



Health & Safety Policy Part 1: General Statement



General Statement

As governors of The King's School, Worcester Foundation 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 The King's School, Worcester Foundation by appointing the Chairman of our Health and Safety Committee with responsibility for overseeing health and safety as part of their specific general responsibilities.

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

- The Chairman of the Health and Safety Committee receives the minutes from the Health and Safety Working Group and 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 policies and procedures is tabled at each term's Health and Safety Committee meeting.
- The minutes of the Health and Safety Committee are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the H&S committee chairman wishes to bring to the Board's attention.
- The external fabric of the Foundation, its plant, equipment, and systems of work are surveyed and inspected as mandated, by competent professionals.
- These reports (as per point above) are considered by the Health and Safety Working Group and its recommendations (together with other defects) form the basis of the Foundation's routine maintenance programmes.
- The Foundation'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 SODEXO conducts its own hygiene and safety audit of food storage, meal preparation and food serving areas three times a year, together with regular external deep cleaning and pest control services, and that the Director of Operations reports on all these aspects to the Health and Safety Committee.
- The Foundation 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. These risk assessments are updated every three years, or more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Working Group should review these risk assessments every time they are amended and then submit a report to our Health and Safety Committee.

- An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the Foundation, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the Health and Safety Committee.
- The Foundation has a competent person undertake a risk assessment for legionella, every two years and a monthly water sampling and testing regime in place.
- The Foundation has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at height training'. 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 support 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 Heads, Deputy Heads, the Director of Operations, and other members of the Senior Leadership Team's ("SLT") 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 Director of Operations.

All employees are briefed on the Foundation's Health & Safety Policy and copies of this statement can be obtained on the School's website and Staff Handbook. They will be advised as and when these are 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 the Health and Safety policy document.

Authorised by	Resolution of the Governors
Signature	
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