



## Health and Safety at PGS

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## Health and Safety at PGS

1. As Governors of The Portsmouth Grammar School, we fully recognise our collective responsibility for providing a safe and healthy school for all of our employees, pupils, parents and visitors. 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.
2. Day to day responsibility for the operation of health and safety at the school is vested with the Head, who has adopted, with our support, the following framework for managing health and safety:
  - 2.1. Minuted meetings of the Health & Safety Executive Group and the Health and Safety Committee occur at least termly and these meetings are chaired by the Bursar and the Estates & Operations Bursar respectively
  - 2.2. Matters of concern are raised with the Audit and Risk Committee
  - 2.3. This policy is reviewed annually during the Summer Term by the Senior Management Team and approved by the Governing Body meeting of that term (following the Audit and Risk Committee)
  - 2.4. Appropriate inspections of the external fabric of the school, its plant and equipment are undertaken by qualified professionals and recommendations included in the school's maintenance programmes
  - 2.5. The school adheres to health and safety in catering and cleaning of the food preparation and eating areas and is subject to external inspection by the Environmental Health Officer
  - 2.6. The School has a fire risk assessment, carried out by a Competent Person and that it is regularly updated to reflect significant changes to the estate
  - 2.7. The School has a process for the regular assessment for legionella
  - 2.8. The School has a comprehensive process in place for the induction of new staff which also includes additional training for those working in specialist areas, e.g. science technicians
  - 2.9. Minibus driver training is provided to any member of the teaching or support staff if providing minibus transport for school trips and visits.
3. 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 cooperating with the Head, the Bursar and other members of the Senior Management Team in order to enable the Governors to fulfil their responsibilities for health and safety. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar or the Estates & Operations Bursar via the Helpdesk at [estates@pgs.org.uk](mailto:estates@pgs.org.uk)
4. This document is displayed on the school website and is reviewed annually. It should be read in conjunction with the more detailed document entitled 'Organisation for Health and Safety'.

## 5. Allocation of Tasks

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Estates & Operations Bursar	As required, and at least annually
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Estates & Operations Bursar	As required, and at least termly
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR	Estates & Operations Bursar	As required, and at least termly
Receiving/reviewing input from interested groups (such as pupils, staff, Parents) to consider improvements to the School's processes under the policy	Estates & Operations Bursar	As required, and at least annually
Formal annual review	SMT	Annually

### Version Control

<b>Date Approved</b>	30 <sup>th</sup> June 2023 (Governing Body)
<b>Date Reviewed</b>	26 <sup>th</sup> May 2023 (Audit and Risk Committee)
<b>Next Review Date</b>	Summer 2024 (Audit and Risk Committee)
<b>Policy author (SMT)</b>	Estates & Operations Bursar
<b>Status</b>	ISI Requirement (external website)
<b>Report</b>	Health and Safety Report

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