

## **i. Health & Safety Policy Statement**

A Statement of General Policy required by Section 2(3) of the Health and Safety at Work Act 1974

### **PART ONE: GENERAL POLICY**

1. The Governing Body recognises its duty as an employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all Boundary Oak School staff and pupils, visitors and of independent contractors working in the school.
2. Staff and pupils are reminded that they also have a legal duty to take reasonable care for their own health and safety and for that of others affected by their work and actions. Staff and pupils are also required not to interfere with or misuse any safety equipment provided in compliance with the Act.
3. It is the policy of the Governing Body, through the organisation outlined in Part Two below:
  - (a) To ensure that all hazards involved in the work required of the School staff are clearly identified and either removed or, if that is impossible, that members of staff are full apprised of the risks, of the safe method of working and of the steps to be taken in cases of accident to minimise the consequences;
  - (b) To provide training for staff in safety procedures (see 4 below);
  - (c) To establish clear lines of responsibility and effective methods of communicating safety information to all members of staff;
  - (d) To maintain a system for recording details of all accidents;
  - (e) To ensure that Heads of Department and members of staff whose work involves them in particular risks receive and act upon all relevant safety regulations and codes of practice published by the health and Safety Commission;
  - (f) To appoint a Safety Officer and a Health and Safety Committee;
  - (g) To keep this statement of policy up to date by regular review, to ensure it is brought to the attention of all concerned and to have copies readily available for all employees;
4. In the matter of training the Governing Body will assist the Health and Safety Committee by the distribution of appropriate literature and by seeking their advice and co-operation in the establishment of codes of safe practices.

### **PART TWO: ARRANGEMENTS FOR IMPLEMENTATION**

## ORGANISATION

### 1. Overall Control

The School Officers responsible for implementation of this policy are the Headmaster and the Bursar. The Headmaster and Bursar's Department will also act as the 'Safety Officer' and is directly responsible for the implementation of the detail of this policy, in the first instance through the Health and Safety Committee.

- The remainder of the Health and Safety Policy is available on request.