

This is the statement of general health and safety policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Kingswood School
The Proprietor
The Health and Safety Manager: Meral Barlow

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF: (Title)	ACTION/ARRANGEMENTS
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	The Proprietor	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work.	The Headteacher and Health and Safety Manager (HSM)	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees when they are working alone.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	The Health and Safety Manager	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety meetings or sooner if required.
To implement emergency procedures – evacuation in case of fire or other significant incident.	The Bursar and Senior Leadership Team and HSM	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	The Bursar and Health and Safety Manager	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Staff trained in safe handling/use of substances.

Health and safety poster is displayed:	In the staff washroom			
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regs) www.hse.gov.uk/riddor Tel: 0845 300 9923	The accident book (file) is kept outside the school office; staff should record details of all accidents and file them either in the staff or pupil section of the file. There is a first aid box in each classroom, one outside the school office and one in the school office. There is also a first aid kit available which is to be taken on all school outings/trips.			
Signed: M.Barlow (Health & Safety Manager.)	Headteacher	Date:	6 September 2024	
Signed: M.Beech (Headteacher)				
Subject to review, monitoring and revision by:	The Proprietor in consultation with the Headmaster and Bursar	Every:	12	months or sooner if work activity changes

Kingswood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

