



BABLAKE JUNIOR SCHOOL
AND
BKHS PRE PREP

HEALTH & SAFETY POLICY

Person Responsible	W Honey
Last Update	September 2022
Frequency of Review	Annual

Statement of Overall Responsibility

Overall responsibility for health and safety within the Foundation is vested in the Governing Body. This Health and Safety Policy statement, which is to be observed throughout the Foundation reflects the importance the Governors attach to the health, safety and welfare of all staff and pupils of the Foundation. This policy applies to all aspects of the schools including those covering Early Years.

Compliance with Legislation

The Foundation recognises its duty to comply with Health and Safety at Work Act 1974 (HSWA). To achieve this and to ensure that the Foundation meets its responsibilities to its employees and pupils the Foundation will:

- Comply with health and safety standards
- Provide working conditions which will ensure, so far as is reasonably practicable, a healthy and safe working environment. This will be achieved through the identification of potential hazards and their assessment and control with reference to the appropriate health and safety standards and the best current practices.
- Provide a system for communication and consultation between all levels of staff on matters of health, safety and welfare.

Responsibilities

The Governing Body wishes to exercise Health and Safety responsibilities through the Foundation administration and Heads.

Health and safety are a management obligation and the Governing Body expects Heads to delegate further as necessary and on personal basis the task of applying policy in their areas. The Governing Body further expects Heads to ensure that their staff receive appropriate training and have at their disposal resources commensurate with agreed budgets to discharge their health and safety responsibilities.

Personal Responsibility

In addition, apart from the duties placed on staff, each member of the Foundation is required to take reasonable care for his or her own health, safety and welfare, and that of other pupils and other persons who may be affected by his or her acts or omissions at work. This will require the reporting to Heads of any situation that gives rise to serious or immediate danger, or shortcoming in arrangements that may create danger. Further, all staff are required to follow instructions issued in respect of any duty or requirement imposed on them as individuals.

Purchasing

In the purchase of material and equipment of all kinds, safety management is to begin at the outset of the requirement being defined and is to be carried through use to disposal. All aspects of maintenance and operation are to be considered in managing safety and particular care is to be taken in assessing risks where there is no appropriate statute or equivalent practice for comparison.

Foundation Health & Safety at Work Committee

The Foundation's Head of Estates, as Chairman of the Foundation Health and Safety at Work Committee, is to ensure that the Governing Body is regularly briefed on all health & safety issues raised by the schools. The committee is to meet termly, and the minutes are to be circulated. Matters requiring action by the Governors are to be brought to the attention of the Finance & General Purpose Committee.

Review of Foundation Policy

This Policy Statement will be reviewed annually or on significant changes in legislation, as should the local statements detailing organisations and arrangements. This notice is to be prominently displayed in common rooms and offices.

Bablake Junior School and BKHS Pre Prep School

1. Introduction

The following is the statement of general policy on health and safety at work and of the organisation and arrangements for carrying out that policy made under Section 2(3) of the above Act, and is brought to the attention of all teaching, clerical, domestic and all other staff and pupils.

2. General Policy

It is the School's policy, so far as is reasonably practicable, to ensure the health, safety and welfare of all its teaching staff and all other employees and to avoid exposing pupils to risks to their health and safety. The school recognises that its general duty extends to the following more specific matters, so far as is reasonably practicable:

- The formulation and implementation of a safe system of work.
- The proper inspection, maintenance and storage of equipment used in the school, including apparatus used by pupils.
- The giving of adequate information regarding health and safety generally.
- To keep staff and pupils informed of any equipment or process, the operation of which is specifically hazardous and to advise on safe methods of work relating to the same.
- To provide instruction, training and supervision in safety practices, including the use of equipment and seek expert advice when necessary to determine risks to health and safety.
- To maintain the School buildings to avoid risk to health or safety and to provide safe means of access to and egress from the same.
- To list Health and Safety as a standing item on main Staff briefings.
- To make staff aware of the Helpdesk link on the school Intranet.

3. Occupation and Arrangements for carrying out the School's Policy

- The responsibility for fulfilling the School's policy lays with the School Governors, who for the purpose of the day to day implementation of the Policy have delegated their authority to Warren Honey - Headmaster of Bablake Junior School - and Tracy Horton - Head of BKHS Pre Prep School.

- The Governors of the Foundation recognise that since its constituent parts, Bablake and King Henry VIII, including BKHS Pre Prep School are some distance from each other, each part will require its own organisation, but fulfilling the same functions.
- The Safety Officer Mr John Robson (Head of Estates), in conjunction with the Facilities Manager, will in consultation with the Headmaster:
 - (a) Prepare, and after approval publish and exhibit at appropriate places, instructions for action to be taken in the event of fire, identifying the fire exits.
 - (b) Ensure firefighting equipment is properly maintained and that training is given in its use if required.
 - (c) Hold fire drills and check the fire alarm system weekly as detailed in the logbook.
 - (d) Publish additional written instructions with regard to any specific hazards and if any training or use of any protective equipment if necessary to guard against such hazards, then such training will be instituted, and the safety equipment provided.
 - (e) Provide staff with annual Health and Safety training delivered by the Facilities Manager or Head of Estates. Records of such training can be found in the School Office.
 - (f) Procedures to be followed in case of any accidents to any person on school premises are displayed in the staffroom and school office. Accidents are recorded in the file held in the school office and logged through Helpdesk on the school Intranet.

4. The Responsibility of Staff and Pupils

- The establishment and maintenance of a good health and safety record depends, not only on the School creating a safe environment, but also on each member of staff, all other employees and all pupils following safe methods of work. Members of staff, all other employees and pupils should make themselves conversant with the instructions contained or referred to in this Statement and should in particular:
 - (a) Report any potential hazards to the Safety Officer (using the intranet Helpdesk system) and in person to the Senior Leadership Team.
 - (b) Observe safety rules and procedures.
 - (c) Use with all reasonable care any machinery, equipment, safety equipment, clothing and firefighting equipment provided by the School and keep any such items in good repair and condition in consultation with the Headmaster and if appropriate Head of Estates.

This policy statement of Bablake Junior School and BKHS Pre Prep will be revised, if appropriate, and any such revision will be displayed in like manner to this Statement. The Safety Officer is Mr John Robson and the Safety Committee is chaired by the Safety Officer. Members of the committee also consist of the Facilities Manager and members of the teaching and support staff. Warren Honey and Tracy Horton attend the meeting on behalf of the Junior and Pre Prep schools and staff. The Committee meets at least once per term, and copies of the minutes go to both named Heads.