



## 6.02

### Health and Safety Organisation

The following health and safety guidance aims to set out the Management commitment to and procedures for the effective management of health and safety.

The strategic aims in respect of health and safety management are:

- To support and improve organisational performance through the provision of effective health and safety management.
- To eliminate and minimise risks to volunteers and all others affected by our business through the provision of a safe and healthy workplace and culture.

#### Health and Safety Policy Makers

- Overall and final responsibility for health and safety for Silverhill School & Day Nursery activities rests with the Management, who will:
- Accept formally their individual and collective role in providing health and safety leadership.
- Ensure that all corporate decisions reflect the health and safety intentions as recorded in the Health and Safety General Standards Policy.
- Establishment and overview of the health and safety management system.
- Promote a positive health and safety culture and review performance.
- Jointly approve and sign policy statements
- Through regular inspections maintain a strategic oversight of health and safety objectives

#### Health and Safety Planners

Heads of Department are accountable to the management for the continuing implementation of the Health and Safety Policy in areas under their control.

They are responsible for the health and safety of the staff and for others who may be affected by their work activities.

Heads of Departments are responsible for:

- Ensuring school health and safety policies and safety arrangements are implemented within the areas they control

- Ensuring relevant risk assessments are prepared that identify all significant hazards, establish appropriate control measures to eliminate or reduce the risks involved.
- Ensure the provision, so far as is reasonably practicable, of safe systems of work and regular workplace inspections
- Provide the necessary instruction, information, training and supervision for volunteers under their control.

### **Health and Safety Implementers**

Nominated members of staff occupy a critical role in the management of health and safety as their unique management position is such that they will be the first point of enquiry by staff and others and will usually be responsible for taking initial action when situations arise and prevents incidents evolving into accidents.

All those nominated will therefore be involved in:

- Assisting in the preparation of risk assessments, suitable control measures to be adopted and management of safe systems of work.
- Provision of the necessary instruction, information, training and supervision for volunteers under their control.
- Ensuring effective communication of health and safety information and the active participation of all staff, contractors and visitors in health and safety activities.

### **Staff**

Staff have a duty in law to take reasonable care of themselves and others who may be affected by their acts or omissions, particularly pupils who may not be aware of any risks involved. Full cooperation must be given to safety instructions and procedures in relation to all activities and equipment used and not to misuse or interfere with any safety equipment, machinery or substances provided for health and safety reasons. Staff should inform their immediate supervisor of any situation that might present a serious or imminent danger or of any shortcomings in any of the health and safety arrangements.

### **Contractors**

Contractors will comply with all matters as prescribed by the applicable Regulations and to report to the Facilities Manager prior to the commencement of any work.

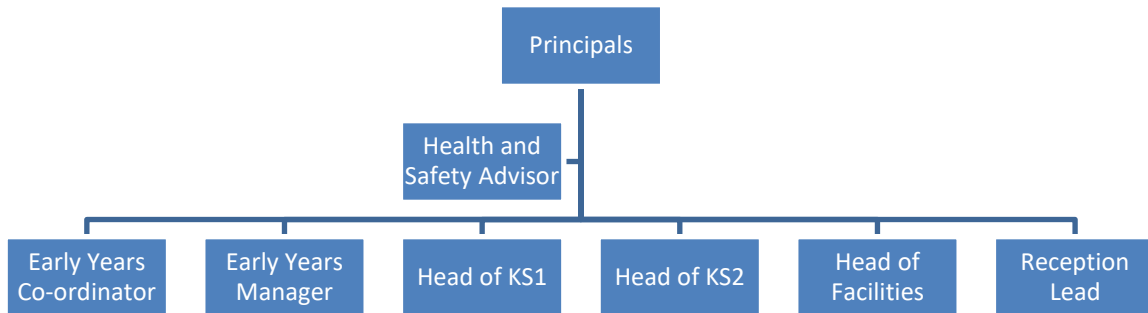
### **Enforcement Authorities**

Health and safety Executive & HSE Employment Medical Advisory Service  
 4<sup>th</sup> Floor  
 The Pithay  
 All Saints Street  
 Bristol  
 BS1 2NQ

This policy was adopted by	Silverhill School & Day Nursery
Date	January 2019
Review Date	January 2020
Name of signatory	Jenifer Capper
Role of signatory	Headmistress



## Organisation of Health and Safety Management



### H&S Policy Makers

- Principal

### H&S Planners

- Heads of Department

### H&S Implementers

- Nominated Specialists
- Staff