

A Brief Guide to the School's Health & Safety Policy

A revised H&S Policy has recently been approved by the Governing Body. This reflects recent changes and provides greater detail around roles and responsibilities. For ease, the key points are detailed below:

- The School remains committed to:
 - Ensuring the Health, Safety and Welfare of all staff, pupils and visitors
 - Investigating all incidents and near misses etc. to ensure that, whenever possible, the root cause is identified and actions taken
 - Achieving compliance with applicable legislation
 - Consulting with staff on H&S matters
- The school will use a risk assessment based approach to identify hazards and to plan for appropriate controls

How can you help?

Under the H&S legislation we all have a set of obligations as employees. As such please remember and act on the following:

- Follow the training you have received when using any work items provided
- Take reasonable care of your own and other people's health and safety
- Co-operate on H&S matters
- Report to your line manager if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.

In practice, please remember to

- Report any incidents, near misses, hazards or defects
- Stop any unsafe activities and report these
- Avoid any unsafe practices such as:
 - Trailing cables
 - Poor housekeeping from a health and fire safety point
 - Not climbing on chairs and tables to put up displays
 - Checking the integrity of electrical items before use and the validity of the PAT test
 - Tampering with anything provided for the Health, Safety or Welfare of people at the school.
 - Leaving chemicals in rooms in unsuitable and/or unmarked containers
 - Ensure any personal protective equipment used is free from defects, suitable for the task, suitably stored, used when required and any issues and/or defects are raised with line managers for attention

For More Information

- The H&S Notice Board in the Staff Quiet Room has been updated and will:
 - Display the H&S poster and the required related contact details
 - Provide information on topical/current hazards
 - Have blank incident/hazard forms for completion

Please use the "healthandsafety" email address to report any issues, hazards or for any H&S questions.

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