



**MOWDEN HALL SCHOOL**

**HEALTH AND SAFETY POLICY STATEMENT OF THE  
COTHILL TRUST**

*Health and Safety at Work etc. Act 1974 S2(3)*

**OUR GENERAL STATEMENT OF INTENT**

So far as is reasonably practicable, with the help of its employees, the Cothill Trust will:

- provide adequate control of the health and safety hazards and risks arising from Trust activities.
- consider our common law *in loco parentis* duties to all pupils in our care
- consider under Health and Safety at Work Act {1974} S3, our statutory duty of care to pupils and other non employees
- consult with our employees {and their representatives} on matters affecting their health, safety and welfare
- ensure all employees are competent to do their tasks and to offer them adequate training where appropriate
- provide information, instruction, training and supervision for employees
- provide and maintain safe housing {where provided}, plant, equipment and processes
- ensure safe handling and safe use of all hazardous substances
- prevent accidents and ill health by promoting safe healthy working conditions
- take full advantage of the technical expertise within the Trust to monitor and regulate the working environment
- to be aware of the philosophy contained within HSE documentation
- review and revise this policy as necessary at regular intervals

**RESPONSIBILITIES AND ORGANISATION**

The person with overall legal responsibility for health and safety is the Principal of Governors.

The Headmaster and Headmaster's wife are the safety officers responsible for ensuring day-to-day implementation of this policy in liaison with the Headmistress and Heads of Department.

The members of the Health and Safety Committee will have the following responsibilities:

- Implementation of this policy in his or her own department/area, and bringing it to the attention of all employees
- Compliance with safety precautions that apply to his or her department/area, including the regulating of contractors and completion of risk assessments
- Ensuring that all new entrants, any trainee students and students on work experience are properly inducted into the organisation, which must include an awareness of all precautions and procedures applicable to the job and the emergency procedure

- Ensuring that no person is permitted to work at any kind of machinery or hazardous task unless he or she has been properly and fully instructed in the use of such equipment
- Ensuring that all staff are aware of the location of all fire-fighting equipment and alarm call-points in the department, and are conversant with its effective use
- Ensuring that any legal requirements relating to the operation of the department/area are fully complied with, including [but not limited to];
  - Inspection of all fire-fighting equipment
  - Safe use of electrical switches and circuits
  - Maintenance of all appropriate records
  - Necessary safety training for staff
  - Statutory inspections of plant equipment
  - Provision of first-aid and equipment
  - Accident investigation
  - Risk Assessments
  - Safe Storing of Chemical and Cleaning fluids
- Ensuring that any responsibilities delegated to other staff are clearly identified
- Ensuring that access to the premises by pupils, parents or other members of the general public is limited within appropriate areas
- Ensuring that suitable arrangements are in place to safeguard the premises against intruders

## **ACCIDENTS AND RIDDOR**

An accident is defined as an unexpected or unplanned event that occurs through a variety of causes. The results of an accident are physical injury or harm and can include acts of violence or damage or loss of property.

RIDDOR stands for the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995**. These regulations came into effect in 1996. They require the environmental health department of the local authority or the Health and Safety Executive to be notified immediately in the event of a reportable accident, dangerous occurrence or case of disease. Failure to report such injuries, diseases or occurrences is a criminal offence.

## **DUTIES OF EMPLOYEES**

Employees have a number of duties as follows:

- Each employee is responsible for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person
- Every employee must use safety equipment or clothing in a proper manner and for the purpose intended
- Any employee who intentionally or recklessly misuses anything supplied in the interest of health and safety will be subject to disciplinary procedures
- Every employee must work in accordance with any health and safety instruction or training that has been given
- Every employee is required to bring to the attention of a responsible person[s] any perceived shortcoming in our safety arrangements
- All employees are under a duty to familiarise themselves with this policy

- If an employee is injured at work, or have an accident, which could have resulted in an injury, you must inform the Headmaster. They will then investigate the accident. All accidents and incidents must be reported because a seemingly minor injury or accident could develop into something more serious. The Accident/Incident should be recorded in the Accident Book which is kept by the School Nurse. In the event of a major injury, accident or violent incident occurring then the School Nurse must be informed. She will complete Form F2508 and forward a copy within 7 days of the accident to the local Environmental Health Authority or the Health and Safety Executive.
- Employees must follow the training and instruction provided on the safe use and handling of hazardous substances. You must inform the Headmaster/School Nurse if you feel a substance is affecting your health. You must not bring into the workplace any substances that have not been assessed or authorised.

### **PUPILS**

Pupils are not employees but the obligation to care for their health, safety and welfare stems from the relationship between them, their parents and the Governing Body. The teachers therefore, and all other employees, are responsible for ensuring, so far as is practicable, the health, safety and welfare of all the pupils attending the School.

### **IN CONCLUSION**

No safety policy is likely to be successful unless it actively involves employees themselves. In this connection, the School reminds all employees of their own responsibilities and to take care in their work for their own safety and that of other employees, for the safety of pupils and members of the public. All staff should co-operate with the School as to enable them to carry out their responsibilities.

A copy of this statement is to be read by all employees. It will be monitored and reviewed at the end of each academic year thus enabling the checking of working conditions and ensuring our safe working practices are being followed. Matters of concern may be raised at regular staff meetings or, if more urgent, should be notified in writing to the Head or other members of the Health and Safety Committee.