

# Abberley Hall Health & Safety Policy Implementation

To implement its Health & Safety Policy the School will:

- Appoint and name a health and safety officer (Steve Joyce) who in association with the Headmaster will be responsible for health and safety.
- Endeavour to eliminate environmental hazards and encourage the reporting of hazards by teachers, pupils and staff.
- Look into conditions and practices reported to be unsafe and investigate all accidents that are reported.
- Publish Safety Rules for each workshop, laboratory and workplace and carry out periodic safety inspections as appropriate.
- Ensure that all employees are aware of correct safety in the workplace and where appropriate arrange training.
- Ensure that safety instructions are given to pupils where appropriate.
- Make every effort to ensure that appropriate protective clothing is worn by staff and pupils where necessary.
- Maintain adequate accident reporting, follow-up procedures and recording.
- Make adequate provision for fire prevention, fire fighting and fire evacuation procedures including practices in consultation with the local Fire Service.
- Ensure that there are fire evacuation notices and signs indicating primary and secondary routes and assembly points.
- Ensure that there is a master evacuation/assembly chart in the main entrance of appropriate buildings.
- Operate a 'preventative maintenance' system.
- Include within the annual financial estimates provision to assist with implementation of this policy.

- Prominently display a copy of this document for the benefit of employees and those residing in the school building.
- Ensure that medical facilities are readily available and that qualified first aid personnel and/or appointed persons are nominated in accordance with the Health & Safety (First Aid) Regulations 1981.
- Systematically review all training needs, safety and welfare and, where appropriate, to ensure that this safety policy be modified or supplemented by further statements relating to the work of particular departments or groups of employees