

# Danes Hill School

Leatherhead Road  
Oxshott  
Surrey  
KT22 0JG

Steels Lane  
Oxshott  
Surrey  
KT22 0QQ

## Health and Safety Policy

Date of Policy: Feb 2016

Updated 6 March 2018

TJC

Date of review Feb 19

**THIS POLICY APPLIED TO THE MAIN SCHOOL, THE EARLY YEARS FOUNDATION  
STAGE AND THE PRE-PREPARATORY SCHOOL**

## **Organisation**

### **1.0 Scope**

The organisational structure of the School is established with defined functional responsibilities and lines of communication for the management, direction and execution of activities relating to implementing and ensuring that the requirements of the Health & Safety Policy and Arrangements are met.

### **2.0 Organisational Structure**

The organisational structure for Health and Safety of the School is illustrated on the chart. The responsibility assignments are such that:

- (a) Those with responsibility for performing the work accomplish attainment of H&S objectives.
- (b) Those without direct responsibility for performing the work in general, accomplish verification of conformance to established H&S arrangements.
- (c) Provision of adequate resources essential to the implementation and control of Health and Safety. Resources include human resources with specialised skills, technology and financial resources.

### **3.0 Executive Management Responsibilities**

#### **3.1 Board of Governors**

Take reasonable steps to make sure that the school is following the school's policy and procedures e.g. through regular discussion at governance meetings.

Ensure staff receive adequate training to enable them to carry out their responsibilities.

Promote a sensible approach to health and safety, making use of competent health and safety advice when required.

Work in close partnership with the head teacher and senior management team to support sensible health and safety management and to challenge as appropriate

#### **3.2.1 Headmaster**

- Ensure that the school is following the health and safety policy and has effective arrangements for managing the real health and safety risks at the school.
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site.
- Make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
- Consult and work with recognised employee representatives and safety committees.

- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.

### 3.3 Bursar

The Bursar is the person appointed by the Board of Governors as the **Responsible Person**, for the implementation of the Health and Safety Policy and arrangements within the school and to ensure that the school meets its statutory obligations.

- The bursar has been appointed by the Board of Governors to take the lead for health and safety on site, and is the focal point for the school's health and safety management arrangements, school wide roles includes management and monitoring of purchasing and contracting procedures to ensure risks are effectively managed.
- Ensuring that contractors are informed of site specific risks and their activities are overseen whilst on the school site
- ensuring staff and visitors are aware of the onsite procedures and the precautions to follow
- ensuring that all accidents and incidents are reported
- implementation, monitoring and review of training procedures
- preparation of reports and returns for the school leadership team

### 3.4 Deputy Headmaster

To deputise for the Head Master in his absence

### 3.5. Heads of Sections

The Heads of Sections are responsible to the Bursar (Responsible Person) for ensuring that the Health and Safety policy and arrangements are implemented within their areas of responsibility. Taking into account the level of risks within their area of responsibility.

- Feed into Senior Management team any Health and safety issues
- Ensure safety and well being of staff and pupils under their responsibility
- Ensure training is carried out for their staff

### 3.6 Estates Bursar

The Estates Bursar is responsible to the Bursar (Responsible Person) for ensuring that the Health and Safety policy and arrangements are implemented within the areas that they have responsibility, and ensuring that the statutory obligations of the school are met and maintained.

- Maintain the facilities
- Ensure safe access and egress for pupils and safe
- Ensure all equipment is maintained and serviced.
- Training carried out for all staff in department
- Carrying out repairs and renewals for all safety concerns as soon as possible

### **3.7 Grounds Manager**

The Grounds Manager is responsible to the Estates Bursar for implementing the schools Health and Safety policy and arrangements within the area that the Grounds manager has responsibility for, and ensuring that the statutory obligations of the school are met and maintained.

- Ensure safe access to grounds for children and staff
- Ensure safety of the children and staff
- Maintaining trees and outdoor areas to a safe standard

### **3.8 Catering Manager (Outsourced)**

The Catering Manager is responsible to the Bursar (Responsible Person) for implementing the schools Health and Safety policy and arrangements within the area that the catering manager has responsibility for, and ensuring that the requirements of food safety legislation together with any statutory obligations of the school are met and maintained.

- Ensure operation of all kitchen facilities
- Maintain a safe and healthy environment
- Make sure they are up to date with children's allergies and medical conditions
- Up to date with current legislation

### **3.6 Heads of Year**

The Heads of Year are responsible to the Bursar (Responsible Person) for ensuring that the Health and Safety policy and arrangements are implemented within their areas of responsibility. Taking into account the level of risks within their area of responsibility.

- Responsible for their staff
- Responsible for the well being of the children
- PEEPS have been carried out
- Ensure staff have undertaken training where necessary

### **3.7 All Teachers**

Teachers are responsible to the Heads of Sections / Years for implementing the Health and Safety policy and arrangements within their areas of responsibility. Taking into account the level of risks within their area of responsibility.

- Report any safety issues/defects to [safety@daneshill.surrey.sch.uk](mailto:safety@daneshill.surrey.sch.uk)
- Daily visual general classroom assessment
- Report accidents

#### **3.7.1 Teaching Assistants**

Take reasonable care for their own health and safety and that of others who may be affected by what they do, or fail to do.

Cooperate with the school, fellow members of staff, contractors and others to enable them to make and keep the workplace safe. Raise health and safety concerns with their line manager.

### **3.8 Health and Safety Adviser/Officer (Main School and Bevendean) and assistants**

To be the competent person in health and safety and to provide competent health and safety advice to the school in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

- Ensure staff training is carried out
- Update school policies in health and safety and related issues
- Consult with H & S consultant about new legislation and keep staff informed
- Attend regular H & S meetings
- Carry out inspections of site and report to Estates Bursar

#### **3.8.1 Health and Safety Consultant**

To advise the Bursar and H&S Adviser on up and coming changes in legislation and its implications for the school. To provide Continual Professional Development for those that are responsible for ensuring and implementing the schools H&S policy and arrangements. To carry out safety audits on behalf of the school, together with reports. To assist in the review of the Health and Safety Policy and Arrangements.

### **3.9 All other employees**

Take reasonable care for their own health and safety and that of others who may be affected by what they do, or fail to do. Cooperate with the school, fellow members of staff, contractors and others to enable them to make and keep the workplace safe.

Raise health and safety concerns with their line manager.

#### **Communication**

To ensure that adequate communication channels are maintained so that information concerning Health and Safety. Also, that any H&S matter of concern to any employee is directed to the responsible manager or to the Managing Director so that any necessary action can be taken.

Employees receive up-to-date information concerning H&S matters and any concerns they may raise are addressed investigated and corrected if possible.

#### **Responsibilities and Training**

Delegating responsibilities for health and safety activities to the appropriate staff as identified in the Policy and Procedures.

To ensure that adequate training and instruction is given to enable responsibilities to be met.

To ensure that all employees have had sufficient instruction and training to allow them to work in a safe manner irrespective of the task, which has to be carried out?

The Operations Manager is responsible for assessing all site-specific H&S issues and, oversees and ensures the appropriate working procedures of the operational staff.

### 3.9 Fire Marshalls – all staff trained as Fire Marshalls

Are responsible for carrying out inspections of all the fire arrangements within their area of responsibility. They also have responsibilities to ensure that in the event of a fire, that all pupils, visitors and contractors are safely evacuated to the Assembly Point.

### 3.10 Internal Communications

The school has developed systems and procedures for internal communications and consultation within the company at all levels.

### 3.11 Company Organisation Chart

