

LOUGHBOROUGH ENDOWED SCHOOLS

HEALTH & SAFETY POLICY

General Policy Statement

1. This statement of general policy on Health and Safety for the above establishment embodies the requirements under section 2(3) of the Health and Safety at Work etc. Act 1974 ("The Act").
2. The Board of Governors recognises and accepts its responsibility as an employer to provide, as far as is reasonably practicable, a safe and healthy workplace for all its employees.
3. The Board of Governors will take all reasonable steps to prevent personal injury, health hazards and damage to property. It is also its policy to extend this protection to pupils, members of the public and contractors.
4. The Board of Governors will take all reasonable steps to ensure compliance with all current and future legislation involving work at the Endowed Schools. The planning and implementation of the Health and Safety policy for the Endowed Schools will be carried out on behalf of the Board of Governors by managers and staff members as appropriate. The Organisation and Arrangements for this are detailed in the Endowed Schools' Health and Safety manual.
5. The Board of Governors recognises the need to consult members of staff and management on Health and Safety matters and the need to consult individuals before allocating specific Health and Safety functions. This will be achieved by discussion through appropriate bodies such as the Safety Committees.
6. The Board of Governors recognises its responsibility under the Act and EU Directives to, as far as is reasonably practicable:
 - (a) provide plant, equipment and systems of work which are safe and without risk to health.
 - (b) make arrangements for the safe handling, storage and transportation of articles and substances.
 - (c) maintain the premises in a condition that is safe and without risks to health and to maintain access to, and egress from, the premises.
 - (d) provide and maintain a working environment that is safe and without risks to health including adequate welfare facilities for employees and pupils.

7. The Board of Governors acknowledges the need to provide adequate information, instruction and training for employees and pupils to perform their work safely and without risk to health.
8. The Board of Governors will take all reasonable steps to ensure that any necessary expert advice will be provided to assess the risks to health and safety within the Endowed Schools and the precautions required to minimise/remove those risks.
9. The Board of Governors requires the support of employees and pupils in achieving the objectives of the Health and Safety policy. The employees have a duty, under the Act, to:-
 - (a) report any hazardous situations and accidents.
 - (b) observe safety rules and procedures.
 - (c) use, with all reasonable care, any machinery, equipment, safety devices and personal protection equipment provided by the Schools and keep any such items in good repair and condition.
10. These requirements placed upon employees should also be instilled upon the pupils of the Endowed Schools.

This Statement of General Policy will be displayed for the benefit of all employees and pupils at appropriate places on the Endowed Schools' premises and any subsequent amendments will be notified

Date:

Signed:

Chairman of the Board of Governors:

Head of Schools:

.....

.....

HEALTH & SAFETY AT LOUGHBOROUGH ENDOWED SCHOOLS

Organisation:

- Governors with overarching interest for H & S matters: **Mr Ian Hawtin – Chair**

- Chief Safety Officer: **Mr Kieron Shaw**

- Schools' Health & Safety Officer: **Mr Garry Leeson**

- Heads of the Schools: **Mr Paul Fisher** GS
Miss Biddie O'Connor HS
Mr Roger Outwin-Flinders FFD

- Chairs of H & S Sub-Committees: **Mr John Weitzel** GS
Mrs Jane Prescott HS
Mr John Anderson FFD

- Elected Representatives (Schools): Mr Alwyn Morris GS
Mr Richard Tomblin HS
Mr John Anderson FFD

Key Areas:

- Health & Safety Manual
- Out-of-School Visits
- Risk Assessments
- Lone Working
- Fire Training
- Medical

Help & Advice:

What steps do you take to obtain help and advice on health & safety matters?

- Consult the Health & Safety manual on the school intranet
- Talk to your Department Head
- Talk to your Elected Representative
- Talk to your School's Sub-Committee Chair person
- Talk to others
- Talk to Mr Leeson

BUT NOT NECESSARILY IN THIS ORDER – WHATEVER SUITS YOU BEST