



HEALTH AND SAFETY GENERAL POLICY STATEMENT

As Governors of the school we recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy environment 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 operations within the school, both educational and support, are delivered in an appropriate manner. The Governors are committed to promoting the welfare of all in our community.

As a Board we delegate responsibility for overseeing the organisation and efficacy of health and safety to the Finance & General Purposes Committee, as detailed in its Terms of Reference. A termly report is made by the Bursar to that committee, with the minutes from that meeting tabled at each Board meeting.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Headmistress of St Mary's and the Headmaster of St Margaret's, supported by the Bursar. External advisers and consultants are brought in as necessary, including in the following circumstances:

- To complete surveys and inspections of the fabric of the school, its plant, equipment and systems of work.
- To inspect adherence to health and safety in catering and cleaning of the food preparation and eating areas (this is an annual inspection by the EHO).
- To complete fire risk assessments, 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).
- To undertake regular legionella and water quality sampling
- To undertake and update asbestos surveys as required
- To provide training to staff in areas such as fire safety, first aid training, 'manual handling' and 'working at height', as well as more specialist training for minibus drivers, technicians and other staff who require it

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, volunteers and contractors. They are responsible for co-operating with the Heads, the Bursar and other senior leaders in order to enable the governors to comply with health and safety duties.

Finally, all members of staff are responsible for reporting any accidents, near misses or significant risks to the Bursar in accordance with the Recording and Reporting Accidents and Incidents Policy.

Signed: _____

Svante Adde

Chair of Governors, for and on behalf of the Board

Date: _____

10/6 2023