



## Health and Safety Statement

Applies to:	
Author (s)	SS
Review Frequency:	Annual
Last Reviewed:	September 2025
Next Review by:	September 2026
Approved on	
Committee Responsible	
References (including legal and others eg ISBA)	
ISI Reg:	
Other related polices and documents	



## Contents

Contents .....	2
General Statement of Health and Safety Policy .....	3



## General Statement of Health and Safety Policy

As Governors of Leicester High School, we fully recognise our collective responsibility under the Health and Safety at Work etc Act 1974, 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.

The School Governors are responsible for Health and Safety and are represented at the Health and Safety Committee by Mrs M Neilson.

Day-to-day responsibility for the operation of health and safety at the School is vested in the Headmaster, assisted by the Bursar and Deputy Head. However, as Governors, we have specified that the School should adopt the following framework for managing health and safety:

- A Governor 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: 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 Estates 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 School, its plant, equipment and systems of work are surveyed and inspected/regularly by competent professionals.
- These reports (as per the second point above) are considered by the Finance and Estates 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). In addition, the Catering Manager arranges periodic audits on hygiene and food safety, together with regular external deep cleaning and pest control services, and the Bursar reports on all these aspects to the Finance and Estates Committee.
- The School has a fire risk assessment, carried out by a competent person, which is reviewed every year for progress on completion of items in the action plan, and is 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 Finance and Estates Committee.



- An external Health and Safety Consultant reviews the overall arrangements for health and safety, including fire safety. The progress of implementation is monitored by the Finance and Estates Committee on a termly basis.
- 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.
- The School has a comprehensive policy in place for the training and induction of new staff in health and safety related issues, which should include 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 teaching staff who is involved with trips and visits and to selected members of the support 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 Leadership Team ("LT") in order to enable the Governors to comply with their health and safety responsibilities. 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 website and in the Staff handbook. 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 a separate policy in the Staff Handbook 'Health and Safety Organisation & Arrangements'.