



THE ROWANS SCHOOL

# **Shrewsbury House School Trust**



## **Health & Safety Policy**

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## **General Statement of Health & Safety**

As Governors of Shrewsbury House School Trust (SHST), we fully recognise our collective responsibility for providing a safe and healthy school environment for all our employees, pupils (including Early Years Foundation Stage), parents, visitors and contractors. 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.

The School Critical Incident Plan details actions that would be taken should a serious incident take place at any time on any school site or to an individual pupil or group of pupils whilst on an outing organised by a School within the Trust.

We fulfil our responsibility as Governors of Shrewsbury House School Trust by ensuring a termly health and safety report is provided to the Legal & Estates Committee by the Head of Trust Facilities. The Chair of the Legal & Estates Committee is provided with a full set of the minutes of the half termly Health, Safety & Welfare Committee. The Chair of the Legal & Estates Committee provides the Governors with a report from the termly meetings of the Legal & Estates Committee, which includes comment on Health & Safety matters. Matters of any particular significance or concern are tabled for further discussion when required at the Governing Board through the Chair of the Legal & Estates Committee.

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

- That the Governor responsible for chairing the Legal & Estates Committee receives copies of the full minutes of each meeting of the Trust Health, Safety & Welfare Committee; that all members of the Legal & Estates Committee receive a Health and Safety report prepared by the Head of Trust Facilities;
- Copies of professional risk assessments undertaken by specialists are forwarded routinely to the Chair of the Legal & Estates Committee and to the whole committee and/or all Governors when relevant.
- That a report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire practices, items relating to fabric or estate that are identified as potential health & safety concerns, and all new or revised policies and procedures in relation to health and safety is tabled at each Health, Safety & Welfare Committee meeting.

- That a summary of the minutes of the Committee's discussions and any key matters arising is tabled at the next available Legal & Estates Committee Meeting, and that an opportunity to discuss key Health and Safety issues is made available at every Governing Board Meeting.
- That the external fabric of the Schools, plant, equipment and systems of work are surveyed and inspected regularly by the Head of Trust Facilities, or her nominated deputy.
- That as required, the reports are considered by the Legal & Estates Committee and the recommendations form the basis of the Schools' routine maintenance programmes.
- That the Schools' 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 Office. In addition, the Catering Manager submits data weekly to his/her Head Office, Harrison's Catering, confirming daily checks on hygiene and a safety audit of food storage, meal preparation and food serving areas.
- External deep cleaning and pest control takes place regularly and records are kept of this.
- That the Schools have a professional fire risk assessment, carried out by a competent person that is updated every 2 years; more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. The Trust Health, Safety & Welfare Committee reviews this risk assessment every time it is amended, takes responsibility for ensuring items for action are addressed and submits a report to the Legal & Estates Committee to confirm that all matters identified have been satisfactorily resolved.
- That an external Health and Safety Consultant periodically reviews the overall arrangements for health and safety, including fire safety, the general state of the Schools, and reports on actions required with recommended timescales. The progress of implementation is then monitored by the Trust Health, Safety & Welfare Committee and reported in summary to the Legal & Estates Committee.
- That the Schools have a sound Legionella Management Policy. Records are kept of the weekly, monthly and other regular Legionella Management checks. An external specialist takes samples annually and provides the Trust with a report for both the main School sites, Almshouse Lane Sports Ground and Sports Pavilion in Milbourne Lane.
- That all other checks and practices required by regulation and legislation relating to Electrical safety and COSHH, are carried out and reported upon to the Trust Health & Safety Committee, which in turn makes recommendations to the Legal & Estates Committee if required.
- That the Trust has a comprehensive policy in place for the training and induction of new staff in health and safety related matters, which includes Manual Handling and Working at Height training where relevant.
- Health and safety training that is related to an individual member of staff's responsibilities will be provided in addition to the standard induction training by the appropriate qualified member of staff or external agency.
- First Aid training is provided to as many staff members as possible. New staff members are trained as soon as is practical.
- Fire Safety awareness training is regularly provided to all staff.
- D1 mini-bus training is provided for relevant members of staff and MiDAS training is also undertaken and renewed as required.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff and contractors. They are responsible for co-operating with the Headmaster/ Head, members of the Executive Management Team at Shrewsbury House School (SHS)/Senior Leadership Team at Shrewsbury House Pre-Preparatory School (SHPPS) and The Rowans School and the Head of Trust Facilities in order to enable the Governors to comply with Health and Safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Health & Safety & Welfare Committee, via the Head of Trust Facilities.

A copy of this statement is available in the Staff Rooms/School Office at each school and in the Staff Handbook and members of staff are 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 by:

A handwritten signature in black ink, appearing to be 'D. Johns', written over a light blue horizontal line.

**Darren Johns**  
**Chairman of the Governors**