

**The Aldenham Foundation**  
**Health and Safety at Work General Statement of Policy**  
**In accordance with the Health and Safety At Work Act 1974**

The Governors of The Aldenham Foundation believe that the health and safety of its staff, pupils and members of the public visiting the Schools are of prime importance to the continued prosperity of the School. It is the aim of the Governing Body to provide as safe and healthy a working and learning environment for staff, pupils and visitors as is possible.

The Governors, through their management at all levels, have a responsibility to provide for, as far as reasonably practical, the health, safety and prevention of injuries to all staff whilst at work and to all pupils whilst in the custody of the School. In accepting this responsibility the Governors will, so far as is reasonably practicable:-

1. Provide and maintain plant and systems of work that are safe and which avoid undue risk to health.
2. Ensure safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
3. Provide such information, instruction, training and supervision as is necessary to promote the health and safety of its employees and pupils.
4. Maintain the School in a condition that is safe and without risks to health, and provide and maintain means of access to and egress from the School that are safe and without risks to health.
5. Provide and maintain environments for working, learning and for School activities that are safe, without risks to health, and adequate as regards facilities and arrangements for staff and pupil welfare.
6. Where appropriate, seek full co-operation of Unions/Staff Associations in implementing this policy.
7. Ensure that staff are physically and mentally fit for the work they are required to do, and minimise the risks of disability and loss of working time due to injury or illness.

The Governors, also, have a responsibility to remind each member of staff that he/she has a legal responsibility whilst on School Premises or engaged on School activities to take reasonable care of their own health and safety and that of those around them; and further all staff are required to co-operate with the Governors in pursuit of their responsibilities.

In order to promote high standards of health and safety, the Governors will encourage responsible participation and involvement at all level and have nominated a Governor with specific responsibility to overview the management of Health and Safety and School trips in each Foundation School. A Health and Safety report is made at each Governing Body Meeting.

At Aldenham the Health and Safety Committee meets twice each term with the aim of promoting a safe working environment for all employees and addressing concerns raised by staff. Meetings are minuted and minutes are made available to all staff.

The members of the Aldenham committee are:

Bursar & Chairman  
Head of Prep School  
Assistant Head Co-Curricular and External Affairs  
Housemaster & Director of Sport  
Head of Science  
Head of Design Technology  
School Medical Sister  
Common Room Representative  
Head of Estates and Planning  
Sports Centre and Lettings Manager

At St Hilda's the Health and Safety Committee meets termly with the aim of promoting a safe working environment for all employees and addressing concerns raised by staff, these meetings are minuted. Health and Safety is also a standing item on the weekly staff meeting agenda.

The members of the St Hilda's committee are:

Bursar & Chairman  
Head of St Hilda's  
Assistant Bursar  
Teacher representative/Art Coordinator  
Estates Manager  
Representative from the non-teaching staff/First Aid  
Early Years representative  
PE Coordinator

AWCF

August 2007

Reviewed by JCF

January 2008

Reviewed and updated 1<sup>st</sup> October 2010

Reviewed and updated 1<sup>st</sup> September 2012

Reviewed February 2014

Reviewed and updated August 2015

Reviewed and updated January 2017