

## HEALTH AND SAFETY POLICY

The 'School' refers to all staff and students in Abbot's Hill School, which includes the Early Years/Foundation Stage (EYFS), the Pre-Prep, Prep and Senior School.

The term 'parent' refers to those who have a parental responsibility for a child.

### MONITORING AND REVIEW

Person Responsible	Bursar
Reviewed with	Domestic Bursar/Exec
Final Signatory	Chair of Governors
Frequency of Review	Annual
Date of Last Review	March 2023
Date of Next Review	March 2025

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# Health & Safety Policy

## 1. Introduction

1.1 This policy applies to all pupils and staff of Abbot's Hill, including EYFS. It comprises:

### Part 1: The Board of Governors' Statement of Intent

1.2 This states the Board's commitment to the health, safety and welfare of employees, pupils and other users of their premises

### Part 2: Organisation

1.3 The roles and responsibilities of those entrusted with the management of health and safety

## 2. Part 1: Statement of Intent

2.1 The Board of Governors takes account of the Health and Safety at Work Act 1974 Section 2 (3), subsequent Acts and Codes of Practice.

2.2 The Board has a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of:

- All school employees, pupils, the public and people who use the premises of the school from time to time; and
- Pupils, teachers and others when on off-site activities elsewhere.

2.3 The Board accepts this duty.

## 3. Violence and Bullying

3.1 Violence at work can cause pain, suffering, anxiety and stress. Violence at work is defined by the Health and Safety Executive as, 'any incident in which an employee is abused, threatened or assaulted in circumstances relating to their work.' This can include verbal abuse or threats as well as physical attacks.

3.2 Any member of staff who experiences violence and bullying should follow the school's Grievance Policy: [Grievance Policy](#)

## 4. The Board of Governors recognises its responsibility to:

- Provide safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such supervision as they need for this purpose;
- Identify foreseeable risks at the earliest time;
- Eliminate or control risks by providing information, instruction, training, supervision and operating systems that promote health and safety;

- Monitor information, instructions, training, supervision and operating systems to ensure that premises, equipment and facilities are maintained in a condition that is reasonably safe and without risk within the meaning of the Act;
- Ensure the school's Health and Safety Policy meets all statutory requirements;
- Oversee the continual development and implementation of the policy in the school by the Executive Team ("Exec"), thereby establishing a culture which incorporates health and safety into all activities;
- Ensure effective implementation of the policy by making arrangements for the involvement of staff at all levels in health and safety;
- Provide advice and guidance on policy and the effectiveness of school's procedures.

## **5. The Head's instructions to staff**

- Are fully aware of their responsibilities under this Health and Safety Policy;
- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- Report all accidents and dangerous situations that they become aware of. Accidents include injuries to persons, damage to property and near misses;
- Record all accidents and dangerous situations they become aware of in the accident book;
- Immediately notify the Head and Bursar in the event of death, major injury or a seriously dangerous occurrence;
- Exercise their right to have a discussion with their Head of Department or the Head if they are in doubt regarding any safety matter whatsoever;
- Read and understand those parts of the health and safety manual that are relevant to their role;
- Co-operate with their employer or any other authority in the fulfilment of their regulatory obligations;
- Not smoke on site.

## **6. How the Board instructs the Head**

- Ensure the co-ordination of health and safety throughout the school;
- Promote a responsible attitude towards health and safety by all those with management responsibility in accordance with this policy, and ensure that they provide a safe environment for all in their areas of responsibility;
- Arrange health and safety induction training for new employees and maintain training records via the HR Manager;
- Maintain all school buildings and traffic routes and monitor the ongoing effectiveness of facilities equipment and systems, including emergency systems to ensure the safety of all at Abbot's Hill School;
- Deploy health and safety consultants as and when required, to provide specialist advice;
- Ensure legal compliance with accident reporting procedures;
- Ensure full and effective two-way consultation on health and safety matters;
- Enforce a no smoking policy across the site.

## **7. Part 2: Organisation**

7.1 All employees of Abbot's Hill School have responsibilities for health and safety, as detailed below:

### **8. Head**

- To take overall responsibility for ensuring that Abbot's Hill School is a safe and healthy place for pupils, staff visitors, and any other users of the site;
- To ensure the production of a Health and Safety Policy, and to ensure compliance;
- To delegate day to day management of health and safety matters to the Bursar;
- To reinforce the Board's health and safety intentions;
- To encourage the staff's active participation in improving health and safety.

### **9. Bursar**

- To manage the health, safety and welfare of staff and other persons at Abbot's Hill School, as directed by the Head
- To be available to any member of staff to discuss and to seek to resolve health and safety problems not resolved at a lower level
- To inform the Board of relevant health and safety risk management issues, significant failures, outcomes of investigations outside formal meetings as considered appropriate
- To liaise with the Health and Safety Coordinator
- To arrange, via the HR Manager and Health and Safety Coordinator, whole school health and safety training, including health and safety induction training
- To arrange health and safety audits and inspections as appropriate
- To ensure that materials and equipment purchased are safe and without risk to health when properly used
- To ensure that the circumstances of accidents are properly reported, examined and recorded and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence
- To ensure that all staff, pupils and visitors, including those who will be undertaking work on the premises, are made aware of any hazards on site and of when and where such work activities may affect the occupants
- To chair the health and safety committee meetings.

### **10. Facilities Manager**

- To be responsible for all premises and grounds related health and safety matters;
- To monitor the safe maintenance of premises plant, machinery and equipment;
- To ensure the safe maintenance and testing of the fire alarm and security alarm;
- To ensure the drawing up and implementation of all relevant COSHH and risk assessments as required for the use of each facility;
- To be responsible for the appointment and monitoring of contractors (including in respect of health and safety competence) and to ensure that the HR Manager has all relevant information to enable appropriate contractor checks to take place before a contractor starts work at the school;

- To receive reports of hazards from users of any area and to take steps, so far as reasonably practicable, to remove or reduce them;
- To ensure the statutory display of information (health and safety poster, health and safety Policy Statement, Certificate of Employer's Liability Insurance etc.).

## **11. Health and Safety Coordinator**

- To support and organise the annual risk assessment process;
- To monitor and report accident reports;
- To provide health and safety induction training for all new staff;
- To organise, in consultation with the Bursar, the health and safety committee meetings;
- To investigate health and safety matters raised by staff or pupils and to take any necessary action;
- To make recommendations to the Bursar on improvements in health and safety generally;
- To consult with staff on the management of health and safety at Abbot's Hill School;
- To report any RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) during term time.

## **12. PA to Head and Bursar or HR Department**

- To report any RIDDOR outside term time

## **13. Deputy Nursery Manager (nursery) and School Nurse (all other parts of the school)**

- To carry out their roles with regard to health and safety as described in this and other Policies;
- To ensure the health and safety arrangements for those staff and pupils with special medical needs are met;
- To be responsible for health and safety matters as reasonably requested by the Head;
- To organise and monitor the administration of first aid in conjunction with the School Nurse;
- To report any RIDDOR during term time.

## **14. All Staff**

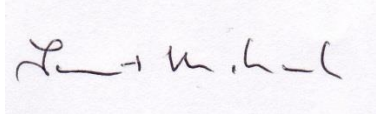
- Take reasonable precautions to safeguard the health and safety of themselves and others;
- Observe all health and safety rules and procedures as laid down by the school and use all health and safety equipment provided;
- Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage;
- Co-operate with Abbot's Hill School management in the interests of health and safety, e.g. fire drills, first aid, training;

- Be fully aware of and fulfil all functions as specified in the various policies with health and safety implications;
- Record all accidents and dangerous situations they become aware of in the accident book
- Exercise their right to have a discussion with the Head of Department or the Health & Safety Coordinator if they are in doubt regarding any health or safety matter whatsoever
- Take responsibility for health and safety elements that are relevant to their role and arrange any relevant specialist training required for any staff reporting to them;
- Co-operate with the school or any other authority in the fulfilment of their regulatory obligations;
- Not smoke on site.

Signed

**Issue Date: March 2023**

**Review Date: December 2024 or earlier if major change**

A handwritten signature in black ink, appearing to read 'Janet Mark', is written on a light-colored rectangular background.

Janet Mark

**Chairman of the Board of Governors**