

Our Mission

The Governors of Bolton School agree that one of their primary objectives is to achieve and maintain a high standard of Health and Safety on all premises owned by Bolton School, and during all activities carried out by employees and pupils of Bolton School.

The Governing Body and Senior Officers have set out a clear strategy on health, safety and wellbeing, including safeguarding at Bolton School. The strategy is an integral part of the Foundation's culture, values and performance standards.

The Senior Officers have adopted the Health and Safety Executives (Managing for Health and Safety HSG65) 'Plan, Do, Check, Act' approach, and recognise that health and safety management is an integral part of good management generally, rather than a stand-alone system.

The Senior Officers have set a clear direction for effective health, safety and risk management.

In leading and managing health and safety within the Foundation the Senior Officers recognise the need for a sensible and proportionate approach to risk management.

Signed Michael Griffiths Date 20/3/15

(Mr M T Griffiths, Chairman of the Governing Body of Bolton School)

Review Date: June 2016

Plan

The Foundation has outlined in its mission statement its plans for effective health and safety management. The Foundation has a clear Health and Safety Policy outlining how the Foundation manages its health and safety obligations. It also has a Child Protection and Safeguarding Children Policy and Procedure which outlines how the Foundation manages and promotes the welfare and wellbeing of pupils. The Foundation has established and maintains effective management systems that are proportionate to the risks.

The 'statement of intent' in the Health and Safety Policy illustrates how the Governing body have apportioned health and safety responsibilities throughout the Foundation. The direction for effective health and safety management is outlined within the Health and Safety Policy. The Foundation has produced a suite of policies known as 'arrangements' which are designed to meet legal requirements, prevent health and safety problems, and enable new arrangements to be put in place where difficulties arise or new risks are introduced. Delivering effective arrangements means identifying the key actions needed in each part of the cycle and relating them back where appropriate, to leadership, management and staff involvement and competence.

Do

The aim of the Foundation is to protect people by utilising management systems and practices that ensure risks are identified and then dealt with sensibly, responsibly and proportionately.

The Senior Officers will:

- Identify who takes ownership of health and safety risks
- Maintain an overview of the risk-profiling process
- Ensure that risk assessments are carried out by a competent person

Individual Departmental Managers will:

Profile the department's health and safety risks by:

- Carrying out a risk assessment, identifying what could cause harm in the workplace, who it could harm and how, and then determining what will be done to manage the risk
- Deciding what the priorities are, and identifying the biggest risks

Organise the management of the risks identified by:

- Developing safe systems of working to manage the profiled risks
- Training all employees in the documented, safe methods of working

Implement the plans by:

- Deciding on the preventive and protective measures needed and putting them in place
- Providing the correct tools and equipment to do the job and keeping them maintained
- Training and instructing colleagues, to ensure everyone is competent to carry out their work
- Supervising colleagues to make sure that the arrangements are followed

Check

Monitoring and reporting are an important part of the Foundation's health and safety management systems. By maintaining regular monitoring and reporting procedures the Governing Body will receive both specific (e.g. incident-led) and routine reports on the performance against the health and safety policy.

The Senior Officers will:

- Demonstrate commitment to the process
- Ensure that systems are in place to report performance upwards so that the Governing Body can be assured that legal compliance is achieved and maintained
- Make certain there is a process in place to report serious incidents to Governors immediately

- Receive and review reports at regular intervals
- Question results and ensure that action is planned to tackle poor performance and ensure the systems are in place to manage health and safety at work

Individual Departmental Managers will:

Measure performance by:

- Making sure that written plans and procedures have been implemented and embedded within the workforce
- Assessing how well the risks are being controlled and if aims are achieved; formal audits may be useful
- Investigate the causes of accidents, incidents or near misses

Act

The Senior Officers will appoint a competent person/s to carry out a review of the Foundations performance and:

- Consider the review findings; if improvement is needed ensure appropriate action is taken
- Make sure the review is carried out according to the plans, and that a report is issued to the Governing Body annually
- Ensure the scope of the review gives assurance that risks are as low as reasonably practicable and that the Foundation is complying with health and safety law

Learning Lessons

The Senior Officers will:

- Act on findings of accident investigations and near-miss reports
- Act on the Foundation's vulnerabilities identified during any monitoring, auditing and review processes
- Show that safety is a core value
- Promote a questioning attitude
- Resolve ineffective procedures that result in violations of procedures
- Be clear about the risk profile of the Foundation

Individual Departmental Managers will:

Review Performance (Including Premises Management) by:

- Reviewing the effective implementation of the 'arrangements' for health and safety
- Revisiting plans, policy documents and risk assessments regularly to see if they need updating