



**Pocklington School Foundation**

**General Health and Safety Arrangements and First Aid Policy**

**Introduction**

The Foundation adheres to a stringent Health & Safety Policy that complies with current legislation. The Chairman’s General Statement can be found here.

**Major Health & Safety Responsibilities within the Foundation**

<b>Position</b>	<b>Name</b>	<b>Responsibility</b>
Health & Safety Officer	Toby Seth (Headmaster)	Overall responsibility for H & S
Health & Safety Advisor	Andrew Clark	Assisting Headmaster in H & S
Health & Safety Committee	Chaired by (Bursar) Paul Bennett	H & S co-ordination and oversight. The Health and Safety Committee meets each term.
Governor with H & S Responsibilities (Member of Estates Committee)	Mr J Burley	Oversight of H & S Policy
Head of Co-curriculum	Lucy Hornby	Oversight of all external trips and visits (Main School)
Assistant Head (Co-curriculum) Director of Activities (Prep School)	Russ Parker	Oversight of all external trips and visits (Prep School)

**Health & Safety Guidance Policy**

This document and its supporting documents cover all areas as advised by the HSE and DfE guidelines. The Policy is a living document and under continuous reflection and review. It outlines the full responsibilities of members of staff and contains procedures for risk assessment, consulting staff, investigating accidents, reporting near misses and incorporating legislative changes.

**First Aid Policy**

Our First Aid policy forms part of the H&S Guidance system and is supplemented by the Medical Centre Protocols.

**Access to Policies**

A copy of these policies and the Supporting documents are held by the Health & Safety Advisor (Andrew Clark). Parents are welcome to request sight of the whole document or of specific parts. The point of contact for this information is Andrew Clark who will endeavour to satisfy your request.

[clarkap@pocklingtonschool.com](mailto:clarkap@pocklingtonschool.com)

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## **STATEMENT OF GENERAL HEALTH AND SAFETY POLICY**

The Governors attach the utmost importance to the safety, health and welfare of their employees, pupils and visitors.

The Foundation will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives. The Foundation bears ultimate responsibility to provide leadership whilst day-to-day responsibility for health and safety is delegated through the Foundation's Health and Safety organisation. The Headmaster, through the Senior Management Team, will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment.

It is the policy of the Foundation, so far as is reasonably practicable, to:

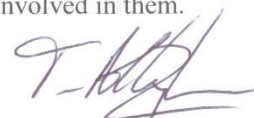
- Provide and maintain for employees and pupils a healthy and safe working environment.
- Ensure the health, safety and welfare of employees at work, and of visitors and others who may be affected by the Foundation's operations.
- Require all employees who authorise and/or supervise work, to ensure the health, safety and welfare of all persons involved, either directly or indirectly.
- Require all those employed by the Foundation, either directly or indirectly, to observe relevant safety legislation, Codes of Practice and the Foundation's Safety Rules.
- Consult with employees from time to time, either formally or informally as appropriate, on matters affecting the health and safety of employees, pupils and visitors to the Foundation.
- Make provision for the assessment of risk to health and safety in all Departments in the Foundation, and in all activities and operations of the Foundation, and to require the implementation of the precautions necessary to minimise risk.
- Provide information and training for employees and pupils in respect of health and safety.

*However, a safe and healthy workplace can only be achieved with the full co-operation of every employee. 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 who come into contact with the Foundation's operation to whom the Foundation owes a duty of care. To implement this policy, 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 Foundation's risk assessments.
- Exercise their awareness, alertness, self control and common sense at work.
- Report promptly to their Department Head or appropriate supervisor all hazards, potential hazards, defects in equipment and any shortcomings in the Foundation's work systems and procedures.

Employees should be in no doubt that the Foundation will apply disciplinary procedures to any employee who is in breach of the Foundation's Health and Safety Policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of all those in the Foundation's operations, and for those who may become involved in them.

April 2019

  
TA Stephenson  
Chairman