



## HEALTH & SAFETY POLICY GENERAL STATEMENT

1. The Principal as the employer recognises that it has a duty of care towards its staff, both teaching and non-teaching and its students and members of the public (such as visitors who may use the premises).
  - a. This duty which is set out under the Health and Safety at Work Act 1974 will be discharged through the offices of the Principal, Health and Safety Officer and the Director of Studies.
2. To meet this duty the Principal expects senior members of staff and certain nominated persons to regard health and safety as at least as important as any other duty and not as an extra. Members of staff who identify any practical conflict between health and safety and other priorities must bring this to the attention of the Principal, Health and Safety Officer and the Director of Studies.
3. The Principal will be responsible for ensuring compliance with Suzanne Sparrow Plymouth Language School Health and Safety Policy. The Principal has appointed a Health & Safety Officer to coordinate and oversee the school's Health and Safety Policy with the assistance of the Director of Studies on matters relating to the premises and plant.
4. The Health and Safety Officer, will keep abreast and up-to-date on health and safety issues and will generally circulate relevant information to the teaching staff.
5. Members of staff will be given training (either in-service or on external courses), where necessary to complement their knowledge and experience in respect of special health and safety risks.
6. This Policy will not be effective unless all staff co-operate with the Principal, Health and Safety Officer and the Director of Studies in taking every practicable precaution to protect their own health and safety and that of students and other persons affected by those activities.
7. Members of staff owe a special duty of care to students, especially teaching staff who may also be in the position of "Loco-parentis". This duty can only be discharged by careful attention to the way in which they plan and supervise teaching periods, field trips and practical studies etc.
8. All accidents, whether to students, teaching or non-teaching staff are to be entered in the Accident book in the school Office.
9. The Principal and Senior Members of Staff are aware that the activities of students and employees may affect the external environment and will pay full regard to the implications of the Environmental Protection Act 1990 - taking particular notice of the duty of care in respect of waste.
10. Written Risk Assessments will be maintained of the risks to the health and safety of students and employees whilst they are on the school's premises and grounds as required by the Management of Health and Safety at Work Regulations 1992. It is the Health and Safety Officer's responsibility for all activities associated directly with the school. Other members of staff will be responsible for assessments for activities they organise and run (extra-curricular activities, sports, a visit etc.) Risk Assessments are available for the activities for which the school is responsible.
11. This Policy will be regularly reviewed and new or unusual hazards will be communicated to all affected persons.