



ROKEBY EDUCATIONAL TRUST LIMITED

HEALTH AND SAFETY POLICY

Member of Staff Responsible	Bursar
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GENERAL STATEMENT OF POLICY - PART A

As governors of Rokeby School, we fully recognise our collective responsibility under the Health and Safety at Work Act 1974 and the Department for Education's Health and Safety: responsibilities and duties for schools updated 26 November 2018 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 Rokeby School through a risk management approach. The Finance and Capital Assets Committee lead on Health and Safety and appoint a member of this committee as the governor with responsibility for overseeing health and safety. Currently this governor is Caroline Newsholme. The governor overseeing health and safety liaises with the Bursar and other members of staff as required.

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

Health and Safety meetings are typically to be held termly and chaired by the Bursar. At these meetings, a report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures reported to the Finance and Capital Assets Committee.

The minutes of the Finance and Capital Assets Committee's discussion on health and safety are reported to the full Governing Board together with any other issues on health and safety that the committee chairman or the Health and Safety governor wish to bring to the Board's attention.

Plant, equipment and systems of work are surveyed and inspected by competent professionals in accordance with current regulations and guidance. The subsequent reports are considered by the Finance and Capital Assets Committee and its 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 Bursar and Catering Manager arrange for an independent hygiene and safety audit of food storage, meal preparation and food serving areas together with regular external deep cleaning and pest control services.

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 two years, and more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Finance and Capital Assets Committee.

An external health and safety consultant reviews the overall arrangements for health and safety annually, 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 Finance and Capital Assets Committee.

The school has a competent person undertake a risk assessment for legionella every two years and a quarterly water sampling and testing regime in place.

The school has a comprehensive policy in place for the training and induction of new staff in health and safety related matters. Health and Safety training that is related to an individual member of staff's functions, such as science technician, 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 and to selected members of the non-teaching staff.

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 head, the bursar, other members of the Senior Leadership Team and the Premises Manager 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 the bursar or premises manager.

All employees are responsible for reading and adhering to school policies including this one. Copies of all our policies are available on the staff shared drive. Staff will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.

Signed () Chair of Governors, for and on behalf of the Board

Date (.15 Sept. 2020)