



**HORRIS HILL
SCHOOL**

Health & Safety Policy Part 1 General Statement

Policy reviewed:	Autumn 2023
Policy approved:	September 2022
Date of next review:	Autumn 2024

As Proprietors of Horris Hill 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 Proprietors of Horris Hill School by appointing a Governor with responsibility for overseeing health, safety and security.

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

- The Proprietor overseeing health, safety and security attends the meetings of the school's Health, Safety and Security committee and receives copies of all relevant paperwork.
- The minutes of the Committee's discussions are tabled at Proprietors' meetings each term, together with any other issues on health, safety and security that the Committee wish to bring to the Proprietors' attention.
- A report on health, safety and security covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at Proprietors' meeting in the Autumn term.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected at appropriate intervals by competent professionals.
- These reports are considered by the Health, Safety and Security Committee and its recommendations (together with other defects) are incorporated into the school's 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) and the Bursar reports on this inspection to the Health, Safety and Security Committee. In addition, the school arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas each term, together with deep cleaning and pest control services, and reports on all these aspects are made to the Health, Safety and Security Committee.
- 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 3 years, or more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health, Safety and Security Committee should review

these risk assessments every time they are amended and minute that this has been done.

- An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, risk assessments and the general state of the school, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the Health, Safety and Security Committee.
- The school has a competent contractor undertake a risk assessment for legionella and this is reviewed every 2 years, or more often if required; a regular water sampling and testing regime is in place.
- The school has a policy in place for the training and induction of new staff in health and safety related issues. Health and safety training that is related to an individual member of staff's functions will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits.
- 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 Headmaster, the Bursar 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 their Departmental Head, the Bursar or the Headmaster.

All employees are briefed that this statement can be obtained on the school's website. They will be advised as and when it is reviewed, added to or modified. Details of the organisation for carrying out the policy are to be found in part two of this document.

Signed  Date 11/9/2023
Name JOHN FORSYTH

Proprietor, Chairman of Governors and Director with responsibility for oversight of Health, Safety and Security.

Signed  Date 11/9/2023
Name ROB STEWART

Headmaster