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# **BST Health and Safety Policy**

The British School in Tokyo  
School Policy Document

# BST Health and Safety Policy

## Introduction:

This policy is produced in respect of both The British School in Tokyo (Shibuya) and the British School in Tokyo (Showa). It takes into account the Japanese Authorities' guidance for schools and Japanese employment regulations. Where appropriate, BST has referred to UK Health and Safety guidelines for schools.

## Aims and Objectives:

Without prejudice to the generality of the above the school aims to ensure, so far as is reasonably practicable and within the limits of normal risk, that:

1. Plant, equipment and systems of work are safe and without undue risks to health
2. The handling, storage or transport of articles and substances will be safe and without undue risk to health
3. Information, instruction, training and supervision will be provided as necessary, to ensure the health and safety of employees, and those who are affected by the work of the school
4. The sites are maintained in a safe condition and without undue risks to health
5. Access to and exit from the sites is maintained in a condition that is safe and without undue risks to health
6. A working environment is provided that is safe and without undue risks to health
7. There are adequate arrangements for staff welfare at work and the welfare of students and other visitors

## Organisation:

BST Trustees will :

- Instruct the Principal to produce a school Health and Safety Policy for approval and regular review by the Board of Trustees
- Allocate sufficient funding for health and safety (eg training)
- Review the results of regular safety inspections
- Monitor the establishment and maintenance of a positive Health and Safety culture

The Principal will ensure that:

- A school Health and Safety Policy is produced for approval by the Board of Trustees and that the policy is reviewed and revised as necessary
- Risk assessments of work activities are undertaken where required, that a written record of the assessments is kept and that the assessments are reviewed regularly and when they are no longer felt valid
- Safe systems of work identified via risk assessment or to comply with Japanese standards and guidance, are monitored to ensure that they are followed and effective
- Information and advice on Health and Safety is acted upon and circulated for the attention of staff and Trustees where necessary
- Regular safety inspections are undertaken in accordance with Japanese Law
- An annual report is provided to the school Trustees on health and safety
- The School cooperates with Tokyo Metropolitan Government in meeting its legal requirements in respect of the monitoring of health and safety practice and procedures
- Staff are competent to undertake the tasks required of them, and are provided with any necessary training, equipment or other resources to enable the tasks to be undertaken safely
- Health and safety duties are delegated to the Health and Safety Manager. The duties are clearly defined, the employee is competent to carry them out and sufficient resources are allocated to enable them to be carried out

The Health and Safety Manager will ensure that:

- All health and safety information sent to the school is disseminated to staff and Trustees as necessary
- The Principal and Trustees are advised on action required to comply with relevant health and safety legislation
- In consultation with the Principal and Trustees, time scales are set and necessary work is arranged to meet the requirements of the health and safety legislation
- Regular safety inspections are carried out

BST employees (including site staff, cleaners and volunteers) will ensure that:

- They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions at work
- Any defects noted within the plant equipment, machinery or the work place generally, are reported immediately or as soon as practicable to their line manager or other designated person
- Anything provided for health and safety reasons is not misused
- Any accident, near miss incident, dangerous occurrence or case of ill health arising out of work, is reported and that they cooperate with any investigation of such accident or incident
- They cooperate with the senior leadership team with respect to complying with Health and Safety requirements

BST Students will ensure that:

- They comply with school rules related to general behaviour
- They take note of and comply with information provided for safety with regards to activities undertaken
- In cases of emergency, they remain quiet, listen and follow instructions given by staff
- They do not misuse anything provided for health and safety reasons



Paul Tough  
Principal