

# QUEEN ELIZABETH'S HOSPITAL

## HEALTH AND SAFETY MANUAL – SECTION 1.1

### HEALTH AND SAFETY POLICY – STATEMENT

1. The Governors of Queen Elizabeth's Hospital School (the School) recognise their responsibility under the Health & Safety at Work, etc. Act 1974 to provide for the health, safety and welfare of their employees, pupils, members of the public, and any others who may be affected by the activities of the School.
2. To this end the Governors will, so far as is reasonably practicable, fully comply with the requirements of the said Act, and such of its attendant Regulations as may apply, by making suitable and sufficient arrangements to:
  - a. develop and maintain safe systems of work;
  - b. give sufficient information, instruction, training and supervision to ensure the health and safety of all its staff, pupils and others working within its premises, and during sporting activities and visits away from the School;
  - c. protect the health, safety and welfare of visitors to the School;
  - d. provide competent technical information and professional guidance as required;
  - e. provide plant and equipment that is fit for purpose and maintained in accordance with the necessary requirements;
  - f. ensure the safe use, handling, storage, transportation and disposal of articles and substances;
  - g. maintain a safe and healthy place of work, with safe access to/egress from that place of work;
  - h. positively consider the environmental impact of all School activities; and,
  - i. formally consult with employees on all matters having effect on their health, safety and welfare at work.
3. Without detracting from the responsibility of the Governors, day-to-day management of Health and Safety within the School rests with the Headmaster, the Bursar, Heads of Department and others as detailed in the 'Organisation' pages of this Policy. Arrangements for the implementation of the Policy are outlined in the 'Arrangements' pages, with further details in the relevant sections of the School's Health and Safety Manual.
4. The three parts of this Policy (Statement, Organisation and Arrangements) form Section 1 of the Health and Safety Manual, which also contains School-wide procedural documentation and Departmental Health and Safety Policies and procedures. The Health and Safety Manual is available for reference via the School intranet; a printed 'master copy' will be held in the Bursar's office.
5. The Governors will monitor the Health and Safety performance of the School via chairmanship of the School Health & Safety Committee and regular reports from the Bursar.
6. The Governors recognise that risk is inherent in most human activities and that it is impossible to avoid them completely. However, by the use of formal Risk Assessment processes the School will identify any significant risks associated with the work/workplace and put in place any necessary control measures to reduce those risks to an acceptable level.
7. Staff are reminded of their Statutory Duty to take reasonable care for the health and safety of themselves and others, and to co-operate with their employer in the implementation of this Health and Safety Policy.
8. This Health and Safety Policy, and the various sections of the Health and Safety Manual, will be reviewed at least annually; any amendments will be brought to the notice of all staff that may be affected by them.

Signed



**D Smart**  
**Chairman of Governors**

17/3/16