

Policy Owner	Bursar
Approving Body	Board of Governors
Date Approved	February 2024
Effective Date	February 2024
Review Date	February 2025



HEALTH AND SAFETY POLICY

ST AUBYN'S (WOODFORD GREEN) SCHOOL TRUST

HEALTH AND SAFETY POLICY STATEMENT

- a) The Governors and Head are fully aware of their responsibilities under The Health and Safety at Work Act 1974 and other Health and Safety legislation relevant to the School's operation. In order to meet these responsibilities, they regard Health and Safety of paramount importance and give it the highest priority.
- b) The objective of the Health and Safety Policy is to minimise risks to Health and Safety of the staff and others affected by the School's activities, by identifying and then controlling hazards.
- c) The Head assisted by the Bursar will provide a positive lead in organising Health and Safety activities, using the best available knowledge and methods, as well as whatever resources are necessary to achieve the required standards.
- d) Accident prevention is essential for the smooth and efficient running of the School, requiring full co-operation between all concerned.
- e) Staff are under a legal obligation to co-operate fully in Health and Safety matters by ensuring that all areas are safe for themselves and others. They are also required to act in a safe way themselves, use protective equipment provided and as directed, follow the Health and Safety Rules, Regulations and Requirements and report any hazardous conditions to their Departmental Head, The Bursar or Head.

Signed: *M Foster*

Chairman of Governors

Dated: February 2024

RESPONSIBILITIES

1. GOVERNORS

- a) Will ensure that there is an effective policy for Health and Safety within the School and will be responsible for ensuring the establishment and effectiveness of that programme.
- b) Will periodically discuss the effectiveness of the policy with the Head and the Bursar and ensure that any necessary changes are made.
- c) Will ensure that adequate staff, funds, resources and training are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.
- d) Where appropriate, seek advice from a competent person to advise the School, then delegating tasks to suitable employees in order to assist the Board in carrying out its duties.

2. HEAD

- a) Alongside the Governors, will ensure that there is an effective policy for Health and Safety within the School and will be directly responsible for the establishment and effectiveness of that programme.
- b) Will periodically appraise the effectiveness of the policy and ensure that any necessary changes are made.
- c) Will ensure that adequate staff, funds, resources and training are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.
- d) Will ensure that responsibilities are properly assigned and accepted at all levels.
- e) Will take a direct interest in the Health and Safety programme and support all persons carrying it out.
- f) With the Bursar, will ensure that all areas of the School are inspected from a Health and Safety perspective, once per term.
- g) Will review the Compliance and Health and Safety reports with the Bursar and take action where appropriate.
- h) Will ensure that all staff have adequate training for the tasks that they are required to perform.
- i) Will ensure that all staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.
- j) Will be responsible for the implementation of an emergency plan.

3. The BURSAR

- a) Will fully familiarise himself/herself with the Health and Safety Policy and the Statutory Instruments and regulations as issued from time to time and to ensure the school abides by the necessary Health and Safety regulations
- b) Will ensure that personnel working under his/her control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate.
- c) Will ensure, in conjunction with the Facilities Manager, that all new plant, buildings and equipment are inspected for potential hazards, as necessary.
- d) Will ensure that all plant and equipment, where appropriate, is maintained and/or tested regularly and that adequate records are kept.
- e) Will ensure, in conjunction with the Head, that any hazardous or dangerous conditions or situations reported are remedied as soon as possible.
- f) Will ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be effected.
- g) Will be responsible for the control of contractors within the grounds, and will ensure that they are familiar with the Health and Safety Policy, and have the relevant insurance and checks in place.
- h) Will be responsible for ensuring that if a hot work permit is required, it is issued to the contractor and the obligations of the contractor will be discussed to ensure they are understood.
- i) Will, in conjunction with the Head, ensure that all areas of the School are inspected, from Health and Safety perspective, once a term.
- j) Will, in conjunction with the Head, review the Compliance and Health and Safety reports and take action where appropriate.
- k) Will ensure that the obligations for the reporting under 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013' are complied with.
- l) Will arrange external consultants as appropriate to advise on matters of Health & Safety within the school

4. HEADS OF DEPARTMENT (EARLY YEARS, PRE PREP, MIDDLE AND SENIOR)

- a) Will fully familiarise himself/herself with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- c) Will ensure that all classrooms/work areas are safe before they are used by any person.
- d) Will ensure that all equipment is safe before it is used by any person.
- e) Will ensure that protective equipment, where appropriate, is used at all times.
- f) Will ensure that any hazardous or dangerous conditions or situations are reported to the Bursar or Head without delay.
- g) Will ensure that all staff (including EYFS staff) have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.
- h) Will ensure that all departments are safe and secure for all pupils.
- i) Will endeavour to ensure the Health, Safety and Welfare for all persons within their control at all times.
- j) Will be responsible for the completion of risk assessments for their department.

5. HEADS OF SUBJECT

The Heads of Subject, under the direction of the Heads of Department/SMT will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up-to-date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) – Head of Science
- Sports activities – Director of Sport
- Drama – Drama Teacher
- Art and DT (including harmful substances and flammable materials) – Head of Art/DT
- Music – Head of Music
- Trips and visits – Deputy Head (Admin)
- Food Tech (Head of Art/DT)
- Ammunition and firearms – Combined Cadet Force Commanding Officer

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

- e) Will ensure that protective equipment, where appropriate, is used at all times.
- f) Will ensure that any hazardous or dangerous conditions or situations are reported to the Bursar or Head without delay.
- g) Will endeavour to ensure the Health, Safety and Welfare for all persons within their control at all times.
- h) Will familiarise themselves with First Aid and Fire procedures.

6. TEACHING STAFF

- a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will ensure that all safe methods and procedures, where appropriate, are followed at all times.
- c) Will ensure that all classroom/work areas are safe before they are used by any person.
- d) Will ensure that all equipment is safe before it is used by any person.
- e) Will ensure that protective equipment, where appropriate, is used at all times.
- f) Will ensure that any hazardous or dangerous conditions or situations are reported to the Departmental Head, Bursar or Head without delay.
- g) Will endeavour to ensure the Health, Safety and Welfare for all persons within their control at all times.
- h) Will not take any personal medication into the EYFS setting. Prescription medication for EYFS staff can be held securely by the School nurse.
- i) Will familiarise themselves with First Aid and Fire procedures.

7. ALL OTHER STAFF

- a) Will make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.
- b) Will observe Health and Safety Rules at all times.
- c) Will conform to all advice given by the Bursar and instructions of others with a responsibility for Health and Safety.
- d) Will report all accidents, damage, hazardous or dangerous conditions or situations to their Departmental Head, Bursar or Head without delay.
- e) Will wear appropriate personal protective clothing, safety equipment and use appropriate safety devices as appropriate.
- f) Will ensure that working areas are kept clean and safe.

- g) Will inspect all equipment and plant before use to establish that it is safe to use.
- h) Will familiarise themselves with First Aid and Fire procedures.
- i) Will look after all Health and Safety Equipment properly and report any defects immediately.
- j) Will not take any personal medication into the EYFS setting. Prescription medication for EYFS staff can be held securely by the School nurse

8. ALL OTHER PERSONS ON THE SCHOOL PROPERTY

- a) Will observe the Health and Safety Rules and the instructions given by persons enforcing the Health and Safety Policy.
- b) Will not work on the premises until the relevant rules are read, understood and accepted.
- c) Will not work on the premises until covered by insurance against risk.

Facilities Manager, Caretaker and Groundsman

The Facilities Manager/Caretaker/ Head Groundsman will assist the Bursar with the implementation of the following:

- Building security.
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate).
- Registration and control of visitors and management of contractors.
- Site traffic movements.
- Maintenance of School vehicles.
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos, lifts
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for grounds maintenance activities.

METHODS and PROCEDURES

SAFE SYSTEMS

Heads of Department have devised safe systems, where appropriate, for their departments. The aim of these systems is to minimise the risk of accident or injury to both pupils and staff when working in their particular department.

The systems will have taken into account the following principles as far as reasonably practicable:-

- a) The layout of the work and the use of the working areas will allow safe access to and egress from the areas involved.
- b) Analysis of the tasks involved, including safety analysis and the provision of clear instruction.
- c) Where appropriate, details of the correct sequence of operations involved.
- d) Identification of safe procedures, both routine and emergency.
- e) Written procedures for the operation of potentially hazardous machinery or for the use of potentially hazardous materials.

RISK ASSESSMENTS

Please refer to the separate policy

PLAYGROUND SAFETY

School staff have a duty rota to ensure that adequate supervision is available at all times. Staff ensure that pupils have a satisfactory amount of freedom in the playground, commensurate with enjoying a healthy and safe environment.

If Duty Staff identify an area of the School grounds that has become unsafe, they designate it 'out of bounds', report it and ensure that it is not used until it is declared safe, following remedial work.

SPORT - GENERAL

The School has sports procedures in place which are reviewed by the Deputy Head (Admin) with the Head of Sports periodically and/or when necessary changes are needed. This, in conjunction with schemes of work and risk assessments, ensures that sport activities are organised and controlled correctly.

It is fully expected that all pupils attend Games and PE lessons if they are in school.

Pupils who do not bring a note to school stating a reason why they should not participate, will be expected to take part in the sport. The only exception to this will be in situations where injury or illness has occurred during the day and the school nurse has confirmed the pupil is unfit to take part. If a pupil attends school citing injury with a note preventing them from participating in PE and Games activity, a risk assessment by our school nurses will be carried out with the involvement of the parent.

The School employs coaches for some sports, on a part time basis, and always ensures that they are fully qualified in their particular discipline and that they pass all safeguarding checks, before engaging them.

There is a recommendation by the IAPS that all pupils wear gum shields while playing rugby and hockey and the School requires that all pupils comply with this. For other sports the relevant protective equipment must be worn.

The School follows the guidance from the ECB concerning the wearing of protective helmets for cricket.

SPORTS HALL

The Sports Hall is used by the School and others to whom it is let.

Use by others is covered by Risk Assessment carried out by the organisation using the Hall.

School pupils are not permitted into the Hall without direct supervision.

EQUIPMENT

All equipment in the Sports Hall is checked regularly to ensure that it is safe to use. Whenever there is doubt about equipment, it is not used until such time as it has been repaired or replaced.

FIRE

A full fire procedure is in place and fire drills are carried out each term and the details are recorded.

A Fire Risk Assessment is carried out for the School on an annual basis.

OFF SITE ACTIVITIES - Field Trips, Visits etc. see separate policy

SUPERVISION – see separate policy

FIRST AID and MEDICINE CONTROL – please see separate policies

CONTROL OF VEHICLES

The School regards Vehicle Control as a vital part of control over its activities on the site.

Warning signs and sleeping policemen ramps are employed to control the speed of vehicles in the grounds.

The following rules must be observed at all times:

- a) Speed must be kept to a minimum
- b) Care to be exercised always as children may be crossing roadways
- c) Parking only to be carried out in designated areas

- d) Movement of drivable mower units around the site is kept to a minimum and must not take place during playtimes. Whenever a member of the maintenance team is required to drive through playgrounds or across pathways, the mower must be preceded by another member of staff walking in front as a lookout.

SECURITY OF THE SITE

The School has taken all reasonable steps to prevent unauthorised entry to its premises. Gates are fitted to the main entrance and these are controlled by a Gatekeeper from 8am to 6pm. A vehicular access gate is in operation and controlled by keypad entry and intercom to the main office.

Other entrances to the School are shut during school hours and buildings are fitted with either keypad type locks or a card entry system to ensure safety.

Intruder alarms are fitted to all buildings.

MACHINERY AND PLANT

Maintenance on all the School Equipment is carried out on a regular basis to ensure that the School complies with its obligations under section 2(2)(a) of the Health and Safety at Work Act 1974. The Inspections and Checks are carried out as follows:

- 1) Inspection of grounds and mechanical equipment by ground & garden staff, maintenance staff and teaching staff before use.
- 2) Weekly checks of fire alarm system under contract.
- 3) Monthly checks of emergency lighting.
- 4) Checks on platform lifts as required.
- 5) Annual tests on portable electrical appliances.
- 6) Annual service of fire extinguishers.
- 7) Annual service of gas appliances.
- 8) Annual service of gym equipment & climbing frames
- 9) Annual servicing of boiler plant and associated equipment.
- 10) Annual service of all air conditioning equipment.
- 11) Maintenance of catering equipment under contract.
- 12) Maintenance of grounds equipment as required.
- 13) Five yearly checks on fixed wiring installations.
- 14) Hydraulic gates checked annually

ENVIRONMENTAL CONTROL

CLASSROOMS AND GENERAL AREAS

Conditions in these areas are monitored by the staff working in that area to ensure/monitor that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. The School endeavours to ensure that all areas are in line with the most up to date requirements in the educational Sector.

ART & DT ROOM, FOOD TECHNOLOGY and SCIENCE LABORATORY

Conditions in these areas are monitored to ensure that they do not become contaminated when using substances that may be controlled under the Control of Substances Hazardous to Health Regulations 2002. The School is mindful of the potential requirement to have local exhaust ventilation as required and keeps this under constant review.

SPORTS HALL

Conditions are monitored to ensure that the optimum ambient temperature is maintained for sporting activities.

NOISE

The School regards noise as an important issue and takes the following action in order to minimise its effect.

- 1) Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation.
- 2) Where it is not possible or practical to control by the methods in 1), hearing protectors will be used.
- 3) Where applicable, noise meters will be used to monitor the noise situation and should action be required in order to comply with the requirements of the Control of Noise at Work Regulations 2005, steps will be taken to implement this.

Noise assessments will be carried out by the Facilities Manager with assistance from other personnel as appropriate. If it is found that there is a particularly severe problem, noise specialists will be called in to do an in-depth survey and propose remedies to counteract the problem.

VIBRATION

The School is aware of its responsibilities under the Control of Vibration at Work Regulations 2005 and takes the following action to minimise the effect of vibration on employees:

- 1) Equipment is selected carefully to ensure that the vibration level is as low as possible.
- 2) Vibration levels will be established by reference to manufacturers' published data or by comparison with similar machinery.
- 3) Exposure time by employees will be monitored and should enable an assessment to be made to establish whether or not vibration exposure is satisfactory.

REPORTING PROCEDURES - Accidents and Near Misses

The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations as follows:

a) Notification to the Health and Safety Executive by the HSE Approved Method if the following occurs:

- 1) Fatal Injury to Staff, Pupils or Any Other People in an accident on the premises.
- 2) Major Injury to Staff, Pupils or Any Other People in an accident on the premises
- The Major Injury as listed in the Regulations.
- 3) Dangerous Occurrences as listed in the Regulations.
- 4) In addition, any incidences occurring listed above will be reported to the school's Risk and Compliance Committee.

b) Reporting

- 1) A report will be sent to the Health and Safety Executive by the School nurse of any notifiable incident covered by 1) 2) and 3) above.
- 2) A report will be sent to the Health and Safety Executive for any other injury which results in staff being absent from, or unable to do their normal work for more than seven days.
- 3) A report will be sent to the Health and Safety Executive in the case of ill health listed in the Regulations.

Note: When reporting of accidents to pupils, the HSE guidance Education Sheet No 1 will be used to establish whether the accident is reportable or not, as the reporting criteria are different for pupils and employees.

c) Reporting Arrangements

Reporting to the HSE will be carried out electronically on the HSE's approved electronic reporting arrangements.

d) Record Keeping

A record will be kept of any injury, occurrence or disease requiring report as follows:

TIME : DATE : PLACE : PEOPLE INVOLVED : DESCRIPTION OF EVENT

Please also refer to our First Aid Policy.

PERSONAL PROTECTIVE EQUIPMENT

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992 the following procedure will apply by the School:

- a) Provide suitable PPE
- b) Assess present PPE
- c) Maintain PPE
- d) Provide accommodation for PPE
- e) Ensure PPE is compatible
- f) Replace PPE where lost or damaged
- g) Ensure PPE is used properly through instruction and training of staff

Under the same Regulations, staff will:

- a) Use the PPE correctly
- b) Always wear PPE
- a) Report any loss or defect

HAZARDOUS SUBSTANCES

Where substances are used that may be controlled under specific regulations e.g. Control of Substances Hazardous to Health (COSHH) the procedures are as follows:

- a) Listing of Substances being used to establish whether they come under COSHH Regulations.
- b) Carry out COSHH Assessment having regard to the following points:
 - 1) Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control.
 - 2) Control measures to be adopted.
 - 3) Maintenance of the control measures.
 - 4) Monitor the situation to establish that the measures are effective.
 - 5) Undertake health surveillance where relevant.
 - 6) Carry out instruction and training to ensure the following are understood:

Use of the substances, their handling, storage and disposal

Emergency Procedures

Methods of Control

Use of Personal Protective Equipment

- c) Record all information on relevant assessment form.

This type of assessment would be carried out by the Bursar, with assistance from other personnel as required.

DISPLAY SCREEN EQUIPMENT

The School, in line with The Display Screen Equipment Regulations 1992 (amended 2002) carries out the following procedures where equipment is used that comes under the regulations:

- a) Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations.
- b) Where there is a 'user', carry out an analysis of the work station to assess risks to health and safety - work station includes display screen equipment, ancillaries, chairs, desks and immediate surrounding environment.
- c) Implement any requirements established in b).
- d) Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.
- e) Provide eye and eyesight tests for the 'user' or any person about to become a user.
- f) Train the user or any person about to become a 'user' on the health and safety aspects concerned with the use of the work station.

MANUAL HANDLING

The School is aware of its obligations under The Manual Handling Operations Regulations 1992 (amended 2007) and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

- a) Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.
- b) Where activities involving risk cannot be avoided they will be subject to an assessment.
- c) The risk of injury will be reduced as far as reasonably possible:

- assistance from other personnel
- use of sack barrows or other similar equipment etc.

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

Appropriate training will be provided for members of the maintenance team and any other staff who regularly move bulky or heavy items.

WORK AT HEIGHT

The School is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005 (2).

The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective.

They apply to all access equipment which covers ladders and stepladders, as well as more advanced equipment such as scaffolding and mobile access equipment.

In order to ensure that the School complies with these regulations, the following will be taken into account:

Work at Height will be properly planned and organised.

Those involved in Work at Height will be properly trained and competent.

A risk assessment will be carried out to establish the correct access equipment.

Equipment for Work at Height will be properly inspected and maintained.

In addition, risks due to work on or near fragile surfaces will be properly controlled.

The School will further comply with the Work at Height Regulations by taking account of the following:

Avoiding work at height if reasonable to do so.

Using work equipment or other measures to prevent falls where work at height cannot be avoided.

Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

Appropriate training will be provided for members of the maintenance team who are expected to work at height.

LONE WORKING

Lone working may include:

- Late working

- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

CONTROL OF CONTRACTORS

The School is aware of its obligations under The Health and Safety at Work Act 1974 in so far as it applies to contractors on the School Premises.

In order to meet these obligations, the School exercises control over contractors in the following way:

1) IDENTIFICATION OF SUITABLE BIDDERS

The following items will be taken into account:

- a) Adequacy of Health and Safety Policy
- b) Control Structure
- c) Safe Systems of Work in Operation
- d) Training Standards

2) IDENTIFICATION OF HAZARDS IN THE SPECIFICATION

The Contractor will be required to demonstrate that these hazards have been adequately taken into account. Apart from normal site hazards the following will also be considered:

- a) Special hazards applicable - e.g. Asbestos
- b) Safe access to/egress from the site
- c) Confined space entry
- d) Chemical storage
- e) Occupational health risks including noise

3) APPOINTMENT OF CONTRACTOR

Based upon the best bid, taking into account all factors

4) ACCEPTANCE BY CONTRACTOR OF SCHOOL SAFETY RULES FOR THE SITE

Full list of site rules available for contractors.

5) CONTROL OF CONTRACTOR ON SITE

- a) Nomination of person to co-ordinate all Health and Safety aspects
- b) Pre-commencement meeting to establish Contractor Liaison Person
- c) Arrangement of regular progress meetings
- d) Regular inspection of contractor's operations
- e) A hot work permit will be issued by the Bursar as and when required
- e) Participation in site Safety Committee - where applicable
- f) Provision by contractor of Written Method Statements in advance -
- particularly where they apply to 2 a)
- g) Notification by contractor of all accidents etc.
- h) All machinery on site to have documentary evidence of Statutory
Inspections and Driver/Operator Training - where applicable

Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2015.

CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015(CDM)

The School is aware of its obligations under the CDM Regulations and where projects are such that they come under these regulations the School, as client, will carry out the following:

- a) The principal designer may be appointed as the CDM Coordinator.
- b) Ensure that the CDM Coordinator and Principal Contractor are competent and check their allocation of resources to Health and Safety.
- c) Ensure that an adequate Health and Safety Plan is in place before work commences.
- d) Pass on information about the land and/or premises to be developed.
- e) Ensure that the Health and Safety File, prepared on completion of the project by the CDM Coordinator, is kept available for those subsequently carrying out construction work.

In line with the Construction (Design and Management) Regulations 2015, the School may elect an agent to act on its behalf when projects involving these regulations apply.

On projects where the CDM Regulations do not apply, the School will exercise control over contractors as outlined in the section entitled Control of Contractors.

RISK AND COMPLIANCE COMMITTEE

The School has a Risk and Compliance Committee that meet termly and its purpose includes the following:-

- a) To promote Health and Safety throughout the School
- b) To consider and introduce additional Safety Rules that may be required from time to time
- c) To ensure that current Health and Safety legislation is being complied with
- d) To consider the causes of any accidents that have occurred and to establish methods and procedures to prevent any recurrence
- e) To carry out any inspection of the School that may be required
- f) To consider what material, publicity or training should be used in order to help promote Health and Safety throughout the School
- g) To investigate any special hazards and to recommend action to be taken
- h) To consider any communication received from the Health and Safety Executive and recommend action to be taken as appropriate

CONSULTATION WITH EMPLOYEES

The School is aware of its obligations under The Health and Safety (Consultation with Employees) Regulations 1996 and consults its employees on the following areas as covered by the regulations:

- a) Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
- b) Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
- c) Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
- d) The planning of Health and Safety training.
- e) The Health and Safety consequences of introducing new technology.

The School adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation but the School may consult by way of the Health & Safety Committee if deemed appropriate.

MONITORING POLICY

The School Bursar will monitor the Health and Safety Policy on an ongoing basis. Checks will be made each term with an inspection being made of all areas of the School.

There will be a full review every twelve months to establish whether any major changes or additions need to be made to ensure that the document is fully up to date and correctly reflects the activities. New staff will be made aware of this policy during their Staff Induction meeting with the Bursar. Annually, once the policy has been reviewed and approved by the Board, staff are to be made aware of this and reminded that this can be accessed via the school website.