



Loreto Convent School

Gibraltar

HEALTH & SAFETY POLICY

This policy reflects the ethos of Loreto Convent School and has been compiled and reviewed with the involvement of children, staff and Governors.

Loreto Convent School regards the management of health and safety in relation to all children, employees, other staff working on our premises and visitors, as an integral part of its business and as a management priority. It is our policy that all activities and work will be carried out in a safe manner and we will ensure the health, safety and welfare of those who may be affected by our activities.

Introduction

All staff have the right to work in places where risks to their health and safety are properly controlled. Loreto Convent School is responsible for health and safety, but everyone is expected to share this responsibility.

Employees are expected and encouraged to be proactive on health and safety issues as part of the continued development of the health and safety culture of the organisation. Proper management of health and safety issues is seen as an integral part of the efficient management of the school's activities, and critical to developing the professional culture of the organisation and establishing and maintaining a solid reputation. All employees, contractors and sub-contractors are required to cooperate with the organisation in implementing the policy and shall ensure that their own work is without risks to themselves and others as far as reasonably practicable.

2 Aims & Objectives

This policy has two objectives:

- To provide a safe working environment and to ensure that all operations are carried out in accordance with the Health and Safety Policy and rules.
- To secure the co-operation and involvement of all individuals in achieving safe working.

Compliance with current health and safety legislation is regarded as the absolute minimum standard acceptable. Under the provisions of the Health and Safety at Work Act 1974 the employer and employee have specific duties so far as it is reasonably practicable to:

2.1 Employer:

- a) Provide and maintain a working environment (systems of work) for employees that is safe and without risks to health and adequate as regards facilities and arrangements for welfare at work.
- b) Conduct the business in a manner which will not put at risk the health, safety and welfare of other persons not in our employment whether working on or visiting our premises.
- c) Maintain means of access to, and exit from, places of work that are safe and without risks to health.
- d) Decide what could harm individuals and the precautions to stop it. This is part of risk assessment.
- e) Clearly explain how risks will be controlled and who is responsible for this.
- f) Make arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- g) Provide any equipment and protective clothing you need, and ensure it is properly looked after.
- h) Provide adequate first aid facilities.
- i) Provide such information, instruction, training and supervision as is necessary to ensure the health and safety of employees.
- j) Ensure that each person is aware of their individual duties and responsibilities by bringing this policy to the attention of all staff and to ensure its compliance.
- k) Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's health and safety is protected.
- l) Ensure full consultation on Health and Safety matters will take place between management and staff as and when required or when new and improved work practices are investigated.
- m) Enforce a disciplinary system where a breach of this policy or some serious negligent act places persons in danger or affects their health.
- n) Report major injuries at work to the Headteacher.
- o) Modify this policy as required by amended regulations.

2.2 Employee:

- a) Take reasonable care of own and other people's health and safety.
- b) Cooperate with the employer on matters relating to health and safety.
- c) Follow the training received when using any work items the employer has given.
- d) Tell the Headteacher if they think the work or inadequate precautions are putting anyone's health and safety at serious risk.
- e) Personally risk assess all activities undertaken and adopt the principle that if you cannot do it safely, don't do it.

3 FIRE SAFETY

Staff can get advice on fire safety from the Deputy Headteacher.

If staff are worried about health and safety in the workplace, they should talk to the Headteacher.

Seen by Governing Body: