



AMESBURY SCHOOL
HINDHEAD

HEALTH AND SAFETY POLICY

Health and Safety Policy

Part 1: General Statement

As governors of Amesbury 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 Amesbury by appointing David Gorrod as governor with responsibility for overseeing health and safety as well as Sarah Jones, 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.

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 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, regular health and safety checks and all new or revised policies and procedures are 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 chair 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 Estates 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 the Estates 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 reviews this risk assessment every time it is amended and submits 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 is 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 is 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 includes 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, is 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.

Karen Davies

Chair of Governors, for and on behalf of the Board

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. This policy should be read in conjunction with the Health and Safety Policy for Little Amesbury.

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. The Board will hold the Head Master/ Mistress to account in respect of the requirements set out in this policy.

2. Head

The Head will have day to day responsibility for controlling health and safety within the school. This will include ensuring there is sufficient resource deployed to meet health and safety requirements. The Head will have overall responsibility for ensuring that health and safety training is deployed as required. They will ensure that accidents are suitably and appropriately investigated and recorded. They 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 Head Master / Mistress will also report to the Board on health and safety performance including an [annual] audit and will assist the Board in implementing changes in the Policy which the Board have approved. The Head Master/Mistress will be responsible for the implementation of an Emergency Plan. [Crisis Incident Plan]

3. Bursar/Estates Manager

The Bursar will have delegated by the Head the 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
- Emergencies
- Staff induction and training
- The appointment of competent contractors
- [Radon gas – if relevant in your geographical area]

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

- advising the Head on maintenance requirements;
- co-ordinating advice from specialist safety advisors and producing associated action plans;
- co-ordinating and implementing training
- monitoring health and safety within the School and raising concerns with the Head Master / Mistress;
- compliance with the Construction (Design and Management) Regulations;
- chairing the School Health and Safety Committee.
- Investigating accidents and incidents, including near misses, and recording the same.

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.

Where school trips are planned a full risk assessment is performed and any Health and Safety issues need to be communicated to parents with the trip correspondence. Parents will be asked to give consent for their children to attend should any Health and Safety issues be present.

5. Estate Foreman

The Estate Foreman will assist the Estates 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)
- Registration and control of visitors and management of contractors..
- 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 Estates 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 Estates 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.
- The school has current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations [all of which are RCD protected and meet the requirements of BS7671 IET wiring regulations].
- All work on gas boilers and appliances is carried out by registered Gas Safe engineers.
- All domestic boilers are serviced annually and all domestic properties have current landlord's gas safety certificates.
- All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested [annually] by a specialist contractor.
- A competent Principal Designer, Principal Contractor / Contractor is appointed in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever construction work is undertaken.

7. The Health and Safety Committee

The Committee will meet at least once a term and is 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
- Estates Manager
- HR Manager
- School Nurse ,
- Catering manager if required for a particular agenda item
- A representative from the Pre-Prep/Little Amesbury if required

The Bursar 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 Nurse

The School Nurse will be responsible for:

- Keeping statistics and preparing summary reports for the School Health and Safety Committee
- Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive.
- 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 or injuries
- Medical and First Aid 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 / Estates 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
- 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

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

Vehicles and on-site movements

Water Quality (including Legionella)

Working at Heights