



Ashton House School

HEALTH & SAFETY POLICY



Ashton House School

Policy Title:	Health & Safety Policy
Version:	1.0
Policy Summary:	This policy applies to the whole school including the EYFS setting. Ashton House is committed to ensuring all employees are safeguarded fully in respect of health, safety and welfare whilst at work. Pupils and members of the public including parents, visitors and contractors' employees who enter our premises, are not exposed to any health and safety risks during the course of their business.
Policy Owner:	Proprietor
Relevant to:	All staff, volunteers, contractors and service providers, parents and guardians
Date introduced:	November 2016
Next review date:	November 2017
Related School Documents:	<ul style="list-style-type: none">• Hazard Identification Risk Assessment
Date(s) modified/reviewed:	



Ashton House School

HEALTH & SAFETY AT WORK ACT 1974

STATEMENT OF GENERAL POLICY

We are, through all levels of management, committed to ensure, so far as is reasonably practicable, that:

1. All employees are safeguarded fully in respect of health, safety and welfare whilst at work.
2. Pupils and members of the public including parents, visitors and contractors' employees who enter our premises, are not exposed to any health and safety risks during the course of their business.
3. No work is carried out by the school or contractors that is liable to expose employees, pupils or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced.
4. All contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety, including where necessary a written statement of policy.

The Proprietor has the ultimate responsibility for the implementation of this policy and will ensure that the requirements of all health and safety legislation are established. The Head teacher is responsible for implementation of this policy within the school. Matters that cannot be resolved at this level must be referred to the Proprietor.

The school's objectives are:

1. To provide conditions and systems of work for all employees which prevent any danger to health. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced.
2. To ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risk to the safety of the staff or the public.
3. To provide means of access and egress that are safe and without risks to health.
4. To provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and pupils.
5. To ensure that the health, safety and welfare of all employees, pupils, and members of the public are under continuous review by management at all levels.
6. To ensure safe arrangements are made for the storage, handling and transport of articles and substances.
7. To ensure the school will have and maintain up to date fire procedures and documents; and ensure that all employees and pupils are familiar with them.

This policy is largely dependent upon the total co-operation of every person who works for the school and indeed all employees have a legal duty to:

1. Take reasonable precautions in safeguarding the health and safety of themselves and others.
2. Observe all health and safety rules and procedures as laid down by the school and use all health and safety equipment provided.



Ashton House School

3. Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage.
4. Ensure that no person uses a prescribed dangerous machine unless they have been fully instructed as to the dangers and the precautions to be observed and either have received sufficient training in work at the machine or are being supervised by someone with a thorough working knowledge and experience of the machine. No person under the age of 18 years should be allowed to dismantle or clean a prescribed dangerous machine.

STAFF CONSULTATION

We will hold weekly staff meetings; Health and Safety will be a standing item on the agenda at these meetings and any points raised will be duly minuted, reported to the health and safety representative and actioned accordingly.

This policy will be monitored to ensure it is effective and will be regularly reviewed and revised as necessary.

Signed: *Simon Turner*

Date: 2nd September 2016

Proprietor

I. Purpose

The purpose of this Policy is to explain the general responsibilities and specific duties of school governors, directors of proprietary schools and senior school staff with respect to health and safety, and provide an overview of the principal related legislation.

The policy forms part of the Safeguard SGOL Health and Safety Management System and is one of the measures taken by the organisation in meeting and maintaining legislative compliance.

At a minimum ensure:

- The Proprietor is responsible for ensuring that this health and safety policy is implemented
- The Head teacher is in overall control of the day-to-day management of the school and is therefore responsible for ensuring that any contractors, tenants, visitors and employees are advised regarding the adequacy of facilities, equipment and evacuation procedures provided for their safety whilst on the premises. The Head teacher is also responsible for communicating the school's rules and guidelines on health and safety to staff
- The Head teacher must ensure that all school staff are trained to the appropriate level of competence, having regard to the general risk assessments carried out, and that all equipment used is safe and where necessary certified as such
- The Head teacher is also responsible for monitoring the results of the health and safety policy, reviewing its contents on an annual basis and making recommendations to the Proprietor
- The Safety Co-ordinator, in close co-operation with (or acting as) the safety committee chairman, is responsible for the implementation of training programs throughout the school and for keeping them under constant review. They are to be updated to meet changes in legal requirements and, where necessary, improvements made to meet operational needs
- The Safety Co-ordinator will advise on and monitor the practical implementation of the health and safety policy. As and when the Commission for Health and Safety determine new regulations, he/she will ensure that the relevant instructions are passed to staff at all levels
- The Safety Co-ordinator is also responsible for monitoring the results of the health & safety policy and, where necessary in consultation with the safety committee and our appointed safety



Ashton House School

- advisers, reviewing its contents on a regular basis and making recommendations for presentation to the Proprietor
- The Proprietor is responsible for ensuring the practical implementation and monitoring of records pertaining to all maintenance, dangerous occurrences, emergency procedures and health hazards
- Safeguard have been appointed as our health and safety advisers
- The health and safety is a standing item on all SMT and Staff meeting agendas for the purposes of providing a regular forum for the discussion of health and safety issues. Where appropriate recommendations will be made to the Head teacher and/or the Proprietor, in accordance with the established management structure of the school.

II. Scope

In grant maintained, foundation and independent schools the governing body has ultimate responsibility for health and safety and in proprietary schools it is the Proprietors. It is the responsibility of head teachers and, where appropriate, of bursars to carry out the policies agreed.

The Health and Safety at Work etc Act 1974 (HASWA) places a duty on all employers (the Proprietors)

To safeguard so far as is reasonably practicable, the health, safety and welfare of their employees and of others who may be affected by work activities, such as pupils and visitors. They must ensure that all premises, equipment and substances are safe and without risk to health.

Employees must comply with the safety policy and work in a safe manner.

This policy will meet the minimum requirements of all UK regulatory standards and best practices.

In accordance with the organisation's health and safety arrangements it is the responsibility of the Senior Management team to ensure that these policy requirements are met.

III. Definitions

Principal Officers and their responsibilities

Enforcement

The enforcement agency for health and safety in schools is the HSE. There is an Education Service Advisory Committee which has members drawn from education and training; teaching unions, business and government departments.

The information in this section closely follows the advice of that committee and its 1998 revised publication.

- Monitoring (including consideration of inspection reports)
- Prioritising actions where resources are required
- Ensuring actions are taken
- Including health and safety on governing body and board meeting agendas
- Assessing the annual report on health and safety performance
- Reporting on the school's security arrangements
- Reviewing the safety policy

Governing bodies or Proprietors are wholly responsible for the health, safety and welfare of the teachers, non-teaching staff, pupils, visitors and for buildings and equipment.

They are also responsible for outside contractors who will themselves have duties as employers.

Head teachers and other staff have an obligation to co-operate with the Proprietor



Ashton House School

so far as necessary to ensure health and safety requirements are met.

Proprietors must be aware of:

- Administrative matters relating to accident investigation and recording, provision of health and safety training and health and safety inspection
- The provision of specialist professional advice and information on health and safety matters
- Structural repair and maintenance including decorations
- Specific problems such as the discovery of harmful substances, e.g. asbestos
- Equipment purchase and personal protective equipment; e.g. gymnasium and playground equipment; and machinery
- Non-structural repairs
- Groundwork, e.g. playing fields and gardens

Proprietors must provide:

A written statement of health and safety policy, including:

- A declaration of commitment
- Acknowledgement of responsibilities towards pupils and visitors (Statement)
- The organisation for implementing the policy (Organisation)
- Suitable arrangements for implementing the policy (Arrangements)
- Facilities for monitoring / measuring safety performance (Monitoring)
- A revision procedure (Audit & Review)

Proprietor should expect individual members of staff to implement the policy and meet its objectives. An example of this might be department heads identifying hazards and making appropriate risk assessments.

Overall, the Proprietor must be sure that the school management team has set performance standards for security and health & safety, and they are achieving them.

The Proprietor should be kept up to date regarding:

Audits and audit reports by outside agencies, such as:

- HSE enforcement staff,
- The appointed advisers,
- Specialist contractors, e.g. for electrical testing.
- Reports from safety representatives.
- New legislation which may affect the school.
- Self-inspection (self-audit) activity.

The Proprietor does not have to carry out audits, etc. but should be in a position to report activity to parents and other interested bodies.

Proprietor's decisions:

The Proprietor is responsible for financial control and must therefore be involved in decisions affecting the budget. This may include delegation of various types and levels of expenditure to senior staff such as the head teacher.

All decisions with regard to health and safety must have an element of risk assessment, e.g. balancing cost against benefit, and considerations of reasonable practicability. For example, if a school is next to an airport, is there a safety risk from aircraft? Obviously there is, but there is nothing the school can do which is reasonably practicable, which would affect either the hazard or the risk of it occurring.



Ashton House School

Level 1 - Head teacher

The main functions of the head teacher are:

- Co-ordinating the day to day activities of the running of the whole school in accordance with the health and safety policy
- Liaison with the Proprietor, advisers and enforcement agencies on policy issues and any problems implementing the health and safety policy
- Ensuring regular inspections are carried out
- Submitting inspection reports to the Proprietor and others where applicable
- Ensuring action is taken
- Passing on information received on health and safety matters to appropriate people
- Carrying out investigations
- Chairing the school SMT and Staff meetings
- Co-operation with and providing necessary facilities for trade union safety representative

Level 2 – Key Stage Co-ordinators

Their main functions are:

- Day to day management of health and safety activities involved in the running of the whole school in accordance with the health and safety policy
- Drawing up and reviewing departmental procedures regularly
- Carrying out regular inspections and making reports to the head teacher
- Hazard analysis and risk assessment
- Arranging for staff training and information
- Maintenance of standards
- Passing on health and safety information received to appropriate people
- Acting on reports from above or below in the hierarchy

Level 3 – Teachers, non-teaching staff

Their main functions are:

- Day to day management of health and safety within their departments and the carrying out of active safety in the school
- Checking classrooms/work areas are safe
- Checking safety of equipment before and during use
- Ensuring safe procedures are used and maintained
- Assisting in hazard analysis and risk assessment
- Assessing the need for and ensuring that personal protective equipment is used
- Defect and hazard reporting
- Specialist tasks e.g. first aid, swimming pool safety etc
- Participating in inspections and health and safety consultation committee, if appropriate
- Bringing problems to the attention of the relevant head of department

Level 4 - Safety Advisers

Their functions may include:

- Establishing timetables and methodology for safety auditing;



Ashton House School

- Carrying out safety audits;
- Advising on health and safety policy revisions;
- Assisting in the implementation of the safety policy as necessary;
- Helping in the investigation of serious incidents where appropriate;
- Advising on inspection and monitoring procedures;
- Giving advice on changes in legislation.

IV. Other Resources & References

- The Health and Safety at Work etc Act 1974