



Health & Safety Policy

(This policy relates to the whole College including EYFS)

Responsible person:	Bursar
Last reviewed:	January 2023
Next review due:	January 2024

Part 1: General Statement of Health and Safety Policy

As Governors of St Columba's College and Preparatory School (the College) we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy College 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 College environment, both educational and support, are delivered in an appropriate manner. *As a faith-based school conducted in the Catholic tradition and educational tradition of the Brothers of the Sacred Heart, the Governors are committed to promoting the welfare of all in our community by providing safe and secure surroundings in an ordered and structured environment.*

We fulfil our responsibility as Governors of St Columba's College and Preparatory School by appointing, a Governor, Br Joe Holthaus, with responsibility for overseeing health and safety as part of his general responsibilities.

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

- Br Joe Holthaus attends all meetings of the College's Health and Safety Committee and receives copies of all relevant paperwork.
- 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 is tabled at each term's Finance and General Purposes Committee meeting.
- The minutes of the Committee's discussion on 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 chairman wishes to bring to the Board's attention.

The external fabric of the College, its plant, equipment and systems of work are surveyed and inspected by competent professionals. These reports are considered by the Finance and General Purposes and its recommendations (together with other defects) form the basis of the College's routine maintenance programmes.

The College'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, and that the Bursar reports on all these aspects to the Finance and General Purposes Committee.

The College 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 review this risk assessment every time it is amended and submit a report to the Finance and General Purposes Committee.

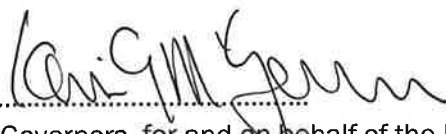
An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the College, and reports on actions required with recommended timescales. The progress of implementation shall be monitored by the Finance and General Purposes Committee.

The College has a competent person undertake a risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place.

The College has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which includes basic manual handling and working at height training. 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 any member of the Staff who is involved with trips and visits.

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 College Leadership Team ("CLT") 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 Estates Manager and Bursar.

All employees are briefed on where copies of this statement can be obtained on the College's 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 and three of this document.

Signed 
Chair of Governors, for and on behalf of the Board

Dated 20th March 2023