.

**Qualified First Aiders:** Ms Terri Jackson, Mrs Yvonne White and Mrs Frances Halpin

Heads of Department will be responsible to the Principal for the following:

- Ensuring that their department complies with the general standards inherent in this policy and any other specific standards determined as appropriate by the school;
- Ensuring that teachers working in the department understand the practical requirements of this policy and the various legal requirements that apply within their area of responsibility;
- Notify the Principal of any matters within this field which they do not feel competent to deal with;
- Reporting accidents, incidents or near misses to the Finance Manager for appropriate action;
- Ensuring the adequate supervision of pupils at all times when involved on school matters;
- As regards COSHH regulations, ensuring that appropriate hazard warning documentation is obtained for relevant materials as used within the department and that they are readily available for use in an emergency;
- Ensuring that their teaching staff co-operate fully with any fire practices or similar exercises; and
- Ensuring that in science laboratories
  - i gas supplies are isolated at the end of each day;
  - ii all stocks of toxic and flammable substances are strictly controlled and securely locked when not actually being supervised;
  - iii all experiments are rendered safe, so far as it is safe to do so, on hearing the fire alarm; and
  - iv ensuring that a sufficient number of fire extinguishers are available within or close to the prep rooms.

The Estates Manager will be responsible to the Principal for liaising with all staff, particularly the Finance Manager, in order to provide such practical assistance as may be necessary for the effective implementation of this policy.

All employees are expected –

- To take reasonable care for the health and safety of themselves and other persons who may be affected by their actions
- To co-operate with the employer so far as is necessary for both the employer and employee to comply with health and safety legislation
- Not to intentionally or recklessly interfere or misuse anything provided in the interests of health, safety or welfare as required by the Act.

