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Health and Safety Policy Ash Manor School

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- Part 2: Organisation and Responsibilities for Health & Safety
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PART 1: STATEMENT OF GENERAL POLICY ON HEALTH & SAFETY

Introduction:

Ash Manor School attaches the utmost importance to the health and safety of its employees and pupils. The school will comply with the provisions of the Health and Safety at work Act 1974 and all subsequent regulations including those implementing EEC Directives. The School Governors bear ultimate responsibility in providing leadership, with day to day responsibility delegated to the Headteacher.

The management team will take steps so far as is reasonably practical, to ensure that the workplace is a safe and healthy environment in which its employees, pupils, contractors and other persons affected by the school operations can work.

Focus

Ash Manor school's work programmes will, so far as is practicable, adopt good safety practices. These will include:

- The safe use, storage, handling and transport of articles and substances.
- The provision of adequate information. Instruction, training and supervision for employees including temporary employees and contractors.

- The provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant and systems of work.
- The provision of a safe and healthy place of work, including access and exit to and from the premises and adequate facilities and arrangements for the welfare of employees at work.
- Consider the safety of pupils, parents, contractors and others accessing the premises, including those who hire or undertake leisure activities.

Co-operation

All aspects of health and safety remain a management responsibility. However a safe and healthy workplace can only be achieved with the full co-operation of every employee.

Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the school owes a duty of care, namely people who may come into contact with their work: pupils, parents, visitor etc

To achieve this, employees must:

- Obey all safety rules and procedures, including the wearing of protective clothing and use of protective devices if they are specified by the school risk assessment.
- Exercise their awareness, alertness, self-control and common sense at work.
- Report promptly to their department head or School Business Manager or to the Headteacher all hazards, potential hazards, defects in equipment and any shortcomings in the school's work systems or procedures.

Employees should not be in any doubt that the school will apply disciplinary procedures to any employee who is in breach of the school's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the school's operations, and for those who may become involved in them.

Policy Review

This policy will be regularly reviewed, by the Governors as necessary (but at a minimum of one year intervals). In conducting the policy review, due regard will be given to the following:

1. **Planning** – The elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.
 - Dealing with physical, chemical and biological hazards, such as machinery safety, chemical safety, asbestos in the school building and water quality.
 - Vehicle movements within the school grounds.
 - Workplace arrangements, including housekeeping.
 - School trips.
 - Violence to staff.
 - School Security.
 - Stress management.
 - Letting of school premises.

2. **Organisation** – A review of the school’s organisation, including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.
3. **Control** – Ensuring that the safety requirements are implemented throughout the school by all employees and that training is regularly conducted in support of these standards.
4. **Monitoring and Review** – All job specifications will contain safety requirements and instructions highlighting health and safety responsibilities. Regular safety audits will be carried out and a safety report completed each quarter. These documents will form the basis for monitoring and review, to ensure that a credible standard of health and safety is achieved.

Health and Safety Management

The school Governors have overall responsibility for the implementation of the policy and will ensure that sufficient finance provision is made to support the policy.

In order to achieve the aims and objectives of the health and safety policy, these issues will be brought regularly to the attention of the school’s management team during management and board meetings.

A copy of this policy will be given to all employees when they join Ash Manor School. When changes are made they will be issued with revised copies of the policy.

Chair of Governors

Headteacher

Reviewed by: Governors September 2018

PART 2: ORGANISATION AND RESPONSIBILITIES FOR HEALTH & SAFETY

The following H&S organisational structure, and roles and responsibilities are approved by the Governing Body and Headteacher of Ash Manor School.

1. The Governing Body

The Governing Body approves the H&S Policy of the school and monitors its successful implementation. The Governing Body further ensures, as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies. The Governing Body will specifically:

1.1 Include Health and safety targets in the School Development Plan.

Targets may include,

- Provision of facility for health and safety purposes.
- Reductions in accidents/incidents.
- Training for Governors/staff, and
- revision of policy/procedure

1.2 Nominate a Governor (H&S) as an H&S link between the Governing Body and the wider school community, who will stay up to date with school H&S initiatives and inform the Governing Body accordingly.

1.3 Be informed and updated of Surrey County Council's H&S Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf.

1.4 Ensure that H&S is an agenda item on full Governing Body termly meetings, and receive a termly H&S report from the Headteacher at this time. This report should include information on,

- Progress of the H&S targets in the SDP.
- Accident/incident analysis
- Relevant H&S information received from SCC or its Advisers.
- Suggestion on future H&S initiatives.

1.5 Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

2. Headteacher

As Senior Manager for the premises, and of all on and off site school related activities, the Headteacher is responsible for the day to day management of H&S. The Headteacher will advise SCC/Governors of any H&S issue where their support or intervention, either via system or finance, is necessary and appropriate in order to effect the requirements of this policy. In particular the Headteacher will ensure that:

2.1 The contents of this policy are brought to the attention of all relevant persons.

2.2 A process for risk assessments is applied within the school, and that:

- All appropriate areas/activities are covered, (*as per "core" Risk Assessment schedule attached, together with any risks identified as specific to the school*).
- Appropriate control measures are implemented, and that
- Assessment are monitored and reviewed as necessary.

- 2.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- 2.4 Appropriate staffing levels for safe supervision are in place.
- 2.5 An adequate schedule of inspection & maintenance is in place to ensure any place of work is in a safe condition and offers a safe working environment. Inspection and maintenance will include:
- The fabric of the building.
 - Fire appliances.
 - Boiler/heating systems.
 - Portable electrical appliances.
 - Water systems.
 - First Aid/medical facility and equipment.
 - Premises staff equipment.
 - Curriculum specific e.g. gymnasias and fume cupboards
- 2.6 An adequate needs analysis of H&S training is undertaken for schools staff and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
- Headteacher H&S awareness
 - H&S Induction training (all new and temporary staff)
 - Emergency/Fire Training for the whole school community.
 - First Aid
 - Risk Assessment
 - H&S Coordinator
 - Lifting and Handling
 - Working at heights,
- and any further specific H&S training identified by the training needs analysis as being necessary and appropriate.
- 2.7 Adequate and easily retrievable health and safety training records are available and up to date.
- 2.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- 2.9 A termly H&S report is provided to Governors.
- 2.10 The school cooperates and participates in the County's H&S monitoring arrangements.
- 2.11 A school's Educational Visits Co-ordinator is appointed and trained accordingly.
- 2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.14 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.15 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the means of escape.
- 2.16 An appropriate member of SLT is suitably instructed to take day to day responsibility for H&S in the absence of the Headteacher.

The Headteacher may delegate functions to other or single members of staff (e.g. an H&S Coordinator) who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

3. Deputy Headteacher

The Deputy Headteacher will take on the above responsibilities in the absence of the Headteacher.

4. Line Managers

Managers in charge of Curriculum Areas/Departments/Staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

- 4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- 4.2 All accidents and incidents occurring within their areas are reported, recorded and investigated in accordance with the school's procedure.
- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 4.5 H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report to the Headteacher is provided where necessary.
- 4.6 The H&S training needs of staff are identified and the Headteacher informed accordingly.
- 4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 4.8 New transferred and temporary staff receive appropriate H&S induction training.
- 4.9 First aid provision is adequate.
- 4.10 Pupils are given relevant H&S information and instruction.

5. Teaching Staff [Including supply]

Teaching staff are responsible for the H&S of all pupils under their control and in particular must ensure:

- 5.1 Effective and appropriate supervision of the pupils that they are supervising.
- 5.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- 5.3 That they are conversant with the school's H&S policy and any arrangements specific to their own department.

- 5.4 They know the emergency procedures.
- 5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- 5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.
- 5.7 That they report any defective equipment to the relevant person.
- 5.8 All accidents and incidents are reported and reviewed or investigated.

6. Site Supervisors/Caretakers

The Caretaker and the caretaker teams are responsible to the School Business Manager and in particular will ensure:

- 6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 6.3 That periodic H&S inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may be carried out with others such as governors, H and S Co-ordinator etc)
- 6.4 That persons they supervise only undertake work for which they are competent.
- 6.5 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.6 That all staff work in accordance with safe working practices issued by the school, the County Council etc.
- 6.7 Other duties as delegated by the Health and Safety Co-ordinator.

7. Health and Safety Co-ordinator (School Business Manager)

The Headteacher may appoint or nominate a Health & Safety Coordinator to carry out H&S functions and maintain an overview of the H&S organisation and management of the school, and report to the Headteacher accordingly. In turn, elements of these responsibilities may be delegated to the Facilities Manager and site team as appropriate. Specific functions of the H&S Coordinator may include:

- 7.1 Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.
- 7.2 Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.
- 7.3 Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- 7.4 Arrange for termly evacuation drills and fire alarm tests etc.

- 7.5 Advising the Headteacher and/or County Council of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- 7.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 7.7 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- 7.8 Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 7.9 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- 7.10 Ensuring that all Senior Managers (including Heads of Departments) are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

8. All Employees [including temporary & volunteers]

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 8.3 Report all accidents/Incidents in accordance with the school's procedure.
- 8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 8.6 To follow all relevant codes of safe working practice and local rules.
- 8.7 To report any unsafe working practices to their Line Manager.

9. Staff Safety Representatives (if applicable)

Health and safety at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the Governing Body/Headteacher is notified in writing of an appointment, the Safety Representative shall have the following functions:

- 9.1 To investigate potential hazards and to examine the causes of accidents in the workplace.
- 9.2 To investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work.
- 9.3 To make representations to the Headteacher on matters affecting the health, safety and welfare of employees.
- 9.4 To carry out workplace H&S inspections, subject to reasonable notice to their line manager.

9.5 To attend safety committee meetings.

A safety representative is not obliged to carry out any or all of the above functions, and has no legal responsibility other than that which applies to all employees.

Names of Trade Union appointed Safety Representatives (if any)

Name	Union	Area Covered

10. Health and Safety Committee [membership to be determined locally] (if applicable)

Individual schools may decide that suitable consultation can be achieved in school via existing or otherwise alternative modes, and that a formal staff H&S Committee is unnecessary. If this is the case, then the school H&S policy should demonstrate (in this section) the school's own strategies for ensuring that all staff have a real opportunity to discuss the H&S issues affecting them (including Risk Assessment), and to influence as appropriate the school's continuing policy and procedures.

Where a school has established an H&S Committee, the follow is applicable.

PART 3: ARRANGEMENTS & PROCEDURES FOR HEALTH & SAFETY

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

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| 1. Access Control/Security
Headteacher/School Business Manager | 20. Equipment Maintenance/ Inspection |
| 2. Accident Reporting, Recording & Investigation
First Aider | 21. Facilities Manager/HOD |
| 3. Asbestos
Facilities Manager | 22. Monitoring the Policy
School Business Manager |
| 4. Contractors
Facilities Manager | 23. Personal Protective Equipment (PPE)
Facilities Manager |
| 5. Curriculum Safety [incl. out of school learning activity/study support]
HOD | 24. Playground Safety
Facilities Manager |
| 6. Drugs & Medications
School Business Manager | 25. Reporting Defects
Facilities Manager |
| 7. Electrical Equipment [fixed & portable]
Facilities Manager | 26. Risk Assessments
School Business Manager / Facilities Manager |
| 8. Fire Precautions & Procedures (and other emergencies)
School Business Manager / Facilities Manager | 27. School Trips/ Off-Site Activities
Deputy Head/DH P.A |
| 9. First Aid
School Business Manager | 28. School Transport
Caretaker |
| 10. Glass & Glazing
Caretaker | 29. Staff Consultation
Headteacher |
| 11. Hazardous Substances
Head of Science/ Lab technicians and Facilities Manager | 30. Staff Health & Safety Training and Development
School Business Manager & Deputy Head |
| 12. Health and Safety Advice
Babcock 4S | 31. Staff Well-being / Stress
Headteacher |
| 13. Housekeeping, cleaning & waste disposal
Caretaker | 32. Supervision [including out of school learning activity/study support]
Nominated responsible staff member as required |
| 14. Handling & Lifting
Facilities Manager | 33. Use of VDU's / Display Screens
School Business Manager |
| 15. Jewellery
Headteacher | 34. Vehicles on Site
Caretaker |
| 16. Lettings/shared use of premises
Caretaker | 35. Violence to Staff / School Security
Headteacher |
| 17. Lone Working | 36. Working at Height
Facilities Manager |
| 18. Facilities Manager | |
| 19. Long Term Evacuation Plan
School Business Manager | |

HEALTH & SAFETY POLICY STATEMENT - MONITORING PROGRAMME

Monitoring / Inspections:	By whom	When	Defects Remedied By
• Buildings / Facilities	• Governors	• Termly	• Specialist as required
• Building Services	• Facilities Manager	• Day-to-Day	•
• Fire Safety	• Facilities Manager	• Day-to-Day	•
• Outdoor Areas	• Caretaker	• Day-to-Day	•
• Security	• Caretaker	• Day-to-Day	•
Equipment Inspection / Test			
• Lighting Equipment	• Head of Drama	• Termly	• Specialist as required
• Fire Alarm	• Facilities Manager	• Weekly	• Specialist as required
• Fire Fighting Equipment	• Chubb Fire	• Annually/Quarterly checking,	• Annual service by specialist
• Emergency Lighting	• Facilities Manager	• Weekly	•
• Fire Notices	• Facilities Manager	• As required	•
• First Aid Equipment	• Primary First Aider	• Termly	• Primary First Aider
• Electrical Equipment	• PAT; Facilities Manager	• Annually	• Caretaker, Specialist as required
• Stage Equipment	• Facilities Manager and Head of Drama	• Annually and before a production	• Specialist as required
• Laboratory Equipment	• Science Technician	• Day-to-Day	
• Machinery	• Head of technology	• Day-to-Day	• Specialist as required
• Tools	• Head of technology	• Day-to-Day	
Practice Drills			
• Fire	• Headteacher	• Termly	• Headteacher
Checking Records			
• Inspections carried out	• Facilities Manager	• Termly	•
• Tests carried out	• Facilities Manager	• Termly	•
• Drills carried out	• School Business Manager	• Termly	•
• Reports acted on	• Facilities Manager	• Termly	•
• Information up-to-date	• Facilities Manager	• Termly	•