



BURY
GRAMMAR SCHOOL

Health & Safety Policy

Date Approved: January 2021

Last Review Date: September 2023

Review Date: September 2024

Author: Deputy Head (i/c Health and Safety) & Finance Director

This policy is for Bury Grammar School

Legal Basis:

The primary basis for health and safety matters lies in the Health & Safety at Work Act etc. 1974, which is the primary legislation covering occupational health and safety in Great Britain. The Health and Safety Executive (HSE), local authorities (and other enforcing authorities, such as the Fire Authorities) are responsible for enforcing the Act and other Statutory Instruments.

In addition the Education (Independent Schools Standards) Regulations 2014 (ISSR) as amended under section 94 of the Education and Skills Act 2008 and has particular regard for the interpretation of these as set out in paragraphs 341 to 383 and 408 to 413 of the Commentary on the Regulatory Standards September 2022.

Part One: General Statement of Health & Safety Policy

1.1 As Governors of Bury Grammar 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.

1.2 The arrangements outlined in this statement and the various other safety provisions made by the Board of Governors cannot prevent accidents or ensure safe and healthy working conditions. The Board of Governors believes that only the adoptions of safe methods of work and good practice by every individual can safeguard everyone's health and safety. The Board of Governors will take all reasonable practical steps to identify and reduce hazards to a minimum, but all staff, pupils and visitors to the School must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the School premises or while taking part in School sponsored activities.

1.3 We fulfil our responsibility as Governors of Bury Grammar School by appointing a Governor with responsibility for overseeing health and safety.

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

1.5 The Governor overseeing health and safety attends the meetings of the School's Health and Safety Committee termly and receives copies of all relevant paperwork. This paperwork is included in the papers for the Finance & Resources Committee meeting and Governors have the opportunity to discuss the issues, make recommendations and to ask for further information should this be required.

1.6 This paperwork includes a report on health and safety covering all accidents and near misses reported involving pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures. Health and safety is tabled at each term's Finance & Resources Committee Meeting.

1.7 The minutes of the Committee's discussion including health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the committee Chair wishes to bring to the Board's attention.

1.8 The external fabric of the School, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals and are included in the School's routine maintenance programmes. Any significant defects are considered by the Finance & Resources Committee and Governors review recommendations on how to rectify these defects and the timescales.

1.9 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 Catering Manager arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas once a year, together with regular external deep clean and pest control services, and that the Bursar reports on all these aspects to the Health & Safety Committee after which the papers including these reports are provided to the Finance & Resources Committee.

1.10 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 three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee reviews this risk assessment every time it is amended and submit a report as part of the papers for the Finance & Resources Committee.

1.11 Qualified health and safety practitioners review the overall arrangements for health and safety, 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 & Resources Committee.

1.12 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.

1.13 The School 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' where appropriate. 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 members of the teaching and support staff where necessary.

1.14 Governors enable adequate resources to be made available to facilitate the implementation of the Policy.

1.15 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 Principal, Deputy Principal, the Finance Director and other members of the Senior Leadership Team ("SLT") in order to enable the Governors to comply with health and safety duties. All members of staff are responsible for reporting any significant risks or issues to any member of the Executive.

1.16 All employees are briefed on where copies of this statement can be obtained on the School's staff 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 two to five of this document.

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

Date (.....)