

Health and Safety Policy Statement

General Policy Statement

The Chair of the Board of Governors at the Stephen Perse Foundation (the **Foundation**) recognises and accepts his responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare of all staff, students and anyone who may be affected by our work activities and undertakings. It will continue to be his policy to promote standards of health, safety and welfare and will comply with the Health and Safety at Work etc Act 1974.

The objective of the Health and Safety policy is to minimise risks to Health and Safety by appropriate risk assessment and control. In order to achieve this the Foundation accepts its responsibilities for Health and Safety and is committed to ensuring that proportionate time and resources are given to it in relation to other school matters.

In addition the Foundation recognises the requirement:

- to consult with staff on safety matters,
- to maintain premises, equipment and machinery to a safe and acceptable level,
- to provide staff with information, instruction and training on safety issues,
- to store chemicals, materials and equipment in a safe manner,
- to ensure safe and maintained access to and egress from Foundation premises,
- to ensure welfare arrangements are made, including the provisions of First Aid, and
- to provide Personal Protective Equipment (including instruction on use and maintenance).

Staff are legally obliged to co-operate fully in Health and Safety matters by acting in a safe manner and following the Health and Safety policies and procedures. This includes reporting of any accidents, incidents or hazardous conditions, attending training and ensuring they use the protective equipment provided.

The Chair of the Board of Governors has responsibility for Health and Safety. However, he has nominated the Heads of School with guidance from the Estates and Logistics Bursar and the external competent person to ensure competent advice is provided. Other responsibilities for health and safety have been assigned to Curriculum Leaders, Pastoral Leaders and Department Managers, as appropriate, and are described in the relevant departmental procedures.

The Chair of the Board of Governors will oversee an annual review of this policy and associated procedures to ensure their legal compliance and continuous improvement. Any amendments will be brought to the attention of all persons who need to be made aware.

Reviewed: March 2019

Approved by the Board of Governors on 28 March 2019