

Key Elements of a Health and Safety Policy

- A general statement of policy
- Delegation of duties as allocated tasks
- Arrangements made to put in place, monitor and review measures necessary to reach satisfactory health and safety standards
- Training of staff in health and safety including competence in risk assessment
- Off-site visits including school-led adventure activities
- Selecting and controlling contractors
- First-Aid and supporting pupils' medical needs
- School Security
- Occupational health services and work-related stress
- Consultation arrangements with employees
- Workplace safety for teachers, pupils and visitors
- Violence to staff
- Manual handling
- Slips and trips
- On site vehicle movements
- Management of asbestos
- Control of hazardous substances
- Maintenance and when necessary examination and test of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety.
- Recording and reporting accidents to staff, pupils and visitors - including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- Fire safety, including testing of alarms and evacuation procedures
- Dealing with health and safety emergencies - procedures and contacts