



**HORRIS HILL**  
FOUNDED 1888

# **Health & Safety Policy**

## **Part 1 General Statement**

<b>Policy reviewed:</b>	<b>September 2019</b>
<b>Policy approval:</b>	<b>Reviewed by Policy Audit Committee October 2019 Approved by Full Governing Board November 2019</b>
<b>Date of next review:</b>	<b>September 2020</b>

As governors of Horris Hill 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 Horris Hill School by appointing a governor with responsibility for overseeing health, safety and security.

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

- The governor overseeing health and safety attends the meetings of the school's health, safety and security committee termly and receives copies of all relevant paperwork.
- A report on health, safety and security covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at the autumn term Finance and Estates Committee and annually at the full Governors meeting in November.
- The minutes of the Committee's discussion on health and safety are tabled at full Governing Board together with any other issues on health, safety and security that the committee chairman 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 at appropriate intervals by competent professionals.
- These reports (as per point above) are considered by the Finance and Estates Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- 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) and the Bursar reports on this inspection to the Health, Safety and Security Committee.
- 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 3 years, or more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health, Safety and Security Committee should review this risk assessment every time it is amended and submit a report to the Finance and Estates Committee.

- 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 Health, Safety and Security Committee.
- The school has a competent contractor undertake a risk assessment for legionella, every 3 years, this is reviewed every year and a regular water sampling and testing regime is in place.
- The school has a policy in place for the training and induction of new staff in health and safety related issues. Health and safety training that is related to an individual member of staff's functions will be provided in addition to the 'standard' induction training.
- 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 Headmaster, the Bursar and other members of the Senior Management Team in order to enable the governors to comply with 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 that this statement can be obtained on the school's website. Details of the organisation for carrying out the policy are to be found in part two of this document.

Signed M B Lund

Name M B Lund

Chair of Governors, for and on behalf of the Board

Date 11/11/2019