

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 entire Bolton School Foundation. They in turn appoint the Health & Safety Officer to have day-to-day responsibility for the operation of health and safety at the School. However, as Governors, 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 the Foundation's Health & Safety Officer and attends meetings of the Foundation's Health and Safety Committee, receiving copies of all relevant paperwork.
- A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised relevant policies and procedures is tabled at each term's Governing Body meeting.
- Any issues on health and safety that the Health & Safety Officer wishes to bring to the Governing Body's attention are tabled accordingly.
- 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 programmes.
- 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 external deep cleaning and pest control services. These aspects 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 Health and Safety Officer reviews this risk assessment every time it is amended and includes details in the Health & Safety report.
- The Health & Safety Officer 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 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 six monthly 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. First aid training and minibus driver training are provided to all members of staff where appropriate.

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 the Health & Safety Officer.

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 Consultative Committee. Details of the organisational arrangements for carrying out the policy are to be found in part two of this document.

Signed

Michael Griffith

Date

28/6/19

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