



HEALTH AND SAFETY POLICY

1. Policy Statement

- 1.1. In accordance with the Health and Safety at Work Act etc. 1974, Sir William Perkins's School is committed to providing and maintaining safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such supervision as they need for this purpose. We also accept our responsibility for the Health and Safety of students, visitors, volunteers and contractors on the School's premises and for students, teachers and others when on School-sponsored, off-site activities elsewhere.
- 1.2. We are committed to achieving high standards and so it follows that minimising risk to people and property is inseparable from all other School objectives. The School encourages the active participation of all staff in the achievement of our safety goals. We encourage full and effective two-way consultation on health and safety matters with staff and students by utilising the management structure of the School and the Health and Safety Committee.
- 1.3. The School expects staff, students and visitors to act responsibly at all times and to have due regard for their own safety and the safety of others both on the school premises and when on school-sponsored, off site activities elsewhere
- 1.4. This policy also has regard to DfE's [Health & Safety Advice on Legal Duties & Powers \(2014\)](#) and HSE's [Sensible Health & Safety Management in Schools](#).
- 1.5. The allocation of duties for safety matters to implement this policy is set out below.
- 1.6. SWPS is fully committed to ensuring that the application of this policy is non-discriminatory, in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunities policy.

2. Responsibilities

2.1. School Governors:

- Ultimately responsible for the effective oversight, review and amendment of policies – particularly those with regulatory implications.
- Provide leadership by developing and promoting a culture within the School which incorporates health and safety into all activities.

2.2. Head and Director of Finance & Operations (DFO):

- Promote a positive Health and Safety culture throughout the school.
- Ensure effective implementation of the policy by making arrangements for involvement of/ regular consultation with staff at all levels in health and safety.
- Ensure that appropriate documentation is in place for Health and Safety policies and procedures to enable all staff to understand and comply with these policies and procedures. The key document in this respect is the School's Health and Safety Manual a copy of which is available to all staff on the School's Shared Area.

- Maintain a commitment to continuous improvement in health and safety performance. To this end, develop an action plan when required identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored regularly by the Head and the Governors. Facilitate regular formal consultation with staff and student representatives on Health & Safety matters, including through the proceedings of the Health & Safety Committee.
- Provide advice and guidance on policy and the effectiveness of the School's procedures.

2.3. **Health and Safety Officer:**

- Promote a responsible and positive attitude towards health and safety by day-to-day management in accordance with the policy; and provide a safe environment for all in their areas of responsibility.
- Work with the Health and Safety Committee to ensure that adequate mechanisms are in place to consult effectively with employees and students and their representatives on health and safety matters.
- Arrange appropriate induction training for new employees, contractors and consultants working on site, maintain training records and ensure legal compliance with accident reporting procedures.

2.4. **HoDs**

- Ensure departmental teaching rooms provide obviously safe teaching environments.
- Ensure departmental lessons and activities have regard to Health and Safety policy and procedures and where appropriate have a dedicated Risk Assessment approved.

In addition, **HoDs of High-Risk Departments** such as Science, DT and PE

- Ensure teaching rooms are locked at any time a member of staff is not present.
- Ensure detailed Risk Assessments are in place which identify and address potential hazards in their subject area.
- Ensure dangerous substances are risk assessed and kept in locked facilities.

2.5. **All Staff, Volunteers, Visitors and Contractors:**

- Take all reasonable care of themselves and for the health and safety of others at Sir William Perkins's School and recognise that controlling health and safety risks is an essential part of everyone's daily life.
- Attend appropriate induction training/briefing in addition to any specific Health and Safety training deemed necessary for their role.
- Maintain all school buildings, traffic routes and grounds and monitor the ongoing effectiveness of equipment and systems, including emergency systems, to ensure the safety and security of all at the School.
- Report all issues of Health and Safety via siteteam@swps.org.uk If the issue is one of imminent danger the DFO or member of SLT should be informed immediately.

2.6. **Students:**

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe the health and safety rules of the School and, in particular, the instructions of staff given in an emergency.
- Report all issues of Health and Safety to a member of staff who must take appropriate action.

- Students and parents will be made aware of their responsibilities through publication of this Policy on the School's website.

3. KEY DOCUMENTATION

3.1. The School's key Health & Safety (H&S) policy and procedures are detailed in the following important documents. Copies of this documentation are available to staff and governors in the H&S area of the 'School Policies' area of the School's systems:

- H&S Policy
- H&S Manual
- H&S Supplementary Procedures

3.2 In addition, the School's approach to each of the areas below, where applicable, is set out in the H&S Manual:

- Training of staff in H&S, including risk assessment;
- Consultation arrangements with employees;
- Recording & reporting accidents to staff, students and visitors - including those reportable under RIDDOR;
- Policy and procedures for off-site visits, including residential visits and any school-led adventure activities;
- Dealing with H&S emergencies - procedures & contacts;
- First Aid and supporting medical needs;
- Occupational health services and managing work-related stress;
- Workplace safety for teachers, students and visitors;
- School security;
- Violence to staff;
- Manual handling;
- Slips and trips;
- On-site vehicle movements;
- Management of asbestos;
- Control of hazardous substances;
- Selecting and managing contractors;
- Maintenance, examination and testing of plant and equipment;
- Fire safety;
- Use of minibuses and other vehicles on School business.

4. MONITORING AND REVIEW

4.1. The Governing Body is ultimately responsible for the effective oversight, review and amendment of this policy and understands its legal obligation to do so.

4.2. This document will be reviewed and updated annually by the Director of Finance & Operations and the Head or as events or legislation requires.

Next scheduled review date: September 2025

Last reviewed: September 2024

Key updates in this version:

- Minor changes to text / reference links to aid clarify
- Updated job titles
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