



ST BEES SCHOOL

WHERE WEST MEETS EAST

# HEALTH AND SAFETY POLICY STATEMENT

2019 - 2020

Author: Director of Operations and Finance

Approved by: The Board

Next review due: August 2020

Review by: Director of Operations and Finance

Approval date: 09 August 2019



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This document explains arrangements for ensuring the effective management of Health and Safety and is underpinned by a range of operational procedures

As Managing Board Members for St Bees 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, students, 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 Board Members of St Bees School are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as Board Members of St Bees School by appointing a Board Member with responsibility for overseeing health and safety as part of their general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings.

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

While the School is in its immediate post-opening phase, all management of health and safety will be managed directly by the Director of Operations and Finance. He will report quarterly to the Managing Board on statistics on accidents to students, staff and visitors, staff training, fire drills, and all new or revised policies and procedures.

The external fabric of the School, its plant, equipment and systems of work are surveyed and inspected as required by competent professionals to ensure integrity and compliance.

These reports (as per point above) are considered by the Board and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.

The Director of Operations and Finance will ensure that all statutory obligations relating to the school's adherence to health and safety in catering and cleaning of the food preparation and eating areas are fulfilled through regular meetings with the catering staff.

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 Director of Operations and Finance will submit a report to the Board after each review.

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



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with recommended timescales. The progress of implementation will be monitored by the Board.

The school has a competent person undertake a risk assessment for legionella every two years.

The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which includes 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 is arranged to ensure adequate access to qualified staff.

Minibus driver training is provided to staff whose role requires it.

All members of staff are responsible for taking reasonable care of their own safety, that of students, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headmaster, the Director of Operations and Finance 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 Director of Operations and Finance.

All employees are briefed on where copies of this statement can be obtained on the school's shared area. They will be advised as and when it is 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 this document.