



## **HEALTH & SAFETY POLICY STATEMENT 2024-25**

**(to be published on the School website and displayed prominently in public areas)**

### **1 Policy Statement**

- 1.1 In accordance with the Health & Safety at Work Act 1974, Vinehall School is committed to ensuring and promoting the health, safety, security and welfare of its employees and pupils and will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety. The School also recognises its duty to protect the health and safety of all visitors to the School, including parents, volunteers, contractors and temporary workers, as well as any members of the general public.
- 1.2 While the School will take all reasonable steps to ensure the health and safety of its employees and pupils, health and safety at work is a responsibility of all employees themselves. It is the duty of each employee to take reasonable care of their own and other people's health, safety, security and welfare and to report any situation which may pose a serious or imminent threat to the well-being of themselves or of any other person.
- 1.3 The School will provide and maintain a healthy and safe working environment with the aim of eliminating all instances of occupational incidents, accidents and illnesses. The School will pay particular attention to:
- Maintaining the workplace in a safe condition and providing adequate facilities and arrangements for welfare at work;
  - The provision, maintenance and operation of equipment and machinery and systems of work that are safe;
  - Arrangements for ensuring safety to health in connection with the use, handling, storage and transport of articles and substances;
  - The provision of such information, instructions, training and supervision as is necessary to promote the health and safety at work of its employees, pupils and other people.
- 1.4 If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, it is the employee's duty to report this as soon as possible to their line manager, or the Bursar.
- 1.5 This Health & Safety policy statement covers provision for the Early Years Foundation Stage, After School Club and any Later Years care.

### **2 Responsibility for Health & Safety**

- 2.1 The Board of Governors has overall responsibility for providing a safe and healthy school for all employees, pupils, parents and visitors. They attach the highest priority to ensuring that all the operations within the School environment, both educational and support, are delivered

in a manner that is safe and healthy for all.

- 2.2 This responsibility is exercised through the Finance & General Purposes (F&GP) Committee and the Academic & Pastoral Committee (APC) which meet once a term and have responsibility for overseeing, monitoring and reviewing health and safety policy and procedures in the School and for reporting back to the Main Board on health and safety matters. The Head and Bursar are both represented on this committee.
- 2.3 Day to day responsibility for the operation of health and safety at the School is vested in the Head but Governors have specified that the School should adopt the following framework for managing health and safety:
  - 2.3.1 That, at its termly meetings, Governors receive a report on the termly meetings of the School Health & Safety Committee and copies of all the paperwork;
  - 2.3.2 That a report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire practices, and all new or revised policies and procedures are tabled at each term's F&GP Committee meeting;
  - 2.3.3 That the Minutes of the F&GP Committee's discussion on health and safety are tabled at each meeting of the full Governing Board, together with any other issues on health and safety that the Chair of F&GP or APC wishes to bring to the Board's attention;
  - 2.3.4 That the School's plant and equipment are inspected annually by qualified professionals;
  - 2.3.5 That 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 Local Authority Environmental Health Officer (EHO). In addition, that the school arranges for a deep clean of the catering department to be carried out annually and pest control services as required;
  - 2.3.6 That the School has a fire risk assessment, carried out by a Competent Person which is updated annually, or more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. The F&GP Committee should review this risk assessment annually;
  - 2.3.7 That the School Health & Safety Committee meet termly to review the overall arrangements for health, safety and security including fire safety and the general state of the School; and that the Bursar, the Estate Manager and the Facilities Manager keep under constant review all aspects of health, safety and security; and the Bursar reports to the F&GP Committee on actions taken or required (with recommended timescales);
  - 2.3.8 That the School has a procedure in place for the training and induction of new staff in health and safety related issues, which should include fire prevention and evacuation drills, Lockdown procedures, basic Manual Handling, Working at Height, COSHH and Asbestos training as appropriate; and that First Aid and minibus driver training is provided as necessary.
- 2.4 The Head has the day-to-day responsibility for managing Health & Safety and risk assessments and has delegated the detailed implementation and management of the School's policy to the Bursar, assisted by the Facilities Manager. The Bursar, the Estate Manager and the Facilities Manager will familiarise themselves with all relevant health and safety legislation and take expert advice if required. Day to day risks associated with the curriculum and risk assessments for educational trips and all off-site visits or activities is managed by the Deputy Head and the Director of Sport / Head of Co-Curricular.

2.5 All members of staff are responsible for cooperating with the Head, Deputy Head, Director of Sport / Head of Co-Curricular Activities, Bursar, the Estate Manager and the Facilities Manager in order to enable the Governors to comply with their responsibility for health and safety.

2.6 In the absence of both the Head and the Bursar, responsibility for health and safety will be assumed by the Deputy Head and the Estate Manager or the Facilities Manager.

Signed:



D J Lewis  
Chair of Governors

Date: 1<sup>st</sup> September 2024