

Health & Safety Policy

Statement of general policy

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

1. All employees are protected as far as is reasonably practicable in respect of health, safety and welfare whilst at work.
2. Students and members of the public including parents, visitors and contractors' employees who enter our premises, are not exposed to health and safety risks during the course of their business as far as is reasonably practicable.
3. No work is carried out by the school or contractors that is liable to expose employees, students 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.

This policy is in accordance with DfE [Health and safety: Responsibilities and Duties for Schools](#), The [Health and Safety at Work etc. Act 1974](#) and all regulations made under that Act.

The Governing Body will monitor this policy and through the Chair of Governors will ensure that the requirements of all health and safety legislation are established. The Head and Senior Leadership Team will take steps as far as reasonably practicable that the below objectives are met.

The school's objectives are:

1. To provide conditions and systems of work for all employees which prevent any danger to health and maintain their safety whilst working for and on behalf of St Helen & St Katharine. This requires that suitable and sufficient risk assessments are carried out as appropriate, enabling hazards and risks be identified and the standards of safety 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 staff, students 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 students.
5. To ensure all staff, students and visitors will be made aware of their responsibilities to behave in a way that does not create a health and safety risk to themselves or others.
6. To ensure that the health, safety and welfare of all employees, students, and members of the public are under review by management at all levels, by risk assessing areas of the school and activities as required.
7. To ensure safe arrangements are made for the storage, handling and transport of articles and substances.
8. To ensure the school will have, and maintain and regularly test, up to date fire procedures and systems and documents; and ensure that all staff, students and visitors are familiar with them.

This policy is dependent upon the total co-operation of every person who works for the school and 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.
3. Not to misuse any equipment provided for health and safety, for example using fire extinguishers to wedge open doors.

4. Alert a member of the School Management team to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, injury, illness or damage.
5. 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.
6. Ensure that all visitors and contractors are managed in line with the Security Policy.

Organisation for implementing the policy

The Governing Body is responsible for ensuring that this Health and Safety policy is reviewed, published and a Governor is nominated to take a special interest in health and safety matters on behalf of the Board.

The Head has delegated responsibility for the management of the School.

The Head and DFO, ensure that all school staff are trained to the appropriate level of competence and ensure that all equipment used is safe and correctly operated.

The Head and DFO ensure that all school staff are aware of the requirement to complete risk assessments and provide the necessary training for their completion.

The Head and DFO are responsible for monitoring the results of the health and safety policy, reviewing its contents and making recommendations to the Governing Body.

The DFO has responsibilities, delegated by the Head 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

Heads of Department have day to day responsibility for:

- The implementation of health and safety within their areas
- Risk assessing their department and their area on an annual basis or sooner if circumstances change
- Implementation of Control of Substances Hazardous to Health (CoSHH) if appropriate (see separate policy)
- Annual maintenance of equipment testing, for example, kilns, gym equipment, fume cupboards, radiation sources, etc

The Estates Manager is responsible for:

- Building security.
- Prevention of unsupervised access by staff, students or visitors to potentially dangerous areas (in co-operation with others as appropriate)
- Registration, control 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

The Health and Safety Manager is responsible for reviewing and, in consultation with the DFO and Senior Deputy Head, implementing health and safety training programmes, based on role need, including the completion of risk assessments.

The Health and Safety Manager will advise on and monitor the practical implementation and results of the health and safety policy carrying out inspections, assisting with risk assessments for administrative and support staff, and report to the Health and Safety Committee, Governance Committee and Governing Body.

The cooperation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department / Health and Safety Manager 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:-

- Understand and follow the Policy;
- take reasonable care for the health and safety of themselves and others who may be affected;
- Comply with all health and safety legal requirements that apply to the school or any other person, and fully cooperate to ensure those legal duties can be met, eg H&S compliance training, producing risk assessments or using correct PPE;
- carry out all reasonable instructions given by managers, senior staff, and health and Safety Manager;
- 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.

Arrangements for implementing the policy

The Board of Governors meets termly and receives the Health and Safety Committee report which has been reviewed by the Governance Committee.

The Governance Committee, comprising Senior Management and Governors, meets termly. The Committee receives a report from the Health and Safety Committee and provides an executive forum to develop, promote and monitor health and safety management systems. [Health and Safety Committee Meeting Minutes](#) are published on the SharePoint site for all staff to read and comment on if necessary.

The Health and Safety Committee comprising the DFO, senior Deputy Head, Estates Manager, Health and Safety Manager and Senior Nurse, meets twice termly to progress health and safety matters.

Heads of Section, Heads of Department and the Joint Staff Consultative Committee also ensure that their staff meetings include Health and Safety as a standing agenda item. Any item requiring further attention can be forwarded to the Health and Safety Manager or the Health and Safety Committee as appropriate.

Governors (Governance Committee)	
Health & Safety Committee (Committee)	
Joint Staff Consultative Committee	Department Meetings (standing item on agenda)

Staff Consultation

Full staff meetings are held not less than once per term. Health and Safety is a standing item on the agenda at these meetings and any points raised will be duly minuted, reported to the Health and Safety Committee and actioned accordingly. Separate staff meetings for teaching staff, support staff and Heads of Department are held on a more frequent basis which also include regular health and safety items. The Joint Staff Consultative Committee (JSCC) is the means by which staff are consulted on items of health, safety and welfare.

A link to this policy will be given to all new members of staff with their induction letter. All staff, full time, part time, self-employed and casual will receive an email notification of policy updates together with a link to the policies area on SharePoint. It is the responsibility of all staff to ensure they read the policy.

This Policy will be kept up to date and reviewed every year by the Health and Safety Committee and submitted to the Governance Committee for approval.

A full suite of supporting policies is available to staff via the Staff SharePoint page, and selected parent facing policies are available on the website. All policies are reviewed on a one- or two-yearly rolling cycle.

Incident/Accident Response

For minor and medium incidents an accident form will be filled in and a local investigation will take place if required. See Accident, Investigation and RIDDOR Policy for further details.

For major incidents it will be the decision of the DFO to seek legal advice to decide whether information relating to the incident should be privileged¹.

Scrutiny of implementation

This takes place through the Health & Safety Manager:

- Ensuring the annual review of risk assessments by HODs
- Three yearly H&S training
- Reporting on non-compliances of staff, students and contractors via accident and near miss reporting
- Termly report to the Governors via a report to the Governance Committee
- Periodic audit by an external body

The policy is also reviewed by the Governance Committee, who have the opportunity to comment before the reviewed version is published.

Policy initiated:
Policy reviewed:
Next review due:
Reviewed by:

March 2002
Lent 2026
Lent 2027
DFO

¹ A privileged investigation gives special rights to withhold documents and evidence. They do not need to be disclosed to the Police, HSE, Coroner or Personal Injury Claimants.