



## HEALTH AND SAFETY POLICY STATEMENT (408)

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The School Health and Safety Policy is held by the Bursar and is included in the Staff Employment Manual.

The Policy contains the Board of Governors' Health and Safety Policy Statement for St Mary's School Ascot. The policy deals with the detailed organisation and arrangements for the implementation of Health and Safety and applies to all members of staff, pupils and visitors, including contractors, to the School.

A copy of the policy is kept in the School Reception and is readily available and open for inspection. It is also available to be reviewed in the School staff room, Maintenance Department rest room and within the Catering Department. The policy is provided in full to all new academic members of staff as part of the induction process. The policy is copied to all regular Community Group users of the St Mary's School Ascot facilities.

The contents of the policy will be reviewed, added to, or modified from time to time, and may be supplemented in appropriate cases by further statements relating to the organisation of and arrangements for Health and Safety of the members of staff and pupils in the School.

The Bursar is responsible for the maintenance and updating of the policy.

The Governors' Health and Safety Policy Statement follows for information.

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## HEALTH AND SAFETY POLICY: GOVERNORS' POLICY STATEMENT

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The Board of Governors of St Mary's School Ascot attaches the utmost importance to the safety, health and welfare of its employees, pupils and visitors. The School Governors bear ultimate responsibility for Health and Safety at St Mary's School Ascot and formally delegate day to day responsibilities to the Headmistress. The Governors will ensure that sufficient financial provision is made available to support this policy. The School will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations.

In line with the Health and Safety Executive's views, the Governors strongly advocate a pragmatic, intelligent and sensible approach to Health and Safety. It must never be an excuse to dilute the educational experience at St Mary's. Low risk activities should not attract the time and energy that more hazardous activities demand.

The Governors believe that the risk assessment process is fundamental to getting the right balance between risk-aversion and conducting a diverse range of activities which promote all-round education and personal development. Risk assessment will ensure that activities are carefully planned and contribute to the provision of high quality and safe education. However, the intention is not that the staff must fill out pages of risk assessments before undertaking even simple, low risk tasks. The approach must be intelligent and pragmatic, acknowledging that activities that have increased risk must be more formally assessed and recorded. Staff are strongly encouraged to take ownership of the Health and Safety process with confidence and use it to generate an exciting and vibrant educational environment that is as safe as reasonably practical. The Bursar is always available to provide support and advice.

The Headmistress with her management team will take steps so far as is reasonably practical to ensure that St Mary's School Ascot is a safe and healthy environment in which its employees, pupils, parents, visitors, contractors and visiting Community Groups can live, work and play safely. The Headmistress and her management team will ensure that the necessary assessments are in place, identify safety training and provide information and supervision for staff at all levels. They will consult on a regular basis with all staff with regards to health and safety issues through the Health and Safety Committee, which will meet at least termly. They will make available the necessary safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means. They will provide and maintain safe plant and equipment and ensure the safe handling and use of any hazardous substances. They will have in place emergency procedures for the evacuation of the school in case of fire or other significant incidents. The Headmistress will report to Governors on Health and Safety issues through the Bursar on a termly basis.

A safe and healthy school can only be achieved with the full co-operation of all academic and support staff, parents, visitors, contractors and visiting Community Groups. Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the School owes a duty of care. Breaches of Health and Safety procedures are likely to be treated as a disciplinary issue. Employees must:

- Obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the school.
- Exercise their awareness, alertness, self-control and common sense at work.
- Report promptly to their Head of Department or designated Line Manager all hazards, potential hazards, defects in equipment and any shortcomings in the school's work systems or procedures.

The safety management organisation is part of the Health and Safety Policy available to all staff in the Staff Employment Manual which can be found on staff SMILE or from the Bursary. This Governors' Policy Statement is to be posted on staff notice boards throughout the School and will be reviewed regularly.

Clementine Vaughan  
Chair of Governors

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