

A Statement of Vinehall School's Policy regarding Health and Safety at Work

1 Policy Statement

- 1.1 In accordance with the Health & Safety at Work Act 1974, Vinehall School is committed to ensuring the health, safety and welfare of its employees and pupils and will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety.
- 1.2 While the School will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is a responsibility of all employees themselves. It is the duty of each employee to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the well being of themselves or of any other person.
- 1.3 The School will provide and maintain a healthy and safe working environment with the aim of eliminating all instances of occupational incidents, accidents and illnesses. The School will pay particular attention to:
- Maintaining the workplace in a safe condition and providing adequate facilities and arrangements for welfare at work
 - The provision and maintenance of equipment and systems of work that are safe
 - Arrangement for ensuring safety to health in connection with the use, handling, storage and transport of articles and substances
 - The provision of such information, instructions, training and supervision as is necessary to ensure the health and safety at work of its employees and other people.
- 1.4 The School also recognises its duty to protect the health and safety of all visitors to the School, including parents, contractors and temporary workers, as well as any members of the general public.
- 1.5 If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, it is the employee's duty to report this as soon as possible to their line manager, the Health and Safety Adviser or the Bursar.
- 1.6 The Health and Safety Policy covers provision for the Early Years Foundation Stage and After School Club.

2 Responsibility for Health and Safety

- 2.1 The Board of Governors has overall responsibility for providing a safe and healthy school for all employees, pupils, parents and visitors. They attach the highest priority to ensuring that all the operations within the school environment, both educational and support, are delivered in a manner that is safe and healthy for all.
- 2.2 This responsibility is exercised through the Risk Committee, which meets once a term and has responsibility for overseeing, monitoring and reviewing health and safety policy and procedures in the School and for reporting back to the Main Board on health and safety matters. The Head, Bursar and Health and Safety Adviser are represented on this committee.
- 2.3 Day to day responsibility for the operation of health and safety at the school is vested in the Head but Governors have specified that the school should adopt the following framework for managing health and safety:
- 2.3.1 That, at its termly meetings, the Risk Committee receives a report on the termly meetings of the school's health and safety committee and copies of all the paperwork;

- 2.3.2 That a report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire practices, and all new or revised policies and procedures is tabled at each term's Risk Committee meeting;
- 2.3.3 That 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 Risk Committee Chairman wishes to bring to the Board's attention;
- 2.3.4 That the school's plant and equipment are inspected annually by qualified professionals;
- 2.3.5 That 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 EHO. In addition, that the Domestic Bursar arranges for external deep cleaning to be carried out annually and pest control services as required;
- 2.3.6 That the school has a fire risk assessment, carried out by a Competent Person which is updated annually, or more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. The Risk Committee should review this risk assessment every time it is amended;
- 2.3.7 That the school's trained health and safety adviser reviews the overall arrangements for health and safety, including fire safety, the general state of the school, advises the Bursar and reports to the Risk Committee on actions required with recommended timescales;
- 2.3.8 That the school has a procedure 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; and that First Aid and minibus driver training are provided as necessary.
- 2.4 The Head has the day-to-day responsibility for managing Health and Safety and risk assessments and has delegated the detailed implementation and management of the School's policy to the Bursar, assisted by the Health and Safety Adviser. The Bursar and Health and Safety Adviser will familiarise themselves with all relevant health and safety legislation and take expert advice if required.
- 2.5 All members of staff are responsible for cooperating with the Head, Bursar and Health and Safety Advisor in order to enable the Governors to comply with health and safety duties.
- 2.6 In the absence of the Bursar, the responsibilities for health and safety will be assumed by the Domestic Bursar.