



## **HEALTH & SAFETY AT WORK etc. ACT 1974**

### **Cheltenham College Cheltenham College Junior School**

#### **STATEMENT OF GENERAL POLICY**

We are, through all levels of management, committed to ensure, so far as is reasonably practicable, that:

1. All employees are safeguarded fully in respect of health, safety and welfare whilst at work.
2. Pupils and members of the public including parents, visitors and contractors' employees who enter our premises, are not exposed to any health and safety risks during the course of their business.
3. No work is carried out by the school or contractors that is liable to expose employees, pupils or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced.
4. All contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety, including where necessary a written statement of policy.

The Council has the ultimate responsibility for the implementation of this policy and through the President will ensure that the requirements of all health and safety legislation are established. The Bursar is responsible for implementation of this policy within the school. Matters that cannot be resolved at this level must be referred to the Council.

The Council's objectives are:

1. To provide conditions and systems of work for all employees which prevent any danger to health. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced.
2. To ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risk to the safety of the staff, pupils or members of the public.
3. To provide means of access and egress that are safe and without risks to health.
4. To provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and pupils.
5. To ensure that the health, safety and welfare of all employees, pupils, and members of the public are under continuous review by management at all levels.
6. To ensure safe arrangements are made for the storage, handling and transport of articles and substances.
7. To ensure the school will have and maintain up to date fire procedures and documents; and ensure that all employees and pupils are familiar with them.

This policy is largely dependent upon the total co-operation of every person who works for the school and indeed all employees have a legal duty to:

1. Take reasonable precautions in safeguarding the health and safety of themselves and others.
2. Observe all health and safety rules and procedures as laid down by the school and use all health and safety equipment provided.
3. Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage.
4. Ensure that no person uses a prescribed dangerous machine unless they have been fully instructed as to the dangers and the precautions to be observed and either have received sufficient training in work at the machine or are being supervised by someone with a thorough working knowledge and experience of the machine. No person under the age of 18 years should be allowed to dismantle or clean a prescribed dangerous machine.

**STAFF CONSULTATION**

The Health and Safety Committee meets termly. Staff are encouraged to raise any concerns with the President of each Common Room and the Estates Manager who are members of the Committee. Any points raised will be duly minuted and actioned accordingly. A copy of the minutes of the meeting will be displayed on the notice board in each Common Room.

This policy will be monitored to ensure it is effective and will be regularly reviewed and revised as necessary.

Signed: ..... Date: .....

**President of Council**

Signed: ..... Date:.....

**Bursar and Secretary to Council**