

HEALTH AND SAFETY POLICY



CATERHAM
SCHOOL



CATERHAM
PREP

HEALTH AND SAFETY POLICY- PART B- ORGANISATION

CATERHAM SENIOR AND PREPARATORY SCHOOL (CATERHAM SCHOOL)

WATERLOO ROAD, CATERHAM, SURREY, GU8 0YB

[REDACTED]

ORGANISATION FOR HEALTH & SAFETY

**CATERHAM PRE PREPARATORY, PREPARATORY AND SENIOR SCHOOL
(CATERHAM SCHOOL)**

INTRODUCTION.

This document sets out the designation of responsibility for health and safety within the school and overall management arrangements.

RESPONSIBILITY

The Trustees

The Trustees of Caterham School are responsible under the terms of the Health and Safety at Work Act 1974 for the health and safety of all persons who are in the school premises.

[REDACTED]

Director of Estates

The Director of Estates acts as the Health and Safety Coordinator for the school. He will;

[REDACTED]

[REDACTED]

Deputy Head – (Co-curricular and Operations)

The Deputy Head (Co-curricular and Operations) is the Educational Visits Coordinator (EVC) for the school. She is responsible for ensuring the arrangements for school trips are in place and checking detail of individual trips.

[REDACTED]

Every Head of Department and every employee with a supervisory role is responsible for ensuring as far as is reasonable and practical the safety of staff, pupils and other persons in their area of responsibility.

Ensure that the departments and areas under their control are managed and run in accordance with

[REDACTED]

All Staff

Each individual must

be carried out in accordance with this policy, procedures, risk assessments and

associated documents

Consultation and Communication of Health and Safety

The school has a Health and Safety Committee, which meets termly and is attended by Heads of

[REDACTED]

to oversee and monitor the effective implementation of the safety policy, regularly review the contents

[REDACTED]

of the safety policy, consult with employees on matters concerning health and safety, to discuss any

[REDACTED]

Training

The School will provide employees with the following health and safety training:

- Induction training is provided to every new employee by the Director of Estates and includes general health and safety information, our policies and risks associated with the role. Training will also include arrangements for accident reporting, first aid and fire.
- Specific training as detailed in the training matrix.
- Additional health and safety training as they take on new responsibilities or are exposed to or manage additional risk.

Details on training are provided



Department to identify through the risk assessment process what training is necessary within their departments and maintain a local matrix and records accordingly. The school subscribes to the eLearning provider iHasco and this system is used to provide some training as eLearning.

Compliance Management and record keeping

SPECIFIC ARRANGEMENTS

Part C of the health and safety policy details the specific arrangements covering areas and activities

[REDACTED]

where significant risks have been identified. In broad terms, these describe the arrangements for matters outside the specific risks of an individual department. For example, this specifies details on fire prevention, the use of the School minibuses, electrical safety etc. In addition - and these are just as

[REDACTED]

individual Departments are prepared by the Head of the Department and can be obtained from that department and on the school U Drive