



**CRANLEIGH**  
EX CULTU ROBUR

## HEALTH AND SAFETY

In this policy document, when the expression 'School' is used, it relates to both Cranleigh School and Cranleigh Preparatory School.

### STATEMENT OF INTENT

Cranleigh School is committed to ensure, so far as is reasonably practicable, that:

- All employees are safeguarded fully in respect of health, safety and welfare whilst at work.
- Pupils and members of the public including parents, visitors and contractors' employees who enter our premises are not exposed to any health and safety risks during the course of their business.
- No work is carried out by the school or a contractor that is liable to expose employees, pupils or members of the public to hazards to their safety or health unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced.
- All contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety including, where necessary, a written statement of policy, suitable and sufficient risk assessments covering the work for which they are engaged, adequate resources to undertake the work and appropriate insurance.

The Governing Body has the ultimate responsibility for the implementation of this policy and they undertake to ensure that the requirements of all Health and Safety legislation are implemented. The Heads are responsible for this policy within their respective schools and the Director of Operations within his department. Any matters that cannot be resolved at this level must be referred to the Governing Body.

The School's general objectives are:

1. To provide conditions and systems of work for all employees which minimize the risk of danger to their safety or health. This requires risk assessments to be carried out, as appropriate, to enable hazards and risks to be identified, effective control measures implemented and standards of safety to be adopted and enforced.
2. To ensure that all plant and equipment is fit for purpose and acquired through reliable sources; that it is maintained and inspected regularly and where necessary inspected in accordance with statutory requirements, and that none will be used knowingly when it presents any risk to the safety of the staff, pupils, or the public.
3. To provide a safe place of work for all employees and a safe environment for pupils and others who may visit the School from time to time, paying particular attention to the provision of means of access and egress that are safe and without risks to health.
4. To provide comprehensive information, instruction, training and supervision to ensure the health and safety at work of all employees and pupils.
5. To ensure that the health, safety and welfare of all employees, pupils, and members of the public are kept under continuous review by management at all levels.
6. To ensure arrangements are made for the safe storage, handling and transport of articles and substances that could cause harm.

7. To ensure the School will have and maintain up to date documented emergency procedures; to ensure that all employees and pupils are familiar with them; and to ensure that emergency drills are practiced on a regular basis (at least once a term).

The School's specific objectives for the current year with regard to Health and Safety are:

1. To improve staff engagement and well-being.
2. To monitor more closely the School's Health and Safety performance through regular workplace inspections and ad hoc safety tours.
3. To increase the involvement of the whole workforce in Health and Safety matters by encouraging them to be actively involved in the preparation of risk assessments and/or safe systems of work so that communication about Health and Safety matters is open and transparent.
4. To continue to monitor speed of vehicles on campus and challenge inappropriate driving whilst also considering and developing plans for further pedestrianisation and better traffic flow on site.

This policy is dependent upon the total co-operation of every person who works for the School and indeed all employees have a legal duty to:

1. Take reasonable precautions in safeguarding the health and safety of themselves and others
2. Observe all Health and Safety rules and procedures as laid down by the School and use all health and safety equipment provided.
3. Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, injury, illness or damage.
4. Ensure that no person uses a hazardous machine unless they have been fully instructed as to the dangers and the precautions to be observed and either have received sufficient training in work at the machine or are being supervised by someone with a thorough working knowledge and experience of the machine. No person under the age of 18 years should be allowed to dismantle or clean a hazardous machine, nor should they be allowed to operate machinery which is forbidden by specific legislation.

## CONSULTATION AND SUPERVISION

The Director of Operations is charged with holding a Health and Safety committee meeting each term and for ensuring that there is staff representation from all departments.

Health and Safety will be a standing item at termly Buildings and Estate Committee meetings and at the termly meeting of the Governing Body.

This policy will be monitored to ensure it remains effective and will be regularly reviewed and revised as necessary (for example because of, but not limited to, an increase of incidents, change in legislation or action by an enforcing authority, or any other factor which may call its validity into question) or in the absence of any necessary revisions, at intervals of no greater than 12 months.

Signed:



**Date: 31.08.23**

Policy reviewed August 2023