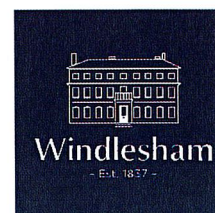


# WINDLESHAM HOUSE SCHOOL

## POLICY: HEALTH AND SAFETY



**Approved: 6 March 2023**  
**Last Technical Review: Sep 2023**

**Next Review Date: March 2024**

**Policy: 02-01**

**Responsible Governor: Martina Asmar**  
**Responsible Member of Staff: Emma Harris**

This Policy is applicable to all areas of the School, including EYFS.

### PART 1 - STATEMENT OF GENERAL POLICY

#### Overview

1. We are, through all levels of management, committed to ensure, so far as is reasonably practicable that:
  - a. All employees are safeguarded fully in respect of health, safety and welfare whilst at work.
  - b. Pupils and members of the public including parents, visitors and contractors who enter our premises, are not exposed to health and safety risks during the course of their business.
  - c. No work is carried out by the School or a contractor 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.
  - d. All contractors are able to demonstrate that they have suitable arrangements for securing adequate health and safety standards, including where necessary a written statement of policy.
2. The Governors acknowledge that Windlesham House School has a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy, and comply with all statutory requirements and codes of practice. As the most senior executive, the Headmaster is responsible for the implementation of this policy within the School. Matters that cannot be resolved at this level must be referred to the Governing Body.
3. The School will take all such steps that are reasonably practicable, to meet its health and safety objectives, which are:
  - a. To provide conditions and systems of work for all employees which prevent danger to health. This requires that risk assessments be carried out as appropriate to enable

hazards and risks to be identified and to enable the necessary standards of safety to be adopted and enforced.

- b. 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 or the public.
  - c. To provide a safe environment for all authorised visitors to school premises.
  - d. To provide comprehensive information, instruction, training and supervision, to ensure the health and safety at work of all employees and pupils.
  - e. 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.
  - f. To ensure safe arrangements are made for the storage, handling and transport of articles and substances.
  - g. To ensure the School has and maintains up to date fire procedures and documents and ensure that all employees and pupils are familiar with them.
4. 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:
- a. Take reasonable precautions in safeguarding the health and safety of themselves and others.
  - b. Observe all health and safety rules and procedures as laid down by the School and use all health and safety equipment provided.
  - c. 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, injury, illness or damage.
  - d. 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, on or with 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.

#### **Management**

5. Health and Safety matters are reviewed at appropriate Management and Governors' meetings to provide the necessary policy direction. The Senior Leadership Team is responsible for co-ordinating day-to-day activities and ensuring that this policy is implemented, whilst Heads of Departments are responsible for health and safety within their areas of responsibility. The School Health and Safety Management Committee, with members from appropriate departments within the School and the lead governor for Health & Safety, is the forum for the discussion of any issues.

#### **Staff Consultation**

6. We will hold staff meetings not less than once per term. Health and safety issues can be discussed at these meeting and any points raised will be duly minuted, actions taken accordingly or reported to the School's Governing Body if required.

### Monitor and Review

7. The School will appoint external health and safety consultants from time to time to provide the necessary technical and practical health and safety assistance and information and also to provide an independent monitoring service of the activities of the School. This policy will be monitored to ensure it is effective and will be regularly reviewed and revised as necessary.

Signed: .....

**M Asmar**  
**Chair of Governors**

Date: .....

*6/3/23 of approval  
by the Board of  
Governors.*

*confirmed  
Marhwa Auna  
26/4/23*