
PART 1: HEALTH AND SAFETY POLICY STATEMENT

As governors of Stormont School we fully recognise our collective responsibility for providing, so far as is reasonable 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 Stormont School by appointing a governor with responsibility for overseeing health and safety.

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

- 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.
- A report on health and safety covering: details on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Board of Governors' meeting.
- The minutes of the Health and Safety Committee's discussion on health and safety are tabled at each meeting of the full Board of Governors together with any other issues on health and safety that the committee chairman wishes to bring to the Board of Governors' 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 Buildings Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- 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).
- 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 if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the full Board of Governors.
- An external health and safety consultant reviews 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 should be monitored by the Health & Safety Committee and reported to meetings of the full Board of Governors.

- The school arranges for a competent external contractor to carry out a risk assessment for legionella, every two years and a water sampling and testing regime in place.
- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which include basic 'manual handling' and 'working at height training'. 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 provided to several members of the teaching and 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 on the school's Central Resources Library and also as a hard copy in the Health & Safety Folder in the Staff Room. 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 part two of this document.

Signed

John Salmon
Chairman of the Board of Governors

Date