



Mill Hill

**Instilling values, inspiring minds**

Grimsdell | Belmont | Mill Hill School | Mill Hill International

---

# Health & Safety Policy Part 1

## **1. STATEMENT OF INTENT**

- 1.1** The Court of Governors of the Mill Hill School Foundation recognize and accept our collective responsibility as employers for providing, so far as is reasonably practicable, safe and healthy schools for all of our employees, pupils, parents and visitors. In our role as employer, we attach the highest priority to ensuring that all operations within the Foundation, 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. The Governors are committed to ensuring that the schools operate in accordance with current legislation and, where necessary, additional resources will be provided to facilitate this.
- 1.2** We fulfil our responsibility as the Court of Governors by appointing Mr David Dickinson, Chair of Estates committee, to oversee health and safety as part of his role within the terms of reference of the Court.
- 1.3** All members of staff across all four schools 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 respective Heads and other members of the Senior Management Teams in order to enable the Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Head of their respective school and the Director of Finance and Operations. Day to day responsibility for the operation of health and safety at the schools is vested with the Head of each School, with overall responsibility for coordination and compliance delegated to the Director of Finance and Operations but, as Governors, we have specified the following framework for managing health and safety:
- 131 Create an organisational structure and a positive health and safety culture which supports risk control at all levels within the Foundation, particularly at Senior Management level;
- 132 An external health and safety consultant is to review the overall arrangements for health and safety at least every 2 years and report on actions required with recommended timescales;
- 133 A report on health and safety covering statistics on accidents to pupils, staff and visitors; staff training; fire practices; and all new or revised policies and procedures is to be tabled at each term's Estate Committee meeting;
- 134 The minutes of the Foundation's Health and Safety Committee meeting are to be tabled at the Estate Committee, together with any other issues on health and safety that the Chair of the Estates Committee wishes to bring to the Court's attention. The external fabric of each School, together with its plant, equipment and systems are to be maintained in good working order by qualified professionals. Each School's adherence to health and safety in catering and cleaning of the food preparation and eating areas is to be subject to external inspection by the EHO. An independent hygiene and safety audit of food storage, meal preparation and food serving areas, is to be carried out in addition to regular external deep cleaning and pest control services;
- 135 An annual fire risk assessment is to be carried out for each School by a Competent Person. Each Head shall review the risk assessment and progress on any action plan, reporting to the Estate Committee as necessary;

- 136 Each School is to arrange for a professional risk assessment for legionella and to conduct appropriate water sampling and testing regimes. The Estate Manager is to ensure a risk assessment is carried out in respect of Walker House;
  - 137 Each School is to establish and maintain a comprehensive policy for the safe storage, control and handling of substances hazardous to health;
  - 138 Each School is to provide training and induction for new staff in health and safety related issues. This is to include both "standard" induction training and training appropriate to the individual member of staff's functions. First Aid training and minibus driver training are to be provided to members of staff who are involved with trips and visits;
  - 139 Each School is to make arrangements for the control of the activities of contractors on site to ensure that they do not prejudice health and safety standards in the workplace;
  - 1310 Each School will issue its own detailed instructions to make arrangements for implementation of this Policy specific to their own site, situation, staff, students and circumstances;
  - 1311 Develop an understanding of risk control and safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels and be responsive to internal and external change;
  - 1312 Ensuring that this Policy is used as a practical working document and that its contents are publicised fully; to constantly scrutinise and review performance and the details of this Policy so that the Foundation learns from experience and keeps in line with changes in current legislation.
  - 1313 Any significant health and safety issues are to be reported to the Governors through the Chair of the Estates Committee.
- 1.4** The Foundation is conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular, the Duty of Care as regards waste.
  - 1.5** The Court of Governors and the Foundation are aware of, and will meet, the requirements under The Childrens' Act 1989 regarding fire provisions and ensuring that staff and pupils are aware of the Foundation's health and safety policies and practices. It is the intention of the Foundation to follow the advice given in The Childrens' Act Guidance and Regulations Volume 5.
  - 1.6** The Court of Governors and the Foundation recognise the guidance contained in 'Managing Health and Safety in Schools' and 'Health and Safety Guidance of School Governors and Member of School Boards' both prepared in the Education Service Advisory Committee of the Health and Safety Commission, and intends to follow the good practice recommendations they make.
  - 1.7** The Foundation will provide and maintain a written Risk Assessment of the risks to the health and safety of its employees whilst they are at work and others who may be affected as required by the Management of Health and Safety at Work Regulations 1999.

- 1.8** The Court of Governors and the Foundation recognise the good practice contained in the 2011 Health and Safety DfE Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies, prepared by the DfE and intends to follow that guidance.

A handwritten signature in black ink, appearing to read 'Elliot Lipton', written over a faint grid background.

Elliot Lipton  
Chair of the Court of  
Governors January 2020

Instilling values, inspiring minds  
**millhill.org.uk**



**Mill Hill School**  
The Ridgeway  
Mill Hill Village  
London NW7 1QS

020 8959 1221  
**millhill.org.uk**