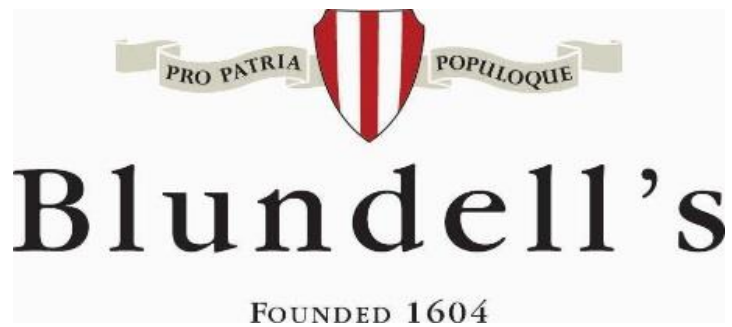


## MP - 01 Health & Safety Policy



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# 1 Statement of Intent

The Governors of Blundell's School & Blundell's Preparatory School recognise and accept that under the Health and Safety at work Act 1974 (the Act) they have a legal responsibility to provide so far as is reasonably practicable for the health, safety and welfare of all employees of the School, and also have certain duties towards pupils, the public, and people who from time to time use the premises of the school.

It is the policy of the Governors to take all necessary steps to meet their responsibilities under the Act; Regulations made under the Act and approved Codes of Practice. The Governors consider health and safety to be a matter of paramount importance in the School and will therefore take appropriate steps:

1. To provide and maintain safe and healthy places of work and systems and methods of work, with adequate facilities and arrangements for the welfare of all employees and pupils and to protect all employees, pupils and others (including the public) in so far as they come into contact with foreseeable work hazards.
2. To provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently.
3. To develop safety awareness amongst all employees and pupils.
4. To provide a safe environment for all visitors to the School, bearing in mind that these visitors may not be aware of the risks arising from aspects of use of the School's facilities.
5. To encourage full and effective two-way consultation on health and safety matters through the senior teaching and administrative and domestic staff in the School and the School's Health and Safety Committee.
6. To ensure that this Policy is used as a practical working document and that its contents are fully publicized.
7. To keep the details of this Policy under constant review and in line with changing safety practices and current legislation.

Information about specific aspects of Health and Safety contained in circulars and other documents from time to time should be brought to the attention of the School's Health and Safety Committee and through that Committee to the attention of all relevant employees.

The Governors wish to remind employees that under Section 7 of the Act:

**'It shall be the duty of every employee while at work –**

- a) To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work;**

**And;**

- b) As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.'**

## **2 Health and Safety Management System**

The School has introduced an H&S Management System based on the Occupational Health and Safety Assessment Series (OHSAS) 18001:2007. This standard accreditation may well be sought once the system is established but until then is a recognised benchmark against which the School will test its own management systems.

This will consist of a folder structure containing:

1. Policy (green) – Management Policies (MP-01 series)
2. Procedures (red) – Estates Procedures (EP-01 series) / Academic Procedures (AP-01 series)
3. Planning
4. Implementation & operation
5. Checking & Corrective Action
6. Management Review

The purpose of each Management Policy (MP) is to provide managers and supervisory staff with specific policy to enable them to comply with current legislative requirements relevant to their role. The documents will inform the reader as to the intent of the management system but its content may not be prescriptive.

Estates Procedures (EP) and Academic Procedures (AP) are intended to give advice and guidance to managers, supervisory staff and operational personnel on all operational matters. These documents set out procedure which if followed will meet the requirements of the system. In the main these are prescriptive and clearly set out responsibilities, and can cover a specific work task or procedure. Importantly these are procedural and not guidance and therefore failure to implement could lead to a non-conformance.

Staff with specific duties as identified in their job description should ensure that they are familiar with any EP's/AP's relevant to their post.