



## ST. EDWARD'S OXFORD

### Health and Safety Policy

#### General Statement

The Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005, amongst other regulations, impose legal duties on employers and employees to take care of their own and safety of others at work so far as is reasonably practicable.

The Governing Body has the ultimate responsibility for Health and Safety at St Edward's and will ensure that the requirements of health and safety legislation are complied with and that resources are available for the management of health and safety. The Warden is responsible for the implementation of this policy within the school. The Bursar and the Sub-Warden are accountable to the Warden for the areas that they manage and for specific areas of Health and Safety. The Governors' Safeguarding and Compliance Sub-Committee will monitor all areas of health and safety.

St Edward's is committed to ensure, so far as is reasonably practicable, and in accordance with the law that:

Employees are not exposed to risk in respect to their health, safety or welfare whilst at work.

All pupils, employees, members of the public and others who are affected by the school's working activities are protected from health and safety risks while on school premises or engaged in school sponsored activities. Parents, visitors, contractors and their employees are included.

Any activity, operation or process that could create risk to employees, pupils, contractors, members of the public and others who are affected by the school's working activities will not be initiated until a suitable and sufficient risk assessment has been carried out. The activity or process will only be authorised once the control measures to prevent risk have been introduced.

All contractors are able to demonstrate competence and the ability to put into place suitable arrangements for securing proper health, safety and welfare, including, where necessary, providing the school with a copy of a written statement of policy.

St Edward's specific objectives in accordance with the law are:

To provide safe and healthy conditions and safe systems of work for all employees and pupils and others as appropriate which prevent risk to health, safety and welfare. Where hazards are identified, risk assessments must be carried out to enable the appropriate standards to be adapted and enforced.

To provide adequate means of access and egress which are safe and without risks to health

To arrange for the safe use, handling and storage of articles and substances for use at work

To ensure all workplaces, facilities and equipment are maintained properly.

To provide comprehensive information, instruction, training and supervision to secure the health, safety and welfare of all employees, pupils and others as may be affected

To adequately review the arrangements for the health, safety and welfare of pupils, employees, members of the public and others who may be affected

It is the legal duty of all employees to:

Take all reasonable steps to safeguard the health and safety of themselves, pupils and other persons who may be affected by their actions.

Observe all health and safety risk controls, rules and procedures as stipulated by the school.

Discourage anyone from attempting potentially hazardous activities or using potentially hazardous equipment unless they have been fully instructed as to the risks and precautions to be observed. (Employees and others must have received adequate instruction and training).

Report to their line manager, Sub-Warden, Bursar or Estates Bursar any potential hazard that they have noticed or caused.

Report all accident, incidents and near misses.

There are effective procedures for consultation and communication between all levels of management, employees and pupils at St Edward's on all matters relating to health, safety and welfare. Health and Safety is regularly reviewed at the following meetings:

1. Housemasters and Housemistresses.
2. Heads of Department.
3. School Prefects.
4. Heads of House.
5. Year Group Councils.

A copy of this statement will be distributed to Heads of Departments, Housemistresses and Housemasters, Teachers and Managers and must be communicated to those under their supervision. A copy will also be available on the school website. The full Health and Safety policy is available on the School intranet and available to parents, on request.

This policy will be reviewed by the Governing Body every year.