



## Sussex Business School Limited

### Health and Safety Policy

This statement is issued in accordance with the Health and Safety at Work Act (1974).

#### General Guidelines

It is the policy of the School, so far as is reasonably practicable, to:

1. establish and maintain a safe and healthy environment throughout the school;
2. establish and maintain safe working procedures among staff and pupils;
3. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
5. maintain all areas under the control of the School in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
6. formulate effective procedures for use in case of fire and for evacuating the school premises;
7. lay down procedures to be followed in case of accident;
8. teach safety as part of students' duties where appropriate;
9. provide and maintain adequate welfare facilities.

#### Responsibility of the Management

The Management Team is responsible for implementing this policy within the school. In particular, they will:

1. monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
2. prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
3. make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information issued by the School;
4. make arrangements for the implementation of the School's accident reporting procedure and draw this to the attention of all staff at the school as necessary;
5. make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed;
6. ensure that regular safety inspections are undertaken.
7. arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe;
8. report to the Landlords any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
9. monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
10. identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.



## **Responsibilities of Staff towards the Students**

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. exercise effective supervision over all those for whom they are responsible, including pupils;
2. be aware of and implement safe working practices and to set a good example personally. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
3. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
4. provide written job instructions, warning notices and signs as appropriate;
5. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
6. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
7. evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
8. provide the opportunity for discussion of health and safety arrangements;
9. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
10. provide for adequate instruction, information and training in safe working methods and recommend

## **Responsibilities of all Employees**

All employees have a responsibility under the Act to:

1. take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
2. co-operate with the Management and others in meeting statutory requirements;
3. make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Management;
4. ensure that tools and equipment are in good condition and report any defects to the Management;
5. ensure that offices & general accommodation are kept tidy;
6. ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Management.

## **Responsibilities of Students**

All students are expected, within their expertise and ability, to:

1. exercise personal responsibility for the safety of themselves and their fellow students;
2. observe standards of dress consistent with safety and/or hygiene;
3. observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
4. use and not willfully misuse, neglect or interfere with things provided safety purposes.

## **Visitors**

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.



## **Fire and Emergency Procedures**

1. The school's procedures for fire and emergency evacuation are posted in the school entrance hall and in each classroom;
2. These procedures will be updated as appropriate;
3. Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

## **First Aid and Accident Reporting Procedures**

1. First Aid is available in the Staff Room and an additional First Aid box is in the Administration Office;
2. The name of the First Aid appointed person is posted in the Administration Office;
3. The person responsible for administering the accident reporting procedure is posted in the Administration Office;
4. The accident book and report forms and the arrangements to be followed if the person injured is unable to complete an accident report form or who is not an employee of the Authority are to be found in the Staff Room.

## **Management Responsibility**

The Centre Manager is responsible for ensuring the practical implementation and maintenance of this Policy.

The Managing Director has executive responsibility for the School's Health & Safety Policy.