



MALVERN ST JAMES
Girls' School

Malvern St James School Health & Safety Policy Part 1: General Statement

This policy is the overall responsibility of the Director of Operations & Compliance together with the Governors of Malvern St James to review and update annually.

As governors of Malvern St James 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 Malvern St James School by appointing the Chairman of our Governance and Legal Committee [Mrs Anne Coles] with responsibility for overseeing health and safety as part of his specific general responsibilities.

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

- Mrs Coles as Chairman of the Governance and Legal Committee attends the meetings of the school's Health and Safety Committee termly and receives copies of all relevant paperwork.
- 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 Governance and Legal Committee meeting.
- The minutes of the Governance and Legal Committee's (GLC) discussion on health and safety are tabled at each meeting of the full Council Governing Board together with any other issues on health and safety that the GLC 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 as mandated, by competent professionals.
- These reports (as per point above) are considered by the 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). In addition, the Head of Domestic Operations arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year, together with regular external deep cleaning and pest control services, and that the Director of Operations & Compliance reports on all these aspects to the Governance and Legal 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 [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 then submit a report to our Governance and Legal 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 Governance and Legal Committee.
- The School has a competent person undertake a risk assessment for legionella, every two years and a monthly water sampling and testing regime in place.
- 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 Headmistress, Deputy Head, the Director of Operations & Compliance and other members of the Senior Leadership Team ("SLT") 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 Director of Operations & Compliance.

All employees are briefed on the School's Health & Safety Policy and where copies of this statement can be obtained on the School's Firefly portal. They will be advised as and when these are 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 the Health and Safety policy document.

Authorised by

Resolution of the School Council

Signature

A handwritten signature in black ink, appearing to read 'Allmore', with a long horizontal flourish underneath.

Date

26 June 2020

Effective date of the Policy

26 June 2020

Review date

June 2021

Circulation

Members of School Council / teaching staff / all staff / parents / pupils [on request]