



Ashton House School

HEALTH & SAFETY POLICY



Ashton House School

Policy Title:	Health and Safety Policy
Version:	2.0
Policy Summary:	<p>This policy explains Ashton House School's requirements for risk assessment and management; and sets out the various responsibilities.</p> <p>This policy was provided by Handsam and adapted for the needs of Ashton House School. Handsam Main Health and Safety Policy January 2019 (Standalone)</p>
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1. General

The Proprietor of **Ashton House School** is responsible for the overall Health and Safety Policy.

2. Proprietor's Statement of Intent

The Ashton House School Proprietor has adopted the following statement of intent.

The Ashton House School Proprietor:

- Will take all reasonable steps to provide safe and healthy conditions for students, employees and others who may be affected by its activities;
- Will assess risks to the health and safety of staff, students, contractors, volunteers and visitors and others affected by the school's actions;
- Will take sensible and proportionate steps to ensure compliance with all relevant health and safety legislation;
- Will provide adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained;
- Accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively;
- Expects all employees and students to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others;
- Is committed to providing the necessary information, instruction, supervision and training to all employees and students where applicable;
- Acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to enable them to carry out their duties effectively. Is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the policy in light of new legislation, incidents and other changing circumstances; and
- Will set out full details of the organisation and arrangements for the management of health and safety in Ashton House School in writing and communicate these to all employees, volunteers and contractors.

The Head Teacher is responsible to the Proprietor for the implementation of the Ashton House School Health and Safety Policy and for the arrangements and procedures which will ensure as far as is reasonably practicable the health, safety, welfare and security of staff and students and the health, safety and security of contactors and visitors to Ashton House School.



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The Proprietor will develop with the Head Teacher arrangements for delivering effective health and safety management, which will set out in detail the roles, responsibilities and duties of named individuals who will co-ordinate, manage and carry out the procedures under:

- The overall supervision of the Head Teacher; and
- Within the overall Proprietor's statement of intent and Ashton House School Health and Safety Policy.

The Proprietor and Head Teacher in determining the Ashton House School Health and Safety Policy will have regard to any statutory and non-statutory government guidance.

2.1 Definition of Competent

Competence can be described as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely. Other factors, such as attitude and physical ability, can also affect someone's competence.

The definition of a '**competent person**' is the person who has responsibility for advising the Head Teacher and other senior managers in the discharge of their responsibilities under the *Health and Safety at Work etc. Act 1974*, the *Management of Health and Safety at Work Regulations 1999* and all other health and safety legislation, and for liaising with relevant officers (such as HM Inspectors of the Health and Safety Executive (HSE) and fire and civil defence fire officers).

3. Aims

Ashton House School aims to ensure that so far as is reasonably practicable:

- All employees are safeguarded in respect of health, safety and welfare whilst at work;
- Safe systems and effective procedures are in place to protect the health, safety, security and welfare of students and the health, safety and security of visitors to the school, including parents, contractors and their employees and members of the public affected by the work of the school;
- Arrangements are in place in the school to ensure that no work is carried out by the school or by contractors that is liable to expose employees, students, visitors or members of the public to hazards to health and safety unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been put in place;
- Procedures are in place to enable all contractors to demonstrate that they have suitable risk assessments in place and arrangements for securing proper health and safety of employees and anyone on the school site affected by their work;



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- Senior leadership team (SLT) managers in the school are suitably trained;
- Sufficient resources are provided as far as is reasonably practicable to enable suitable and sufficient safeguards to be put in place for ensuring as far as is reasonably practicable the health and safety of anyone on the school site or outside the school if engaged in school business; and
- Sufficient funds are provided as far as is reasonably practicable for the appropriate training of relevant staff in health and safety systems and safeguards.

4. Ashton House School's Objectives

The school's objectives are to:

- Have regard to the Proprietor's statement of intent and the provisions of the Ashton House School's Health and Safety Policy;
- Establish sensible conditions and systems of work for all employees which prevent as far as is reasonably practicable any danger to health and safety. (This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified which will ensure as far as is reasonably practicable that suitable and sufficient standards of safety are adopted and enforced);
- Ensure that all departments (and areas of management) have suitable policies and procedures in place (including procedures for making and reviewing suitable and sufficient risk assessments) to ensure the health and safety of staff, students, contractors, volunteers and visitors in their departments;
- 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 students;
- Ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of the staff, students, contractors, volunteers and visitors where necessary appropriate training will be given;
- Ensure the provision of means of access and egress which are safe and without risks to health;
- Ensure safe arrangements are made for the storage, handling and transport of articles and substances;
- Ensure that the school develops, produces and maintains up-to-date fire safety procedures and documentation and that all employees and students (and as far as is practicable, visitors) are familiar with them;
- Develop safety awareness among all employees and students and to promote individual responsibility for health and safety at all levels of staff and students;



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- Ensure that the health, safety and welfare of all employees, students, contractors, volunteers and visitors are under continuous and reasonable review by managers at all levels;
- Appoint Handsam Ltd to act as competent person as the school's Health and Safety Manager (HSM) along with the Health and Safety Committee to oversee the implementation of the school's health and safety policies and procedures;
- Ensure that the school has a Health and Safety Committee, which has a clear brief in line with this policy, meets regularly and reports regularly to the Head Teacher and Proprietor;
- Provide sufficient funds to enable safe systems to operate and for the training of relevant staff; and
- Make reports as directed to the Proprietor on the implementation of its Health and Safety Policies and procedures.

5. Responsibilities

This policy is largely dependent upon the total co-operation of every person who works in Ashton House School. Ashton House School expects all employees to co-operate in ensuring the health and safety of all staff, students, contractors, volunteers and visitors.

5.1 Proprietor

The Proprietor will:

- Make and review regularly the health, safety, welfare and security policies and their implementation in the school, taking into account its Statement of Intent;
- Ensure that the policy is made known to staff, parents, students, and relevant parts to contractors and visitors;
- Ensure that the Head Teacher takes into account the views and recommendations of the Health and Safety Committee;
- Set up and maintain a Health and Safety Committee under the *Safety Representatives and Safety Committees Regulations 1977* (as amended);
- Ensure that competent persons (or bodies) are appointed to advise on the implementation of the Health and Safety Policy and procedures and to ensure that the training of relevant school staff is kept up to date;
- Ensure that a system is in place to enable contractors and persons hiring any part of the premises to be made aware of and to conform to, the school policy and procedures;
- Ensure that an appropriate management system is used efficiently to prompt and record the carrying out of necessary health, safety and security tasks in line with Ashton House School policies;
- Ensure that there is a system across the school for appropriate risk assessments to be carried out, recorded and regularly reviewed;



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- Agree and maintain any necessary health, safety and security contracts with contractors;
- Ensure that the estate is managed effectively, taking into account the DfE guidance *Good Estate Management for Schools*;
- Receive and consider termly reports and an annual status review from the Head Teacher and determine any necessary response;
- Ensure that appropriate training, advice and guidance are provided; and
- Provide sufficient funds for the implementation of its policies.

5.2 Health and Safety Committee

The committee will consist of **at least** the Head Teacher or his/her nominee, a school HSM. The committee will meet at least three times per year and will report to the Head Teacher.

Three members, including the Head Teacher or his/her nominee, present will form a quorum.

The committee may determine its own Chair and proceedings.

The committee may invite other members of staff and students to attend a committee meeting for specific agenda items.

This committee will:

- Take into account the Proprietor's statement of intent and Ashton House School Health and Safety Policy;
- Review regularly specific health, safety, welfare and security arrangements for implementing this policy and make recommendations to the Head Teacher;
- Consider accident, incident and ill health records and statistics;
- Consider reports of any internal and external inspections;
- Consider risk assessment and the management of risks;
- Make recommendations on health and safety training throughout the school;
- Consider the efficacy of emergency procedures in the school;
- Consider any changes that affect health and safety;
- Receive and consider an annual status review from the HSM/Principal and determine any necessary response before it goes to the proprietor;
- Consider any other items raised by management or the staff representatives; and
- Report as required to the proprietor.

Members of the school's Health and Safety Committee:

Kate Hogan, George Dawson, Joanne James, Simon Turner and Handsam Ltd



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5.3 Head Teacher

The Head Teacher (or, when absent, a nominated deputy) will be responsible for the overall implementation of the Health and Safety Policy.

The Head Teacher is responsible for:

- The health, safety and welfare of staff, students, contractors, visitors and any other person using the premises;
- Ensuring safe working conditions for all of the above (staff, students, contractors, volunteers and visitors);
- Ensuring safe working practices and procedures throughout the school, including those relating to the provision and use of machinery and other apparatus;
- Ensuring that staff are consulted appropriately on issues that affect them;
- Implementing a Student Behaviour Policy that will ensure as far as is reasonably practicable the health and safety of students on site and when engaged in school activities off-site;
- Appointing members of the management team to the Health and Safety Committee;
- Directing that health, safety and security issues are put on the agenda of all appropriate meetings throughout the school;
- Ensure that there is a suitable system in place for reporting accidents, near misses and concerns about staff or student welfare;
- Ensuring that liaison with contractors is maintained and that regular reports are obtained;
- Carrying out periodic safety reviews and audits;
- Ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out;
- Determining in consultation with the HSM which risk assessments should be considered exceptional and be written, taking into account the government's advice (see 'Risk Assessment' section below);
- Ensuring that the health and safety training needs of all staff and students are identified, and appropriate training provided;
- Encouraging staff, students and others to promote health and safety and to suggest ways of reducing risks;
- Delegating to the HSM appropriate tasks for the day-to-day implementation of the policy;
- Ensuring that the health and safety management system is used effectively by relevant users;
- Ensuring that parents are kept informed on any health and safety issues and enlisting their support as appropriate;



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- Liaising with the nominated governor and making termly progress reports and an annual health, safety and security status review and presenting it to the school Proprietor; and
- Ensuring that sufficient resources are provided to ensure as far as is reasonably practicable the health, safety and welfare of staff, students and visitors.

5.4 Health and Safety Manager (HSM)

The HSM will be a suitably qualified and 'competent person' (as defined above) responsible to the Head Teacher for:

- Managing, co-ordinating and monitoring health and safety matters within the school, including the provision of training;
- Ensuring that the school's Health and Safety Policy and systems are implemented;
- Reporting regularly to the Head Teacher on health and safety issues;
- Participating in the work of the Health and Safety Committee;
- Assisting the Head Teacher in compiling reports and the annual status review;
- Maintaining a suitable system in place for reporting accidents, near misses, and concerns about staff or student welfare;
- Ensuring that suitable and sufficient risk assessments are carried out and appropriate controls are implemented;
- Advising the Head Teacher on which risk assessments should be written having taken into account the government's advice (see section 9);
- Liaising with any contractors and making reports to the Head Teacher on the progress of the contractual requirements;
- Engaging external health and safety experts as appropriate, receiving their reports and taking any necessary action;
- Meeting with staff health and safety representatives;
- Advising on all health and safety matters (including safety of buildings, plant and equipment used and operated by the school);
- Ensuring that teaching, administrative, catering and all ancillary staff (including volunteers) are compliant with the Proprietors' statement of intent and the Ashton House School Health and Safety Policy and sub-policies;
- Ensuring that contractors and persons hiring any part of the premises are aware of the Ashton House School Health and Safety Policy;
- Ensuring that all necessary safety signs and notices are displayed;
- Ensuring that instructions relating to specific areas are displayed and known and understood by all users;
- Ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out, recorded and



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monitored, that the required notices are in place and that appropriate training is given to relevant staff in accordance with Ashton House School's Fire Safety Policy;

- Putting in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers understand and implement the Health and Safety Policy as appropriate; and
- Overseeing the efficient use of any health and safety management system to prompt and record the proper discharge of all necessary relevant tasks.

5.5 Staff with Departmental Responsibilities

Heads of departments/areas of Ashton House School will be appropriately trained and are responsible to the HEAD TEACHER through the HSM for the implementation and operation of the Health and Safety Policy as it affects their areas of responsibility. In order to discharge this responsibility they will:

- Familiarise themselves with Ashton House School's Health and Safety Policies and all regulations and codes of practice relevant to the work in their areas of responsibility;
- Participate as required in the work of the Health and Safety Committee;
- Use the health and safety management system to record completion of the relevant tasks;
- Make and regularly review a departmental Health and Safety Policy (see the template for a departmental policy in Appendix A);
- Set up and implement safe methods of work;
- Ensure that the school's Student Behaviour Policy is implemented within the department as appropriate;
- Apply effectively all relevant health and safety regulations, rules, policies, procedures and codes of practice;
- Instruct all staff, students and others under their jurisdiction in safe working practices;
- Carry out regular safety inspections of their areas and keep records of those inspections;
- Ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- Ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- Make available appropriate protective clothing and equipment, first aid and fire appliances;
- Ensure that all departmental staff and students in their areas, including any visitors/contractors, know the emergency evacuation procedures;



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- Ensure that toxic hazardous and highly flammable substances are correctly used, stored and labelled;
- Provide appropriate health and safety information to relevant persons;
- Report any health and safety concerns to the HSM; and
- Assist the HSM in compiling an annual status review.

5.6 Site Manager

The Site Manager is responsible to the HSM for:

- Implementing the appropriate school sub-policies and procedures;
- Ensuring the security of the premises;
- Maintaining an appropriate cleaning schedule;
- Ensuring that site staff are competent to carry out their responsibilities;
- Arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- Taking appropriate action where necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around open manhole covers;
- Ensuring that other site and cleaning staff are adequately supervised;
- Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the use of the equipment; and
- Ensuring that all site and cleaning staff, including contractors, work in accordance with safe working practices issued by the school.

5.7 Catering

Where the school contracts out the catering arrangements the HSM will ensure that the below responsibilities are fulfilled as part of the contract. The contract will set out the contractor's responsibilities:

- Implementing the Proprietor's statement of intent and Health and Safety Policy and relevant sub-policies in the appropriate catering areas;
- Applying the appropriate isolation procedures in the event of fire and emergency evacuation of kitchen and dining room areas;
- Supervising and training staff appropriately;
- Training and instructing all catering staff in the emergency procedures;
- Carrying out regular reviews of the procedures and informing the HSM of any issues of concern;
- Recording results of the monitoring and review of procedures;
- Ensuring that all catering staff have opportunities for raising concerns about health and safety issues; and
- Assisting with the making of the annual status review.



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5.8 All Members of Staff

All members of staff have a duty to:

- Know and understand the school's and any departmental health and safety policies and procedures;
- Take all reasonable steps to safeguard the health and safety of themselves, all other staff, students in their care and any other persons who may be affected by their actions;
- Understand and use the school reporting systems;
- Take reasonable precautions in safeguarding themselves and others;
- Observe all health and safety rules and procedures set out by Ashton House School and use all health and safety equipment provided;
- Participate in assessing risks and the management of identified risks;
- Follow all relevant codes of safe working practice and local rules;
- Alert the HSM or heads of departments as appropriate to any potential hazard noticed;
- Report (through the school's reporting system) all accidents, incidents or near misses that have led or may lead to illness, harm or damage;
- Ensure that students' behaviour is regulated in accordance with the school's Student Behaviour Policy;
- Report any unsafe working practices to the Site Manager;
- Report any concerns they may have about the health, safety and welfare of any student in their charge in line with the school's Safeguarding Policy and procedures;
- Ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed and have either received sufficient training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine;
- Ensure that no student is allowed to dismantle or clean a prescribed dangerous machine unless under appropriate expert supervision;
- Ensure that they are familiar with fire drills, fire alarm systems, means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work;
- Use the health and safety management system as appropriate;
- Participate in any relevant paid training; and
- Read this Health and Safety Policy and sign and date the **Ashton House School training record** to indicate that he/she has done so. The following statement should be used:

'I have read the school's Health and Safety Policy and all sub-policies and understand my responsibilities'.



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All staff have a right to raise health and safety issues of concern at any time but in particular at formal meetings in their departments.

All employees who are members of recognised trade unions have a right to raise any concerns with their , who may discuss these with the HSM or Head Teacher as appropriate.

The Head Teacher of Ashton House School recognises that members of staff are not chartered or certificated risk assessors but expects all staff, in fulfilling their legal responsibilities for health and safety, to use their experience and knowledge as adults and their training as teachers and support staff to make reasonable, common sense decisions about risk assessment and control measures.

The school will follow the government's advice that all school staff should follow the health and safety procedures put in place by the employer. However, if staff feel that any procedure is inappropriate they should discuss this with the HSM in the first instance and request that it is reviewed.

5.9 Staff Safety Representative

Have the right to:

- Investigate potential hazards and to examine the causes of accidents in the workplace;
- Investigate complaints by any employee they represent relating to that employees health and safety or welfare at work;
- Make representations to the **HEAD TEACHER** and the HSM, as appropriate, on general matters affecting the health, safety and welfare of employees;
- Participate as an elected union representative in the work of the school's Health and Safety Committee;
- Carry out workplace health, safety and welfare inspections; and
- Have paid time off to carry out their functions and to receive health and safety training.

None of the above functions given to a health and safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in not obliged to carry out any or all of the above functions.

5.10 First Aid Lead

The First Aid Lead is responsible for:

- Notifying the staff when a child has been identified as having a medical condition who will require support in the school;



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- Collating information provided by parents and professionals;
- Drawing up any student healthcare plans;
- Ensuring that students with medical conditions are properly supported in the school, including supporting staff on implementing a child's health plan;
- Liaising with lead clinicians on appropriate support for the child and associated staff training needs;
- Liaising with staff, parents and professionals to provide suitable healthcare plans in accordance with current guidance;
- Administering all prescribed medication and any necessary non-prescription medicine and ensuring safe storage in accordance with the school policy and current guidance;
- Working with the Head Teacher to determine the training needs of the school staff and agreeing with the Head Teacher who would be best placed to provide the training;
- Confirming to the Head Teacher that school staff are proficient to undertake healthcare procedures and administer medicines;
- Ensuring that appropriate records are kept and are accessible; and
- Reporting as required to the Head Teacher or Head Teacher's representative.

The staff in charge of particular activities (whether on or off the school premises) are responsible for liaising with the First Aid Lead and ensuring that appropriate arrangements are made for students with medical needs during:

- Educational visits/learning outside the classroom; and
- Sporting activities.

5.11 Confirmation that the Policy has been Read and Understood

Under arrangements made by the HSM, all employees will sign Ashton House School **training record** to indicate that they have read and understood this policy and their responsibilities.

6. Consultation

6.1 Staff

The Head Teacher will consult safety representatives of staff unions recognised by Ashton House School and any staff representatives elected to represent staff who are not members of recognised unions.

Staff interests will also be represented on the school's Health and Safety Committee.



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Health and safety will be a standing item on the agendas of all departments, pastoral groups and any formal management meetings in the school. Any points raised will be duly minuted and reported promptly to the HSM.

6.2 Students and Parents

Students also play a part in overall health and safety and welfare of Ashton House School and will be encouraged to discuss health and safety issues at student council meetings and raise any concerns, which will be reported to the HSM.

The school Proprietor or Head Teacher may decide to involve students further in the management of health, safety, welfare and security.

Parents may also be consulted on issues that they may be expected to have views and concerns on (e.g. security, safeguarding of students, road safety). The school may determine the amount and manner of the consultation.

7. Organisation

7.1 Structure

- The Proprietor has overall responsibility for the policies and procedures in Ashton House School;
- The school's Health and Safety Committee will consider and make recommendations on overall health and safety issues affecting the school and will report to the Head Teacher;
- The Head Teacher has overall responsibility for the internal management of the school policies and procedures and reports to the Proprietor;
- The HSM has the responsibility for the day to day management, co-ordination and implementation of the policy and for liaising with contractors and reporting to the Head Teacher;
- Heads of areas/departments have responsibility for health and safety within their areas and for reporting to the HSM;
- Regular (at least termly) department and team meetings will be held with reports going to the HSM;
- Union safety representatives have the right to participate in the school's Health and Safety Committee and to discuss health and safety issues as necessary with the HSM and/or the Head Teacher;
- Staff who are not in a union have a right to elect a representative who will also participate in the Health and Safety Committee and to discuss health and safety issues with the HSM and Head Teacher; and



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- If agreed by the Proprietor, the student council may have an advisory role, reporting to the Health and Safety Committee and HSM.

8. Risk Assessment

All members of staff in charge of departmental 'safety areas' are responsible for ensuring that risks are identified and appropriate assessments and control measures are made. Members of staff must be **competent** to carry out appropriate risk assessments. The HSM is responsible for ensuring that all staff who complete risk assessments are suitably qualified and competent.

Ashton House School will determine its own risk assessment pro forma, which must be used by all staff or other designated persons. Completed assessments must be sent to the HSM and retained on the health and safety management system and made accessible to all relevant staff. Relevant staff will be provided with training on the health and safety management system.

Risk assessments must be reviewed regularly and at least once a year with a view to ensuring that the control measures have been effective. If any incident arises, the risk assessment will be revisited immediately and any improvements needed will be made.

The HSM will ensure that suitable and sufficient risk assessments are carried out and determine which can be done at school level and which by any other outside contractors. The HSM has the discretion to seek advice from external bodies and will report the reasons and response to the Head Teacher.

Risk assessments will identify measures to control risks during Ashton House School activities. Risk assessments will record significant findings of the assessment by identifying the hazards, how people might be harmed by them and what they have in place to control risk. Records of risk assessments will be made and will be focused on controls, which will be clearly explained so that others know exactly what they are required to do.

Ashton House School recognises that some activities, especially those happening away from the school, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out. The Head Teacher should ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned. Where a risk assessment is carried out the Principal must ensure that the significant findings of the assessment are recorded. See DfE guidance [Health and Safety: Responsibilities and Duties for Schools](#).



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9. Security

The security arrangements will cover as relevant:

- The site;
- The buildings;
- Notices;
- Control of visitors and contractors to the school;
- Locks and keys;
- Out-of-bounds areas;
- Dealing with trespassers;
- Security of staff and student property;
- Vehicles and cycles;
- Movement around the site and buildings;
- Transport and pedestrians arriving at the school in the morning and leaving in the afternoon; and
- Responsibilities for security aspects.

10. Health and Safety Management Arrangements

Ashton House School will use the health and safety management system for recording health and safety management. All relevant staff will be trained in its use.

The HSM will be responsible for the health and safety management system and will make regular reports to the Head Teacher on the progress of the annual cycle of health and safety management.

Staff with health and safety responsibilities will be responsible for completing tasks assigned to them and recording completion in the health and safety management records in the manner laid down by the school.

The Head Teacher in liaison with the HSM will review individual responsibilities and ensure that there is appropriate training, compliance and documentation on an ongoing basis.

The Proprietor will receive termly reports on the implementation of the management system to ensure that the system complies with law and regulations.

11. Training

Ashton House School will provide opportunities for all employees to have access to the information, instruction, supervision and training required to enable them to discharge their responsibilities safely and work in a safe environment.



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All employees, volunteers, peripatetic staff etc., whether permanent or temporary, will undergo **induction training** which will include the following health and safety matters:

- Emergency arrangements;
- Fire drills;
- First aid arrangements;
- Accident reporting;
- Good housekeeping;
- Codes of safe practice and guidance;
- Health and safety handbook and school arrangements;
- How to meet their roles and responsibilities identified within this Health and Safety Policy;
- How to assess risks specific for their job;
- Specific hazards/responsibilities associated with work activity; and
- Special needs of students including students with disabilities.

Further training needs will be considered when employees transfer or take on new responsibilities, when there is a change in the work equipment or systems of work in use, or when there is a change in the special needs of the students. Ashton House School recognises that certain roles involve a greater element of risk which will need extra or specific training, for example using industrial machinery or managing asbestos.

The HSM will identify with relevant heads of department and staff the appropriate health and safety training needs.

The school undertakes to provide extra training for staff where a need is identified.

Staff who feel that they have a need for health and safety training of any kind should notify the HSM in writing.

The HSM will maintain records of individual employee training to ensure that training is up to date and appropriate for the duties undertaken. The recording of which will be shown on the health and safety management system. Where certificates of competence are required for potentially hazardous activities (e.g. woodworking machinery, swimming etc.), heads of department are responsible for:

- Checking the validity of certificates;
- Arranging refresher training when necessary; and
- Keeping the HSM informed.

Responsibility for facilitating attendance and funding of training will be allocated according to the schools Continuing Professional Development (CPD) Policy by the Proprietor.



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12. Staff Involvement in the Management of Health and Safety

All staff will have access to a copy of the Proprietor's statement of intent and the Health and Safety Policy and sub-policies and will sign the **Ashton House School training record** to indicate that they have read and understood this policy and the sub-policies and their responsibilities. Ashton House School recognises that time must be provided for this to be undertaken.

All relevant staff will be trained to use the school's health and safety management system.

The Proprietor and Head Teacher undertakes to keep staff informed of any changes to the policy and procedures through the Health and Safety Committee, minutes, communications with line managers, staff bulletins, staff meetings and briefings and e-mail messages.

All staff will have the opportunity for direct involvement in managing health and safety through departmental arrangements and through representation on the Health and Safety Committee.

13. Measuring Performance

Ashton House School will use an appropriate system to support relevant staff in carrying out their responsibilities for health, safety and security in their areas.

The HSM will ensure that the following are carried out as appropriate, using the school's management system for logging purposes:

- Regular documented audits;
- Site inspections;
- Review of risk assessments and the subsequent control measures;
- Surveys by the Health and Safety Committee;
- Attendance at health and safety meetings;
- Information coming out of department meetings and how it is dealt with;
- Results of any external reviews/investigations;
- Regular review of accidents/incidents/near misses and use of the information and experience gained from the review;
- A system of reviewing and developing improvement plans as identified; and
- Sharing experiences, findings and good practice inside the school.

14. Status Review

Ashton House School will, at the end of each academic year (or appropriate period), draw up a status report on each safety management area covered by the school review.

The review will draw off the information on the management system and will comprise:



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- A statement of the number of uncompleted tasks on 31st August (or any other date chosen by the Proprietor).
- A review of the overall fulfilment of risk assessments and other health and safety tasks as recorded on the management system;
- A review of the overall decrease/increase in risks and reported incidents from the previous year;
- A review of the overall decrease/increase in accidents/incidents;
- Any other findings in the annual audit;
- Changes in the health and safety organisation, policy or structure;
- New processes and new technology introduced for health, safety and security;
- A reference to external influences: legislation, guidance, British Standards, auditors and reports; and
- Any proposals for improvements.

The Head Teacher will ensure that copies of the status review will go to the Health and Safety Committee and Heads of Department.

15. Equal Opportunities

In making, reviewing and implementing this policy the school's Equal Opportunities Policies must be taken into account.

In particular the school must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, students, contractors, volunteers and visitors to use the school's facilities and curriculum as far as is reasonably practicable. The disability accessibility plan must be kept under review and implemented as appropriate, in order to ensure safe access for disabled staff, students, contractors, volunteers and visitors.

16. Sub-policies

The attached sub-policies make up the overall Ashton House School Health and Safety Policy.

Additional sub-policies may be added from time to time. All amendments and additions must be made by the Proprietor.

17. Monitoring and Review

The HSM is responsible for:

- Monitoring the implementation of the policy;
- The proper use of the school's management system;
- The making of risk assessments;



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- The state of training, and
- Reporting to the Head Teacher.

The HSM will assist the Head Teacher in compiling the annual status review. The Head Teacher is expected to show leadership in health and safety management.

The Head Teacher will:

- Monitor the implementation of the policy;
- Ensure that the school's procedures are fit for purpose;
- Ensure that the management system is being used to ensure compliance;
- Advise the proprietor of changes in health and safety law, regulations and guidance;
- Keep the proprietor up-to-date with any changes in the school organisation that may require a fresh look at health and safety; and
- Present an annual status review to the proprietor.

The Proprietor will:

- Receive termly reports on health and safety and security in the school from the Head Teacher and an annual status review;
- Ensure that the school maintains, monitors and reviews its Health and Safety Policy, procedures and organisational arrangements; and
- Consider the annual status review.



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APPENDIX A: RISK ASSESSMENT TEMPLATE

Making risk assessments in the workplace is covered by the *Management of Health and Safety Regulations 1999*. There is no law about how risk assessments should be done or recorded, although the HSE has issued [guidance](#) on these.

Although some risks cannot be prevented, you should always look to eliminate a risk where it is possible. Controlling risks that cannot be prevented should be focused on doing what is “reasonably practicable”, with the aim to protect anyone likely to come into contact with the risk. No risk is averted by the amount of writing in a risk assessment. Be brief and to the point. For guidance on using the risk assessment, see table and explanations below.

ACTIVITIES: (What will you be doing and with whom?)				TO BE COMPLETED				
DATE OF RISK ASSESSMENT:				Date completed:	TO BE COMPLETED	Date to be reviewed: (Max timeframe 1 year)	TO BE COMPLETED	
STAFFING: (Staff deployment, responsibilities, expertise, etc.)				TO BE COMPLETED				
Aspects to Consider (List only actual hazards/issues related to planned activities)	Who is Affected/What Might Happen? (Staff, students, visitors etc.)	Inherent Likelihood & Severity (See table at end of doc)	Inherent Risk Score (Likelihood X Severity)	Control Measures (How you will reduce the risks and whether they are already in place or not e.g. guards on machines already in place or need to wear PPE eye wear/gloves)	Are Control Measures in Place? If Not Who Will Implement? (Staff member names or job roles)	Remaining Likelihood & Severity (See table below)	Residual Risk Score (Likelihood X Severity)	When Done & By Whom?
Hazard 1:		?? : ??				?? : ??		
Hazard 2:		?? : ??				?? : ??		



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Hazard 3:		?? : ??				?? : ??		
Hazard 4:		?? : ?				?? : ??		
Hazard 5:		?? : ??				?? : ??		
Hazard 6:		?? : ??				?? : ??		
Hazard 7:		?? : ??				?? : ??		
Hazard 8:		?? : ??				?? : ??		
Hazard 9:		?? : ??				?? : ??		
Responsible person name:				Signature:			Date:	
SMT/SLT name:				Signature:			Date:	



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Please rate the **Risk Severity** and the **Risk Likelihood** using the below table both before and after the Control Measures.

		Risk Likelihood				
Total Risk calculation table		1: Near impossible	2: Unlikely	3: Notable chance	4: Likely	5: Almost certain
Risk Severity	1: Insignificant	1	2	3	4	5
	2: Minor injuries	2	4	6	8	10
	3: Notable injuries	3	6	9	12	15
	4: Major injuries	4	8	12	16	20
	5: Fatal	5	10	15	20	25

Likelihood and severity form a ratio created by taking the number affixed to the relevant level of each in the white box – for example a “near impossible” risk likelihood and “minor injuries” risk severity would form a ratio of 1:2. These figures are then multiplied to form the inherent risk score, in this case 2.

Repeat this process to ascertain your **remaining likelihood and severity** after control measures and then multiply the ratio to find your residual risk score.

Risk Rating Calculation

Total Risk = Remaining Risk Severity X Remaining Risk Likelihood

A **Total Risk** score of **1-9** should mean you are safe to undertake the activity as long as the required control measures are in place throughout.

A **Total Risk** score of **9-12** should mean you reconsider control measures, method or even necessity of activity before undertaking it.

A **Total Risk** score of **13-25** should mean you do not undertake the activity at all until you have completely reconsidered how to deliver it safely.

Please Also Note

All risk assessments should be approved and signed by SMT/SLT/line management as appropriate.

All accidents and incidents must be recorded in line with the school’s policy.

Also report near misses – not just accidents or incidents.



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APPENDIX B: LIST OF JOB ROLES

Job Role	Name/Position
Proprietor	Simon Turner
Health and Safety Manager	AHS H&S Committee and Handsam Ltd
School's Health and Safety Competent Person	Handsam Ltd
Health and Safety Committee Members	SJT, KH, JJ, GD
Business Manager	Joanne James
Site/Facilities Manager	George Dawson
Designated Safeguarding Lead	Angela Stewart
Deputy Designated Safeguarding Lead	Jasmin Deol
Appointed Person for Pastoral Care	Janet Humphries
Nominated Lead for Anti-Bullying	Jasmin Deol
Head of E-Safety	Muny Thach
Educational Visits Coordinator (EVC)	Head Teacher
Person to whom Mini-Bus incidents must be reported	Head Teacher
Responsible Person for Physical Education	Charlie Fry-Jones
Responsible Person for Drama	Angela Stewart
Responsible Person for Display Screen Equipment	Proprietor
Responsible Person for Electrical Equipment	Proprietor
Responsible Person for Asset Register	Proprietor
Nominated Responsible Person for Fire Safety	Proprietor
Fire Service Liaison Officer (FSLO)	School Business Manager
Responsible Person for Inspecting Fire Safety Signage	Caretaker
Responsible Person for Inspecting Walkways and Escape Routes	Caretaker



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Responsible Person for Inspecting Fire Resisting Doors	Caretaker
Responsible Person for Fire Training	Head Teacher
Responsible Person for Legionella	Proprietor
Competent Person for Working at Height	George Dawson
Permit Issuer for Working at Height	Proprietor
Permit Issuer for Confined Spaces	Proprietor
Permit Issuer for Hot Works	Proprietor
Permit Issuer for Electrical Work	Proprietor
Permit Issuer for Asbestos	Proprietor
Crisis Management Team Members	Senior Leadership Team
Head of Crisis Management Team	Head Teacher
Responsible Person for Ensuring Support for Pupils with Medical Conditions (and IHPS)	First Aid Leads
Responsible Person for First Aid	First Aid Leads
Responsible Person for Managing Medicines	First Aid Leads
Responsible Person for Managing Pregnant Staff	Head Teacher
Responsible Person for Investigating Accidents	AHS H&S Committee
Appointed Competent Person for Managing Contractors	Proprietor
Responsible Person for Waste Management	Proprietor
Responsible Person as Data Controller for CCTV	School Business Manager
Responsible Person for Early Years	Head of Lower School
Responsible Person for Key Stage 1	Head of Lower School
Responsible Person for Key Stage 2	Head of Upper School
Responsible Person for Equal Opportunities	Head Teacher
Special Educational Needs Coordinator (SENCO)	Head Teacher