



POLICIES/REGELVERK

Intentions / Aims of Health and Safety Policies *Intensjoner / Mål for HMS*

Prepared by: Head Teacher
Approved by: The Governors
Last updated: 07.11.2024
To be reviewed: 01.01.2026

The statement is issued in accordance with **Health and Safety at Work Act 1974**. This Act states that employers employing five or more persons, in our case the Norwegian School in London Ltd., have a duty to issue statements of policies to staff. The policies are normally implemented by the Head Teacher of the school, and should be working documents, which ensures a safe and healthy environment in which to work.

Why is a written policy necessary?

- **Every child has a right to be in a safe and healthy environment, as do employees of the school.**
- **We are required by law to have up to date Health and Safety policies which is always accessible, and which covers the main areas. They must undergo a performance review and measurement at least annually. The three main areas are:**
 - 1. Statement of intent**
 - 2. Organisation of people / duties in order to implement the policies**
 - 3. Clear and up to date systems, records and procedures for Health and Safety in School.**

The aim for The Norwegian School in London is to provide a safe and healthy environment for pupils, staff and visitors.

- Safe means that there are no accidents, incidents or injuries, which could be avoided by good safety management procedures and the practical implementation of the policy.
- Healthy means that there is no working or school-related illness (serious or otherwise) that result in more than three days absence.



What the law requires here is what good management and common sense would lead employers to do anyway: that is to look at what the risks are and take sensible measures to prevent them.

Responsibility of the Head Teacher

Overall responsibility for the day-to-day management of health and safety in the school rests with the Head Teacher.

As a manager of the establishment and all the activities carried on within it, the Head Teacher will advise the Governors in all areas of health and safety concerns which may need to be addressed by the allocation of funds.

The Head Teacher has responsibility for:

- Communicating the policies to the relevant parties
- Ensuring there is an adequate system in place for undertaking risk assessments
- The implementation and monitoring of the establishment's health and safety arrangements, which form part of these policies
- Ensuring all staff are provided with adequate information, instruction and training on health and safety issues
- Ensuring that the establishment has emergency procedures in place
- Ensuring there is no misuse of equipment etc.
- Ensuring that the premises and equipment are maintained in a serviceable condition

The Head Teacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day-to-day responsibilities for health and safety within the establishment.

Responsibilities of Employees

Staff must be aware that they are obliged to take care of their own health and safety whilst at work, along with that of others who may be affected by their actions.

All employees at the school have a responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work
- Comply with the School's health and safety policies and procedures at all times
- Report all accidents and incidents to the appropriate person



The Norwegian School in London

Founded 1982

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- Cooperate with school management on matters relating to Health and safety
- Report all defects in condition of premises or equipment and any health and safety concerns immediately
- Report immediately any shortcomings in the arrangements for health and safety