



Governors' Committee Responsible:	Resources Committee
Nominated Lead Member of Staff:	School Business Manager
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V2.0 October 2015	
V3.0 November 2017	
V3.1 November 2019	<p>Co-operation – point 3 added Facilities Manager.</p> <p>Organisation – Point 1 – Governing Body – remove targets for SDP</p> <p>point 6 Site Supervisor replace with Facilities Manager.</p> <p>Point 10 – added reference staff handbook.</p> <p>Arrangement & Procedures –</p> <p>Point 12 – Babcock replaced with Strictly.</p> <p>Statement – Firefighting equipment, replaced Chubb with Facilities Manager</p>
V3.2 November 2020	<p>Now Health, Safety and Welfare</p> <p>Part 1 – Completely re-written</p> <p>Part 2 – 1.1 to 1.5 Completely re-written</p>

Health, Safety and Welfare Policy Ash Manor School

- Part 1: Statement of General Policy on Health, Safety and Welfare
- Part 2: Organisation and Responsibilities for Health, Safety and Welfare
- Part 3: Arrangements and Procedures for Health, Safety and Welfare

PART 1: STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE

1. The Governing Body & Headteacher of Ash Manor School:
 - Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors,
 - Act in accordance with the general H, S&W policy of Surrey County Council.
 - Require all managers, in the school community, to act in accordance with SCC/School H, S&W policy and procedures, and require same of persons that they supervise and take responsibility for.

2. The Governing Body & Headteacher will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H,S&W legislation, and will, so far as is reasonably practicable ensure:
 - A school/workplace in a safe condition.
 - A safe working environment.
 - Safe systems of work.
 - Safe plant and equipment.
 - Safe access and egress to all areas of the school.
 - The safety of articles and substances for use at work and in school.
 - Sufficient Instruction and Training Supervision

3. In support of the above, the Governing Body & Headteacher will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant finding to be properly incorporated into the school's H, S&W procedures.

Signature

signature

*David Jones, **Chair of Governors***

*Agnes Bailey, **Headteacher***

Date

Date

PART 2: ORGANISATION AND RESPONSIBILITIES FOR HEALTH, SAFETY & Welfare

The following H, S&W 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&W 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&W Policies. The Governing Body will specifically:

- 1.1 Include Health, safety and welfare targets in the School Development Plan. Targets may include,
 - Provision of facility for health, safety and welfare purposes.
 - Reductions in accidents/incidents.
 - Training for Governors/staff, and
 - revision of policy/procedure
- 1.2 Nominate a Governor (H, S&W) as an H, S&W link between the Governing Body and the wider school community, who will stay up to date with school H, S&W initiatives and inform the Governing Body accordingly.
- 1.3 Be informed and updated of Surrey County Council's H,S&W Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf.
- 1.4 Ensure that H, S&W is an agenda item on full Governing Body termly meetings, and receive a termly H, S&W report from the Headteacher at this time. This report should include information on,
 - Progress of the H, S&W targets in the SDP.
 - Accident/incident analysis
 - Relevant H, S&W information received from SCC or its Advisers.
 - Suggestion on future H, S&W initiatives.
- 1.5 Facilitate any necessary review of the school's H, S&W 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&W. The Headteacher will advise SCC/Governors of any H, S&W 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, safety and welfare 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&W 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&W awareness
 - H,S&W Induction training (all new and temporary staff)
 - Emergency/Fire Training for the whole school community.
 - First Aid
 - Risk Assessment
 - H,S&W Coordinator
 - Lifting and Handling
 - Working at heights
 -
- and any further specific H, S&W training identified by the training needs analysis as being necessary and appropriate.
- 2.7 Adequate and easily retrievable health, safety and welfare training records are available and up to date.
- 2.8 The school secures and maintains an arrangement for obtaining competent H, S&W advice as required by the management of H, S&W regulations.
- 2.9 A termly H, S&W report is provided to Governors.
- 2.10 The school cooperates and participates in the County’s H, S&W 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&W in the absence of the Headteacher.

The Headteacher may delegate functions to other or single members of staff (e.g. an H, S&W Coordinator) who may be tasked with the H, S&W 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&W 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&W 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, safety and welfare whilst at work.
- 4.8 New, transferred and temporary staff receive appropriate H, S&W induction training.
- 4.9 First aid provision is adequate.
- 4.10 Pupils are given relevant H, S&W information and instruction.

5. Teaching Staff [Including supply]

Teaching staff are responsible for the H, S&W 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&W 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. Facilities Manager/Caretakers

The Facilities Manager and the site team 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&W 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, Safety and Welfare Co-ordinator.

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

The Headteacher may appoint or nominate a Health, Safety and Welfare Coordinator to carry out H, S&W functions and maintain an overview of the H, S&W 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&W Coordinator may include:

- 7.1 Having an overview of the school's H, S&W 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, safety and welfare 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, safety and welfare 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, safety and welfare assistance.

8. All Employees [including temporary & volunteers]

All employees are required to take care of their own health, safety and welfare 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&W 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, health or welfare 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, safety and welfare 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, 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&W 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, Safety and Welfare 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&W Committee is unnecessary. If this is the case, then the school H,S&W 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&W issues affecting them (including Risk Assessment), and to influence as appropriate the school's continuing policy and procedures.

All Staff are actively encouraged to take responsibility for Health, Safety and welfare as per the staff handbook.

This also contain information on what to do/who to inform etc.

PART 3: ARRANGEMENTS & PROCEDURES FOR HEALTH, SAFETY & WELFARE

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

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| <ol style="list-style-type: none"> 1. Access Control/Security
Headteacher/School Business Manager 2. Accident Reporting, Recording & Investigation
First Aider 3. Asbestos
Facilities Manager 4. Contractors
Facilities Manager 5. Curriculum Safety [incl. out of school learning activity/study support]
HOD 6. Drugs & Medications
School Business Manager 7. Electrical Equipment [fixed & portable]
Facilities Manager 8. Fire Precautions & Procedures (and other emergencies)
School Business Manager / Facilities Manager 9. First Aid
School Business Manager 10. Glass & Glazing
Caretaker 11. Hazardous Substances
Head of Science/ Lab technicians and Facilities Manager 12. Health, Safety & Welfare Advice
Strictly4S 13. Housekeeping, cleaning & waste disposal
Caretaker 14. Handling & Lifting
Facilities Manager 15. Jewellery
Headteacher 16. Lettings/shared use of premises
Caretaker 17. Lone Working
Facilities Manager 18. Long Term Evacuation Plan | <ol style="list-style-type: none"> School Business Manager 19. Equipment Maintenance/ Inspection 20. Facilities Manager/HOD 21. Monitoring the Policy
School Business Manager 22. Personal Protective Equipment (PPE)
Facilities Manager 23. Playground Safety
Facilities Manager 24. Reporting Defects
Facilities Manager 25. Risk Assessments
School Business Manager / Facilities Manager 26. School Trips/ Off-Site Activities
Deputy Head/DH P.A 27. School Transport
Caretaker 28. Staff Consultation
Headteacher 29. Staff Health, Safety Training and Development
School Business Manager & Deputy Head 30. Staff Well-being / Stress
Headteacher 31. Supervision [including out of school learning activity/study support]
Nominated responsible staff member as required 32. Use of VDU's / Display Screens
School Business Manager 33. Vehicles on Site
Caretaker 34. Violence to Staff / School Security
Headteacher 35. Working at Height
Facilities Manager |
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HEALTH, SAFETY & WELFARE 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	• Facilities Manager	• 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	• 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	•