

# General Statement of Health and Safety at Work Policy



Wycombe Abbey and its Governing Council are committed to providing, so far as reasonably practicable, a safe and healthy school for all employees, pupils, visitors to our site, contractors and all those who could be affected by our activities.

In our role as employer, we attach a high priority to ensuring the School environment, both educational and support, are delivered in an appropriate manner and will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations.

The Governing Council has the ultimate collective responsibility for the implementation of this policy. Through the Risk Committee, Council will ensure that the requirements of health and safety legislation are complied with wherever practicable. The Headmistress has overarching responsibility for all areas of School life, but delegates the operational management to the Bursar, who is responsible for the day-to-day implementation of this policy within the School. Matters that cannot be resolved at this level must be referred to the Governing Council.

The Head of Compliance provides competent advice and assistance so that this policy may be carried out. Heads of Department, Housemistresses and other Managers are responsible for health and safety in their area and ensuring this policy is implemented.

Through all levels of management particular care will be taken to provide and maintain:

- Processes of risk assessment and control
- Safe and healthy places of work with safe access and egress
- Proper arrangements for the use, handling, storage and transport of goods and substances
- Information, instruction and training to ensure that all activities are conducted by competent people or under competent and appropriate supervision
- A safe and healthy working environment

Active monitoring reports from Departments are tabled at the termly Health and Safety Committee meeting, in addition to covering statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures. These are reported to the Risk Committee.

The minutes of the Risk Committee's discussion on health and safety are tabled at each meeting of the full Governing Council together with any other issues on health and safety that the Committee Chairman wishes to bring to the Council's attention.

The external fabric of the School, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.

These reports (as per point above) are considered by the Risk Committee and its recommendations (together with other defects) form the basis of the School's routine maintenance programmes.

Adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to an annual external inspection by the Environment 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.

Fire risk assessments, carried out by a competent person, are updated to an on-line compliance system to allow reporting of ongoing actions. The fire risk assessments are updated every two years, more frequently if significant changes are made to the interior of buildings or new buildings are added.

Legionella risk assessments, carried out by a competent person, are undertaken every two years and robust water sampling and testing regimes are in place.

New staff undertake e-learning training in health and safety, fire safety and slips/trips and falls. Further e-learning training relating to an individual member of staff's job function, is identified through a training matrix and by their Line Manager.

All members of staff are responsible for taking reasonable care of their own safety, that of pupil's, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headmistress, Bursar and Health and Safety Co-ordinator in order to enable the Governing Council to comply with health and safety duties. Finally, all members of staff are responsible for reporting any accidents/incidents near misses. The Head of Compliance maintains the accident book.

Details of the School's arrangements for carrying out the policy are to be found in the Health and Safety Organisation and Arrangements Manual. All staff are briefed on where copies of this statement can be obtained on the School's intranet. They are advised as and when it is reviewed, added to or modified.

This policy will be kept up to date as required by changes in legislation or by changes in the School's operations. This policy statement shall be reviewed, revised where necessary, and re-approved annually by the Governing Council.

Signed Peter Warren

*Chairman of Council*

Signed Jo Duncan

*Headmistress*

Member of staff

Bursar

Last review date

26 June 2021