



## HEALTH & SAFETY POLICY

(This policy relates to the whole College including EYFS)

**Responsible person:** Bursar  
**Last reviewed:** October 2024  
**Next review date:** October 2025

## **Part 1: General Statement of Health and Safety Policy**

This is a Statement of Organisation and Arrangements for the School. In accordance with the Health and Safety at Work etc. Act 1974, it is the policy of St Columba's College to ensure, so far as is reasonably practicable, the safety, health and welfare of all employees, contractors, pupils, visitors, and other persons who may be affected by the College's activities. The successful implementation of this policy requires the full support and active co-operation of all staff, governors, contractors, and pupils of the College.

The College will, so far as is reasonably practicable:

- a) ensure that adequate resources are made available to ensure the effective implementation of this policy and to ensure the health and safety of staff and others affected by the College's activities;
- b) ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice;
- c) ensure that suitable and sufficient assessments are undertaken and recorded of all significant health and safety risks to staff, governors, visitors and other third parties, from its work activities and that any control measures adopted are selected using the hierarchical approach to risk control required by the Management of Health and Safety at Work Regulations 1999;
- d) provide and maintain plant and systems of work that are safe and without risks to health;
- e) make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- f) maintain any place of work under its control in a condition that is safe and without risks to health;
- g) provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;
- h) provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and Governors, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working in our premises;
- i) provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work;
- j) give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information;
- k) make arrangements for the provision of a suitable occupational health service for staff;
- l) monitor health and safety performance to verify that this policy and health and safety standards are being maintained and progressively improved;
- m) develop and maintain a positive and proactive health and safety culture; ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters.

The College recognises health and safety as an integral element of its organisation, and it will be given equal status alongside other management functions. The College is committed to continuous improvement in health and safety performance and to this end have developed a Health and Safety Action Plan identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored termly with help of the Health and Safety Committee, the College Leadership Team and the Board of Governors.

The College will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the College. The College will ensure that this policy is effectively communicated to all staff by an appropriate method as listed in the health and safety management plan.

All contractors and consultants working for the College are required to comply with this policy.

The College will establish procedures for the appointment and management of competent contractors that undertake the work on their behalf.

The College is committed to playing an active role in the implementation of this occupational safety and health policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments. Kindly refer to details in the health and safety management plan.

The College and Board of Governors will review and sign off this Policy Statement annually.

Failure on the part of any College employee, irrespective of their position, to comply with this Policy, including any safe system of work, may render that employee liable to disciplinary action and could result in criminal/civil proceedings.

Signed   
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Chair of Governors, for and on behalf of the Board

Dated   
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