

BOLTON SCHOOL

Part 1: General Statement of Health and Safety Policy

As Governors of Bolton 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 Bolton School by appointing the Headmaster, Headmistress and the Clerk & Treasurer, these being the Foundation's three Senior Officers, who each hold equal responsibility for overseeing health and safety across the Bolton School Foundation. For the avoidance of doubt, this statement and policy covers the Early Years provision within the Foundation and also Patterdale Hall.

As Governors, our intention is to have robust procedures that prevent accidents, injuries and ill health and to identify and eliminate hazardous situations.

In order to achieve a high standard of occupational health, safety, welfare and hygiene, we have specified that the School should adopt the following framework for managing health and safety:

Dr Sheila Fisher is appointed as the governor overseeing health and safety. She regularly liaises with colleagues across the Foundation on Health & Safety matters and will chair meetings of the Foundation's Health and Safety Committee.

A comprehensive health and safety report is tabled and reviewed at termly Governing Body meetings.

The external fabric of the School, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals and reported thereon.

These reports are considered by the Estates Committee and their recommendations (together with other defects) form the basis of the School's routine maintenance programs.

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 Catering Manager arranges for regular hygiene and safety audits of food storage, meal preparation and food serving areas, together with regular externally contracted deep cleaning and pest control services. Matters arising from these are reported to Governors in the termly Health & Safety report.

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 regularly to take in significant changes made to the interior of buildings or

when new buildings are bought or added. The Head of Estates regularly reviews the fire risk assessments and the overall arrangements for health and safety, including fire safety, the general state of the School buildings, and reports on actions required with recommended timescales. The progress of implementation is monitored by the Governing Body.

The School has a competent person undertake a risk assessment for legionella at least every two years. An external water sampling and testing regime is in place.

The School has a comprehensive policy in place for the training and induction of new staff which includes health and safety related issues. Robust arrangements exist for conducting risk assessments including for off-site visits, residential visits and school-led adventure activities where practical control measures are utilised to reduce risk.

First aid training and minibus driver training are offered to all members of staff where appropriate.

The School has a Health (including mental health) and Wellbeing Policy in place and provides an external resource to enable Heads of Department and Line Managers to manage all areas of Employee wellbeing (the Employee Assistance Program).

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 Heads, the Clerk & Treasurer and other senior colleagues in order to enable the Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant health & safety risks or issues to their line manager.

All employees are briefed on where copies of this statement can be obtained on the School's intranet. They will be sent a copy of the policy by email each year as part of the annual update. Changes to the policy will be reviewed by the Governing Body. Details of the organizational arrangements for carrying out the policy are to be found in part two of this document.

Signed:  Date 2.10.20

Chairman of Governors, for and on behalf of the board of Governors