

**WALHAMPTON SCHOOL**  
**HEALTH & SAFETY POLICY**

**PART 1: GENERAL STATEMENT OF HEALTH AND SAFETY BY THE CHAIRMAN OF GOVERNORS**

The Governors at Walhampton School fully recognise their collective responsibility for providing a safe and healthy school for all of its employees, pupils, parents and visitors.

In our role as employer we 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. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We delegate responsibility for overseeing matters of health and safety to the Chairman of the General Purposes Committee, as part of his wider remit for the upkeep and maintenance of the fabric of the estate and buildings.

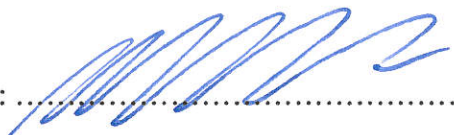
Day to day responsibility for the operation of health and safety at the school is vested with the Headmaster, but as Governors we have specified that the school should adopt the following framework for managing health and safety:

- A nominated governor should attend the termly meetings of the school's health and safety committee and receive copies of all the paperwork.
- The minutes of the termly health and safety meeting are to be tabled at each term's General Purposes Committee meeting.
- The minutes of the Committee's discussion on health and safety are to be tabled at each meeting of the full Governing Board, together with any other issues on health and safety that the Chairman of the General Purposes Committee wishes to bring to the Board's attention.
- The external fabric of the school, its plant, equipment and systems of work are to be surveyed and inspected regularly by qualified professionals.
- Reports arising from such inspections are to be considered by the Bursar, Facilities and Estate Managers and its recommendations (together with other defects) are to form the basis of the school's routine maintenance programme.
- The school's adherence to health and safety in catering and cleaning of the food preparation areas is to be subject to external inspection by the EHO, and regular deep cleaning and pest control is to be undertaken.
- A fire risk assessment is to be carried out by a Competent Person at least every three years and more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. The Bursar should review this risk assessment every time it is amended.

- The Bursar (if appropriately qualified) or an external consultant is to review the overall arrangements for health and safety, including fire safety and the general state of the school, at least every three years.
- A professional risk assessment for legionella is to be carried out every three years, and treatment and control systems implemented in accordance with the relevant HSE Approved Code of Practice (ACOP).
- Items on the school's asbestos register are to be checked as appropriate for signs of deterioration, in accordance with the Asbestos Management Plan.
- A comprehensive policy is to be 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 is to be provided to at least one third of the academic staff, 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 cooperating with the Headmaster, the Bursar and other members of the 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 defects to the Bursar.

All employees are briefed on where copies of this statement can be obtained on the school's intranet. They 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 2 and 3 of this document.

Signed:  N A McGrigor, Chairman of Governors

Date: 21 MARCH 2015