

## Amesbury Health and Safety Policy



Signature  
Jonathan Whybrow  
Head

Date: 6<sup>th</sup> October 2020



Signature  
Tarquin Henderson  
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Board of Governors

Date: 6<sup>th</sup> October 2020

## Health & Safety Policy

### **Part 1: General Statement**

As governors of Amesbury 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 Amesbury by appointing, Mark Toms a governor with responsibility for overseeing health and safety as well as Yvonne Drew, Bursar and Secretary to the board as part of her general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings. Specific reference to the DfE Document 'Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2013)' has been made in preparing this policy.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Bursar and Head. However, as governors, we have specified that that the school should adopt the following framework for managing health and safety:

- The governor overseeing health and safety 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 meeting.
- The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the committee chairman wishes to bring to the Board's attention.
- 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 Health and Safety 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 Facilities Manager arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas annually, together with regular external deep cleaning and pest control services, and that the Facilities Manager reports on all these aspects to the Health and Safety Committee.
- 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 and submit a report to the Governors Main Board Meetings.

- 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 two years and a quarterly 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 bursar and other members of the Senior Leadership Team ("SLT") 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 bursar.

All employees are briefed on where copies of this statement can be obtained on the school's intranet. 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 parts two and three of this document.



Tarquin Henderson  
Chair of Governors, for and on behalf of the Board

6<sup>th</sup> October 2020

## **Part 2: Organisation**

This part of the Policy deals with the organisation, planning, implementation, and operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities.

### **1. Board of governors ("The Board")**

The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties.

### **2. Head and Bursar**

The Head and Bursar will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Bursar will also report to the Board on health and safety performance and assist the Board in implementing changes in the Policy which the Board have approved. In addition the Bursar will chair the School Health and Safety Committee.

### **3. Facilities Manager**

The Facilities Manager will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Staff induction
- Registration and control of visitors
- Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive

They will also act as the School Safety Co-ordinator, whose duties will include:

- advising the Bursar on maintenance requirements
- co-ordinating advice from specialist safety advisors and producing associated action plans

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- monitoring health and safety within the School and raising concerns with the Bursar
- compliance with the Construction (Design and Management ) Regulations
- maintain a record of all staff who have Health and safety qualifications and who have attended courses

## **4. Heads of Department (Teaching)**

The Heads of Department will ensure, as far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) - Head of Science
- Sports activities - Head of PE
- Drama - Head of Performing Arts
- Art (including harmful substances and flammable materials) - Head of Visual Art
- Music - Head of Performing Arts
- Design & Technology - Head of Visual Art
- Outdoor lessons – HOD's
- Trips and visits - Deputy Head Pastoral

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

## **5. Maintenance Manager**

The Maintenance Manager will assist the Facilities Manager with the implementation of the following:

- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Site traffic movements
- Maintenance of School vehicles
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for grounds maintenance activities

## **6. External Health and Safety Advisors**

The Facilities Manager will arrange as appropriate for external consultants to advise on matters of health and safety within the School. Such provision may include:

- Structural surveyors are retained to give advice on the external fabric of the school.

- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.
- Gym and fitness equipment and machinery used in both design and technology and in the maintenance department are serviced annually.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department. In addition, the Catering Manager arranges for:
  - an independent hygiene and safety audit of food storage, meal preparation and food serving areas annually.
  - professional advice from a dietician on healthier food, menu planning and special diets as needed.
  - the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas twice a year.
  - appropriate pest control measures to be in place.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, and extinguishers are tested annually by a qualified contractor.
- An external health and safety consultant reports every three years on the arrangements for health and safety in all lessons, support areas, public spaces, sports and facilities. This is reviewed annually by the health and safety committee.
- The school has a suitable and sufficient risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place.
- The school maintains an asbestos register and the facilities manager is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan. She is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.

## **7. The Health and Safety Committee**

The Committee will meet at least once a term, and will be chaired by the Bursar. The Governor who is responsible for overseeing health and safety will attend these meetings. The other members of the Committee will be:

- Deputy Head Pastoral
- Facilities Manager
- Matron, who also acts as secretary
- Maintenance Manager
- Caretaker
- Catering manager if required for a particular agenda item

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The Matron will liaise with all academic Heads of department to request any agenda items and feedback any relevant issues to them. Heads of Department are invited to attend the Health and Safety meeting as required.

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the school;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the safety policy guidance and updating it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff.

## **8. The School Matron**

The School Matron will be responsible for:

- Keeping statistics and preparing summary reports for the School Health and Safety Committee
- Escorting pupils to hospital (and informing their parents)
- Checking that all first aid boxes and eye wash stations are replenished
- Risk assessments and arrangements for children / staff with disabilities
- Health and safety training for all staff both internal and booking external courses

## **9. Staff**

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department / Facilities Manager/ Bursar of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:-

- follow the Policy;
- take reasonable care for the health and safety of themselves and others who may be affected
- follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed
- carry out all reasonable instructions given by managers / senior staff
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence

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- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties

## Staff Consultation

Amesbury takes its responsibilities seriously and offers an open door to staff's concerns and ideas to manage health and safety effectively. Consultation with staff will be performed on all health and safety issues that could have an effect on employees, including –

- Changes in policies, procedures and processes
- Arrangements for assistance by competent people
- Hazards, risks and their control measures including policies, procedures and safe working practices
- planning of Health and Safety training
- consequences from the introduction of new technology and processes

## 10. Other Related Policies

Amesbury has several other policies which relate to Health and Safety, which can be found in the staff handbook as follows:

**Accessibility Policy**

**Administering Medication**

**Anti-bullying Policy**

**Asbestos**

**Child Protection and staff behaviour policy**

**Competent Advice**

**Construction Work (CDM)**

**Contractor Management**

**Control of Substances Harmful to Health (COSHH)**

**Display Screen Equipment**

**Educational visits (EYFS and non EYFS)**

**Electrical Safety**

**Emergency Situations**

**E-Safety**



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**First Aid includes RIDDOR**

**Fire safety, procedures and risk assessment**

**Gas Safety - including LPG**

**General Workplace Safety**

**Hot Works**

**Human Flu Pandemic**

**Infection Control**

**Letting and Hiring**

**Lightning Protection**

**Manual Handling**

**Minibus Use**

**New and Expectant Mothers**

**Noise**

**Occupational Health**

**Prevention of Violence and Aggressive Behaviour Towards Staff**

**Pupil Supervision**

**Radon**

**Risk Assessment**

**Safety Training (including induction)**

**Security, workplace safety and lone working 8b & c 16b**

**Smoking**

**Special Education Needs (SEN) and Learning Difficulties**

**Stress**

**Sun Protection**

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**Vehicles and on-site movements**

**Water Quality (including Legionella)**

**Working at Heights**