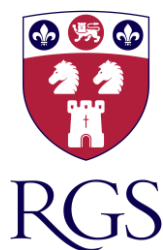




General Statement of Health & Safety Policy



RGS



Part 1: GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

Newcastle upon Tyne Royal Grammar School

GENERAL STATEMENT OF HEALTH & SAFETY POLICY

As governors we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all our staff, 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.

Overall responsibility for health and safety rests with the Governing Board. The Board delegates responsibility for the regular monitoring and oversight of health and safety matters to the Finance and General Purposes Committee. The Head is responsible for the day-to-day management of health and safety within the school. To support effective governance and assurance, the school will operate within the following framework:

- To provide minutes from the meetings of the school's health and safety committee to the Finance & General Purposes Committee termly.
- To provide a report to the Finance and General Purposes Committee termly on health and safety covering aspects such as:
 - accident statistics;
 - staff training;
 - fire drills;
 - any actions from health & safety audits;
 - all new or revised policies and procedures.

The minutes of these meetings will be tabled at each meeting of the full Governing Board together with any other issues on health and safety that the committee chair wishes to bring to the Board's attention.

The external fabric of the school, its plant, equipment and systems of work is to be surveyed and inspected by competent professionals in line with statutory requirements. This is to be supplemented by a three yearly Health and Safety audit by a competent third party.

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 Catering should arrange for an independent hygiene and safety audit on a regular basis.

The school is to arrange fire risk assessments to be carried out by a competent person which are reviewed every year. The Health and Safety Committee should review these risk assessments every time they are amended and submit a report to the Finance and General Purposes Committee.

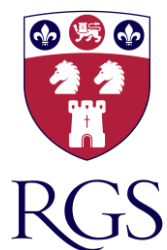
An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the Finance and General Purposes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

The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors.

Staff are responsible for reporting any significant risks or issues in line with the school's accident reporting policy.

This statement is provided as part of staff induction and as an annual reminder. A copy can be found in the staff handbook.



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