



Notting Hill & Ealing High School GDST

Health & Safety Policy (Whole school including EYFS)

Notting Hill & Ealing High School, a GDST school, is subject to the **GDST Health & Safety Policy** and the advice and information contained in the **GDST's Notes of Guidance, Health & Safety** section.

The organisation of health and safety within the school is detailed in the document '**Health & Safety Organisation at Notting Hill & Ealing High School**' and is available from the school office on request.

GDST Health & Safety Policy Statement

The Council of The Girls' Day School Trust (GDST) ('the Council' and 'the Trust' respectively), and the Board of GDST (Enterprises) Ltd recognise and accept that under the Health & Safety at Work etc, Act 1974 ('the Act') and in particular The Management of Health and Safety at Work Regulations 1999 (as amended) they have legal responsibility to provide, so far as is reasonably practicable, for the health, safety and welfare of all their employees and also that they have certain duties towards pupils, the public, and people who from time to time use their premises.

It is the policy of the Council and the Board, through a risk management approach, to meet its responsibilities under the Act, Regulations made under the Act and approved Codes of Practice, and it will therefore take appropriate steps to:

1. Provide and maintain, as far as is reasonably practicable, safe and healthy places of work; safe plant, equipment and machinery, safe systems and methods of work; safe methods of using, handling, storing and transporting articles and substances; and adequate facilities and arrangements for the welfare of all employees and pupils.
2. Provide all employees and pupils with the information, instruction, training and supervision that they require to recognise and manage risk.
3. Provide and maintain a safe environment for all visitors to the schools of the Trust, Trust Office and other Trust premises, bearing in mind that these visitors may not be aware of all the risks arising from their use of the Trust's facilities.
4. Manage risks to all employees, pupils and others (including the public) in so far as they come into contact with foreseeable work hazards.

5. Develop risk awareness amongst all employees and pupils.
6. Consult and co-operate with partners working with the Trust in delivering its services to ensure that foreseeable health, safety and welfare risks arising from such working are suitably and sufficiently managed.
7. Consult on health and safety matters through the Executive Officers of the Trust and Heads with all relevant teaching and other staff in the schools and each school's Health & Safety Committee and with staff at Trust Office.
8. Continually improve the standards of health and safety in line with good practice models.
9. Ensure that this Policy is used as a practical working document and that its contents are fully publicised.
10. Keep the details of this Policy under regular review and in line with changing safety practices and current legislation.

The Trust is determined that excellent standards of health, safety, welfare and risk management are achieved in all its schools, and has developed a 'Health & Safety Strategy' to achieve this. The Trust requires all schools to implement the 'Health & Safety Strategy Project Plan' and attain the standards set out in the 'Health and Safety Notes of Guidance'.

Detailed guidance on Health & Safety is published in the Trust's 'Notes of Guidance', the Health and Safety Sharepoint site, Circulars, Safety Alerts and other documents sent from Trust Office to the schools. Heads, school Health and Safety Co-ordinators, and other Heads of Department who receive this information should ensure that this information is brought to the attention of all relevant employees, properly actioned, and brought to the attention of the school's Health & Safety Committee.

The Council wish to remind employees that under section 7 and 8 of the Act every employee has a duty whilst at work:

- To take reasonable care of their own health and safety
- To take reasonable care of the health and safety of other people
- To cooperate with their employer in order that they can fulfil their duties
- Not to interfere or misuse anything provided for health and safety.

Any member of staff who fails to observe the requirements of any part of the Policy will be the subject of disciplinary proceedings in accordance with his/her Contract of Employment.

Signed: **Lorna Cocking**
(Chairman of the Council)

Date: **4 July 2012**