



BERKHAMPSTEAD DAY NURSERY

HEALTH & SAFETY GENERAL POLICY

*School denotes both Berkhamstead School and Day Nursery

As Governors of Berkhamstead 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.

We fulfil our responsibility as governors of Berkhamstead School by appointing a Governor with responsibility for overseeing health and safety *as part of his/her general responsibilities*.

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

- *The governor overseeing health and safety* will attend one of health, safety and maintenance meeting each term. **These meetings are held weekly by the Bursar, Headmaster, Nursery Manager and Estates Manager (the HSM committee)**. Each meeting is minuted and the relevant governor will receive copies of the weekly minutes.
- 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 will be tabled this meeting.
- A report on the schools' health and safety will be given by the responsible governor at each full governors' board meeting. This will either be written or given verbally.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- 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 three times a year, together with regular external deep cleaning and pest control services. The Bursar reports on all these aspects to the HS&M committee. Currently, catering is outsourced to Palmer & Howells and cleaning is outsourced to Low Cost Cleaning.
- 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 HS&M committee should review this risk assessment every time it is amended. This will be documented in the fire risk assessment file.
- 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.
- Health and safety training, where appropriate and necessary, will be provided to staff in addition to the 'standard' induction training. First aid training and minibs driver training are provided to any member of the teaching staff who is involved with trips and visits 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 co-operating with the head, the Bursar and other members of the Senior Management Team ("SMT") 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 bursar.

All employees are briefed on where copies of this statement can be obtained within the School. 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 found in the Health & Safety organisation document.

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

Date (.....)

Policy reviewed – January 2019

Policy to be next reviewed – January 2020 Nursery Manager