CLAREMONT
FAN COURT SCHOOL

Health and Safety at Work Act 1974

General Statement of Health and Safety Policy

As governors of Claremont Fan Court School, we fully recognise our collective responsibility 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.

We fulfil our responsibility as governors of Claremont Fan Court School by appointing a governor, Mr R Martin, 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 headmaster. However, as governors, we have specified that that the school should adopt the following framework for managing health and safety:

Mr Martin 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 health and safety committee meeting.

The minutes of the committee's discussion on health and safety are available to the full governing board and any other issues on health and safety that the committee chairman wishes to bring to the Board's attention will be raised at a governing board meeting.

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 finance and general purposes committee and the planning and development 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 contracted catering manager undertakes a monthly internal food safety and health and safety audit. Deep cleaning is carried out on a regular basis and pest control services are arranged by the estate and facilities department.

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 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 should review this risk assessment every time it is amended.

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 and safety committee.

The school has a competent person undertake a risk assessment for legionella, every three years and a regular 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 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 director of operations and other members of the Key Leadership Team ("KLT") 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 director of operations.

All employees are briefed on where copies of this statement can be obtained on the school's staff portal. 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 the school's health and safety policy.

Mr Roger Martin
Chair of Governors, for and on behalf of the Board
October 2026