

HEALTH & SAFETY POLICY STATEMENT

This policy applies to all staff, pupils, volunteers, contractors and visitors to the school including those in EYFS. We aim to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such training & supervision as they need for this purpose. We also have responsibility for the health & safety of pupils, guests, visitors and contractors on the school's premises and for pupils, teachers and others when participating in off-site activities elsewhere. Charlotte House School encourages the active participation of all staff in the achievement of our safety goals. We encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the School and the Health and Safety Committee.

The allocation of duties to implement this policy is set out below:

- School Governors provide leadership by developing a culture within the school that incorporates health and safety into all activities.
- The Head and Bursar ensure effective implementation of the policy by making arrangements for the involvement of staff at all levels in health and safety.
- The school's Health and Safety Consultant provides advice and guidance on policy and the effectiveness of School's procedures.
- The Head and Bursar promote a responsible attitude towards health and safety by day-to-day management in accordance with the policy and provide a safe environment for all in their areas of responsibility. They also arrange induction training for new employees, maintain training records and ensure legal compliance with accident reporting procedures.
- The Senior Management Team and Support Staff monitor the ongoing effectiveness of facilities, equipment and systems, including emergency systems to ensure the safety of all at Charlotte House School.
- Staff, pupils, visitors and contractors are expected to take all reasonable care of themselves and for the health and safety of others at Charlotte House School and recognise that controlling health and safety risks is an essential part of everyone's daily life.

Our policy will be kept up-to-date and in line with changes in current legislation. To ensure this, the policy and the way in which it has operated will be reviewed regularly.

Oct 2019