

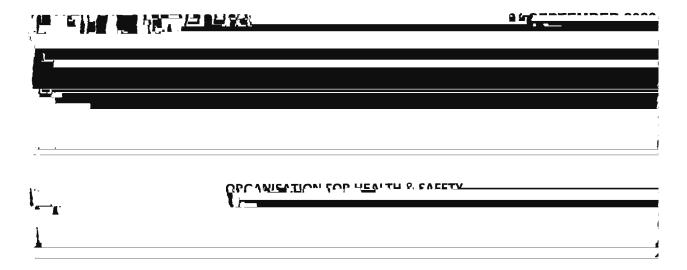
CATERHAM SCHOOL

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CATERHAM PREP

HEALTH AND SAFETY POLICY- PARTIR- ORGANISATION

CATERHAM SENIOR AND PREPARATORY SCHOOL (CATERHAM SCHOOL)



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

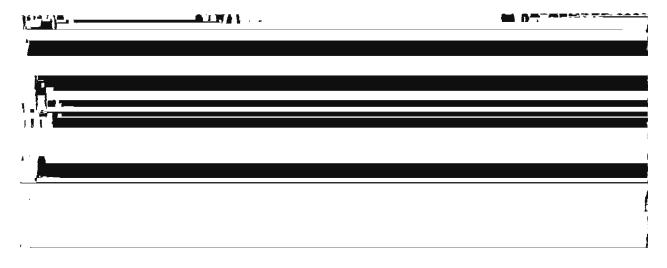
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Director of Estates

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

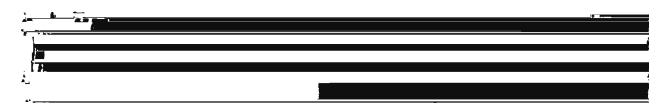




Deputy Head – (Co-curricular and Operations)

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.



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.

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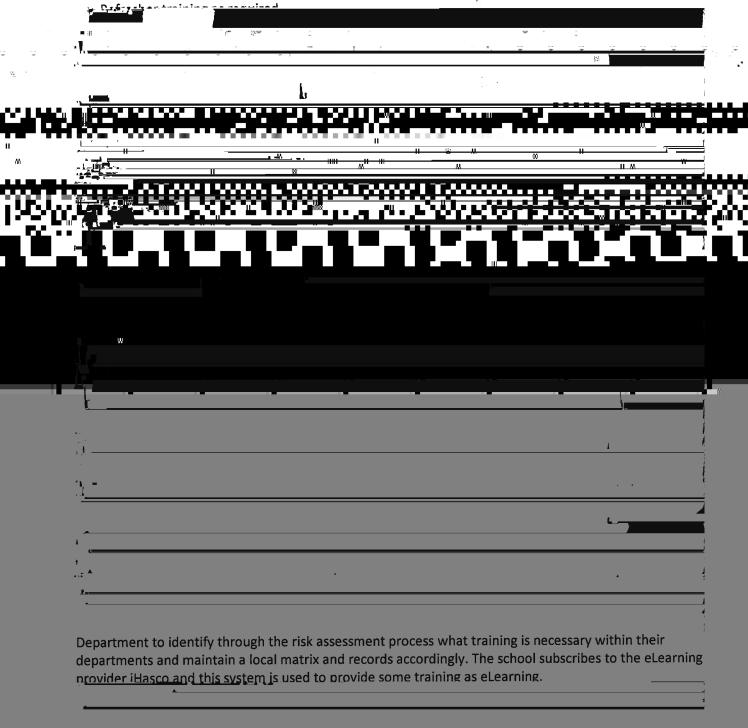
Consultation and Communication of Health and Safety

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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.



Compliance Management and record keeping

SPECIFIC ARRANGEMENTS

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where significant risks have been identified. In broad terms, these describe matters outside the specific risks of an individual department. For example, prevention, the use of the School minibuses, electrical safety etc. In addition	this specifies details on fire n and these are just as
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individual Departments are prepared by the Head of the Department and can be obtained from that department and on the school U Drive