

S. Anselm's School



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Health & Safety Policy – Statement

As Governors of S Anselm's 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 Trustee's 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 S Anselm's School by appointing, a Trustee with responsibility for overseeing Health and Safety.

Day-to-day responsibility for the operation of Health and Safety at the school is vested with the Head, however, as Trustee's, we have specified that that the school should adopt the following framework for managing Health and Safety:

The Trustee 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, and all new or revised policies and procedures together with the minutes of the Committee's discussion on Health and Safety are tabled at each meeting of the full Trustee Board together with any other issues on health and safety that the committee chairman 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 & 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 Catering Managers arrange for an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year, together with regular external deep cleaning and pest control services, and that the Bursar/Operations Manager reports on all these aspects to the Health & 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 should review this risk assessment every time it is amended.

The school has a competent person undertake a risk assessment for legionella, every two years and a regular water sampling and testing regime in place.

The school has a comprehensive policy in place for the training and induction of new staff in Health and Safety related issues. Health and Safety training that is related to an individual member of staff's functions, such as science technician, will be 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, other staff, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Head, and other members of the Senior Management Team ("SMT") in order to enable the Trustees to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Head and Facilities manager.

Copies of this statement can be obtained on the Staff Handbook on the shared Google Drive, and staff are made aware of this. Staff are 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.

Chair of the Board of Trustees

Health & Safety Policy – Organisation

This part of the Policy deals with the organisation, planning, implementation, 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. An organogram has been prepared to assist in the understanding of the health and safety structure within the School, which is shown at the end of this section.

The Board of Trustees:

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. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. 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 to account in respect of the requirements set out in this policy.

The 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 will also report to the Board on health and safety performance and will assist the Board in implementing changes in the Policy which the Board have approved. The Head will be responsible for the implementation of an Emergency Plan.

The Head

The Bursar together with the Operations Manager assists the Head in the management of the support staff. Their health and safety role is therefore to:

- take a leadership role on health and safety matters by setting a good example and acting promptly where deficiencies are identified
- consult with employees on health and safety matters during team meetings
- plan the work of staff so as to avoid dangerously excessive working or driving hours and in order to ensure compliance with the Working Time Regulations
- in the selection of employees, consider the health and safety competence requirements including attitude to health and safety matters and fitness for work
- provide appropriate skills/health and safety training to employees on starting employment and when their job role or work activities change, reviewing training needs during annual appraisals
- ensure that staff are only given tasks for which they are competent and that adequate staffing is provided for the safe completion of tasks

- ensure employees and sub-contractors, are sufficiently supervised and monitored to the extent that this is practicable and necessary having regard to the work activities and the competence of the workforce
- in the purchase of equipment and materials, ensure that safety requirements are met and that relevant information such as instructions and safety data sheets, are supplied
- ensure that work equipment, vehicles and personal protective equipment are suitable for purpose, supplied where necessary and properly maintained
- only select construction and maintenance contractors who have demonstrated their competence and resourcing to undertake the work safely and ensure that contractors receive and are requested to provide, adequate information for them to carry out their work safely and without adversely affecting others
- work with the Health and Safety Advisor to ensure that risk assessments are undertaken to cover general hazards, fire safety, the use of hazardous and dangerous substances, manual handling, noise, the use of computers, first aid needs, personal protective equipment,
- work or work experience involving under 18 year olds and the needs of new and expectant mothers at ensure that risk assessments are acted upon and that the results are shared with employees undertaking those activities
- instruct the Facilities Manager, the Kitchen Manager and School Nurse in their specific responsibilities and review their success in meeting their obligations both on an ongoing basis and formally during their annual appraisal
- in the absence of the Head take on other aspects of his role as necessary e.g. accident investigation and liaison with the Health and Safety Advisor
- report to the Head any health and safety concerns which he is not able to resolve.
- ensure that employers liability insurance is maintained and that the current certificate is displayed
- retain training records for all skills and health and safety training undertaken in the business
- carry out an annual check of the original driving licence of all staff that drive on school business and the insurance arrangements for private cars used on school business
- ensure that all school vehicles are insured for business use and for those authorised to drive them
- maintain arrangements for providing eye and eyesight tests for regular users of display screen equipment and ensure that relevant employees are made aware of these arrangements
- ensure that management practices are consistent with statutory requirements in relation to working hours, employment of children, young persons, pregnant employees, and new mothers at work
- ensure that risk assessments are undertaken for work undertaken by new and expectant mothers and that display screen workstations are assessed for new starters and whenever there has been a significant change in a job role or the working environment
- report to the Head any health and safety concerns which they are not able to resolve

Facilities Manager – Health and Safety Advisor

The Facilities Manager has been allocated specific responsibilities to:

- every five years, arrange for the testing and inspection of the fixed electrical installation and highlight to the Bursar any remedial actions required.
- arrange for the testing of portable electrical equipment using internal or external electricians according to an agreed schedule
- ensure the fire extinguishers are serviced annually by a specialist contractor
- monitor on a daily basis that high standards of housekeeping are maintained, with gangways and exits remaining clear and unobstructed and kitchens/toilets in a clean condition

- test the fire alarm on a weekly basis, record the outcome and instigate any remedial action required
- implement fire safety measures specified in the fire safety risk assessment
- ensure that the no smoking policy is strictly applied
- conduct a monthly activation test of emergency lighting and ensure that an electrician conducts an annual inspection of the lighting and full discharge test
- ensure that the building fabric and services are maintained in good condition and effective working order
- ensure that records are maintained of all of the above premises checks, testing and maintenance activities
- report to the Bursar any health and safety concerns which they are not able to resolve.
- maintain the Health and Safety Manuals at each location
- complete a monthly health and safety checklist covering the health and safety arrangements described in this policy and the condition of the premises and in liaison with the Bursar any actions to be taken
- ensure that staff understand procedures for fire emergencies including arrangements for calling the fire brigade and that fire drills are conducted termly;
- ensure that sufficient fire marshals are appointed and trained and that their names are displayed
- ensure the school has a competent person undertake a risk assessment for legionella, every six months and a quarterly water sampling and testing regime in place.

Catering Manager

- ensure that all food safety and hygiene requirements are adhered to in line with the Food Health and Safety Policy and Hazard Analysis.

School Nurse

- in accordance with the outcome of the 'Assessment of First Aid Needs', coordinate arrangements for the provision of first aid equipment and trained first aiders/appointed persons, with arrangements for refresher training
- check the contents of the first aid kit/s on at least a monthly basis and replenish supplies as necessary

All Employees

All employees must take care of themselves and others affected by their work and in particular are expected to:

- familiarise themselves with this health and safety policy and risk assessments relevant to their work activities, comply with the requirements set out and raise any shortfalls in the content with their supervisor
- follow the safety rules and their training for the work activity and the particular location
- know the emergency procedures for the location at which they are working
- use vehicles, equipment, materials or substances in accordance with information, instruction and training provided by the school
- not use defective equipment or misuse equipment
- wear personal protective equipment issued appropriate to the job they are doing
- look after personal protective equipment and report loss or damage to their supervisor
- report any safety problems, accidents or near misses to their supervisor
- not work under the influence of alcohol or drugs

School Health and Safety Committee

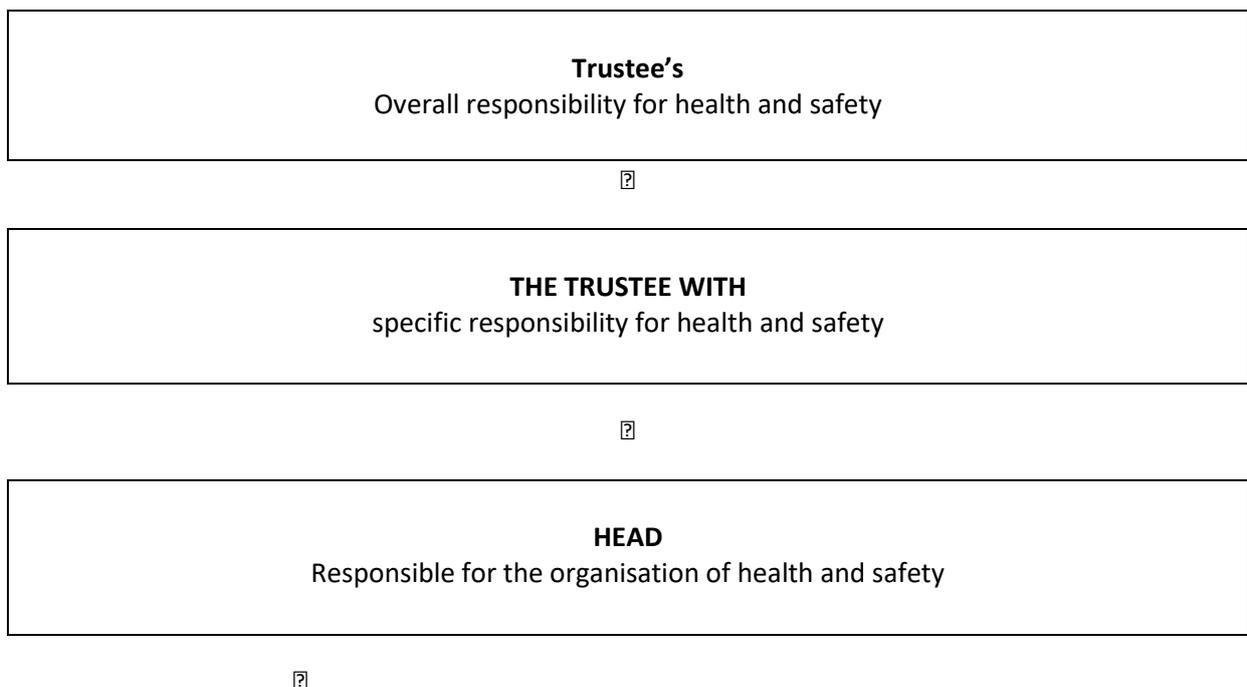
The Committee will meet once a term, and will be chaired by the Head. The Trustee who is responsible for overseeing health and safety will attend these meetings. The other members of the Committee will be:

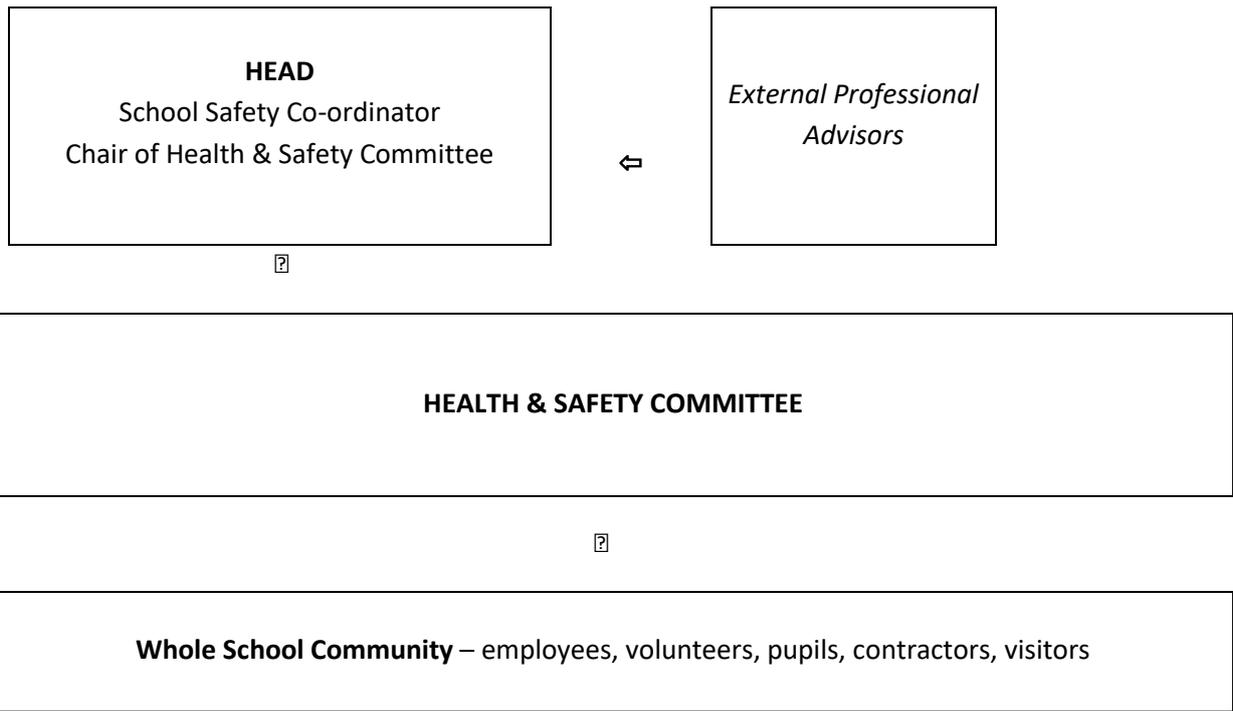
- The Head
- The Bursar
- Facilities Manager
- Head of Sports
- School Nurse (Prep & Senior)

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.

Diagram showing the Organisation for Health and Safety:





Health & Safety Policy – Arrangements

Introduction

This section sets out areas for which separate health and safety management systems are in place and the way in which specific issues are dealt with are held separately. The school implements its health and safety policy through the following arrangements.

Asbestos	New and Expectant Mothers at Work
Building Maintenance and Alteration	Occupational Health Provision and Health Surveillance
Children and Young People at Work	Performance Monitoring and Audit
Competence and Training	Personal Protective Equipment and Clothing (PPE)
Consultation	Pool Plant
Control of Contractors	Pressure Systems
Disabled Persons Including Temporarily Disabled	Providing Work Experience Placements
Display Screen Equipment	Risk Assessment
Dogs in the Workplace	Safe Hot Water and Hot Surface Temperatures
Driving for Work	Safety Signs, Signals and Notices
Electricity	Slips, Trips and Falls
Event Safety	Stress
Fire Emergency Plan	Vibration
First Aid	Visitors
Food Safety	Welfare Facilities
Gas Safety	Winter Conditions
Glazing	Work at Height
Hazardous and Dangerous Substances	Workplace Environment
International Business Travel	Workplace Transport
Legionnaire's Disease	
Manual Handling	

The responsibilities for the implementation of our health and safety policy are set out in the preceding 'Organisation' section. All parts of this policy, including the organisation section are approved by the Chair of Trustees and reviewed annually, or more frequently if required.

All persons working for the school have clear responsibilities for health and safety and their success in fulfilling those responsibilities are measured during annual appraisals and during periodic audits.

Competent health and safety advice is provided in support of our school leaders by Marsh Education practice. We also intend to make use of other specialist advisors and services if required, such as fire safety advisors, legionella testing, sports equipment checks, gas and electrical safety checks, kitchen appliance and extraction unit and hygiene checks. We consult with staff regarding the appointment of persons to provide competent assistance.

Accident and Work Related Ill Health Reporting and Investigation

It is our policy that all injury accidents, however minor, are recorded in the accident book. Staff are instructed in this policy, on starting work with the school.

All accidents and incidents are investigated to determine the causes and any actions necessary to prevent a recurrence. Where the accident caused, or had the potential to cause, serious injury, the investigation is conducted by the Governor with responsibility for Health and Safety with the assistance of the Bursar, Operations Manager and our Health and Safety Advisor.

If an employee informs a manager of ill health which the employee believes to be work related, it is investigated in a similar way as other untoward incidents, with occupational health advice being obtained as necessary.

The Bursar is responsible for recording and reporting incidents which fall within the recording and/ or reporting requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). All such incidents and any other incidents of a similarly serious nature are also reported to our insurers.

All accident records and associated information are filed confidentially and retained for ten years.

Accident trends, learning points and the outcome of investigations of serious incidents are discussed at Senior Leadership Team meetings and Governors meetings as well as Health and Safety meetings.