

# **GUILDFORD COUNTY SCHOOL**

## **HEALTH AND SAFETY POLICY**

---

### **1. STATEMENT OF INTENT**

The Governors recognise that under the Health and Safety at Work etc Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, pupils and the public visiting the school or using the premises from time to time.

The Governors accept these responsibilities and it will continue to be their policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and Approved Codes of Practice. It is considered by the Governors that health and safety is a responsibility at least equal in importance to that of any other function of the School.

### **2. RELATIONSHIP TO OTHER POLICIES**

This policy complements Surrey County Council's Statement of Health and Safety Policy.

### **3. PRINCIPLES TO BE FOLLOWED**

3.1 The Governors will take all such steps as are reasonably practicable to meet its health and safety objectives, which are:-

- the creation of an Organisational Structure and a positive health and safety culture which supports risk control at all levels within the School, particularly at Senior Management level;
- to systematically identify and control risk as an effective approach to injury, ill-health and loss prevention;
- to maintain safe and healthy working places and systems of work and to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable work hazards;
- to provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare;
- to provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently. The School's Health and Safety Consultants are available to provide relevant information and this will be disseminated to the staff as appropriate;
- to develop an understanding of risk control and safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels and be responsive to internal and external change;
- to provide a safe environment for all visitors to the School's premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the School's environment;

- to control effectively the activity of all outside contractors when on the School's premises. It is the intention of the Governors that, apart from routine supervision and control of contractors, this aim will be achieved in part by demanding copies of the contractors' Safety Policies at the Tender stage;
  - to encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the School and the committees already existing;
  - to use health and safety to preserve and develop human and physical resources and hence contribute to the School's performance;
  - to ensure that the school's Health & Safety manual, detailing the implementation of this Policy and associated allocation of responsibilities, is reviewed at least annually by the Business Manager and the Deputy Headteacher with responsibility for coordinating Health & Safety
  - to ensure that the Health & Safety manual is used as a practical working document and that its contents are publicised fully;
  - to constantly scrutinise and review performance and the details of this Policy so that the School learns from experience and keeps in line with changes in current legislation.
- 3.2 The Governors are committed to providing adequate resources to ensure that the health and safety objectives are met.
- 3.3 School is conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular, the Duty of Care as regards waste.
- 3.4 The Governors and School recognise the guidance contained in 'Managing Health and Safety in Schools' and 'Health and Safety Guidance for School Governors and Members of School Boards', both prepared by the Education Service Advisory Committee of the Health & Safety Commission, and intends to follow the good practice recommendations they make.
- 3.5 The School will provide and maintain a written Risk Assessment of the risks to the health and safety of its employees whilst they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1999.
- 3.6 The Governors and School recognise the good practice contained in 'Health and Safety of Pupils on Educational Visits', prepared by the DCSF and intends to follow the recommendations it makes.
- 3.7 The Governors consider that this Health & Safety Policy is an integral element of the overall School Business Plan and other resource policies.

#### **4. EMPLOYEES' RESPONSIBILITIES**

All employees have a responsibility under the Act to:

- take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;

- co-operate with the Governors and others in meeting statutory requirements and not interfere with or misuse anything provided in the interests of health, safety and welfare;
- make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from their line manager;
- ensure that tools and equipment are in good condition and report any defects to their line manager / premises team / ICT network team as appropriate;
- use protective clothing and safety equipment provided and ensure that these are kept in good condition;
- ensure that classrooms, offices, general accommodation and vehicles are kept tidy;

## **5. STUDENTS' RESPONSIBILITIES**

All pupils are expected, within their expertise and ability, to:

- exercise personal responsibility for the safety of themselves and their fellow students;
- observe standards of dress consistent with safety and hygiene;
- observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
- use and not wilfully misuse, neglect or interfere with items provided safety for purposes (eg fire extinguishers).

*This policy was approved by the Finance and Premises Committee in January 2009.*

*It will be reviewed again in three years time.*

*The next review will be in January 2012.*