



## HI. PART 1: GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

*Our mission is to develop happy, confident and successful children  
who are well prepared for their future.*

ISSR no.	11
Policy Owner	Bursar
Reviewed by Bursar	01.02.24
Reviewed by Headteacher	05.02.24
Reviewed by Governing Body (F&GP) and (FGB)	12.02.24 and 20.03.24
Renewal date (by)	31.03.25



## **RESPONSIBILITIES FOR H&S**

As governors of Westbrook Hay School, we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as governors of Westbrook Hay School by appointing a Governor with responsibility for overseeing health and safety as part of their general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Head. However, as governors, we have specified that the school should adopt the following framework for managing health and safety:

## **REPORTING**

A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Finance and General Purposes Committee meeting.

The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the committee chairperson wishes to bring to the Board's attention.

The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.

These reports are considered by the Finance and General Purposes Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.

## **FOOD HYGIENE**

The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Catering Manager (employed



by Thomas Franks Ltd) arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas, together with regular external deep cleaning and pest control services, and that the Bursar reports on all these aspects to the Finance and General Purposes Committee.

### **FIRE SAFETY**

The school has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Finance and General Purposes Committee.

### **EXTERNAL ADVICE**

An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the Finance and General Purposes Committee.

The school has a competent person undertake a risk assessment for legionella regularly and a quarterly water sampling and testing regime in place.

### **STAFF TRAINING AND RESPONSIBILITIES**

The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at height training'. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits and to selected members of the non-teaching staff.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Head, the Bursar and other members of the Executive Group ("EG") in order to enable the governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Bursar.

All employees are briefed on where copies of this statement can be obtained (gadminshare). They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.