



ABBOT'S WAY  
SCHOOL

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## **HEALTH AND SAFETY POLICY**

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Version	1
Reviewed:	Gareth Wright / Hellen Lush

# ABBOT'S WAY SCHOOL

## HEALTH AND SAFETY POLICY

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## Health and Safety Policy

### **1. Health and Safety Policy Statement**

The Governing Body of Abbot's Way School has responsibility for the health, safety and welfare of staff, young people and visitors whilst at work and others who may be affected by the school's activities or actions. The Governing Body considers the health, safety and welfare of its employees and others who may be affected by the school's activities or actions to be of primary importance and a priority. In addition we will ensure compliance with current legislation, approved codes of practice and safe working procedures in order to be a leader in best practice in education ensuring the best outcomes for our young people and staff.

Abbot's Way School will, so far as is reasonably practicable, ensure that all activities undertaken are managed in such a manner as to adequately control all foreseeable risks to health, safety and the welfare of its employees, volunteers, young people, parents/carers, visitors, contractors and subcontractors.

In furtherance of the above statement and the need to ensure compliance with all relevant health and safety legislation, the Governing Body will pay particular attention to the provision of:

- A healthy working environment;
- A safe place in which to work with safe means of access and egress;
- Suitable and sufficient information, instruction, training and supervision to enable all staff to comply with health and safety procedures;
- Safe plant, equipment and systems of work;
- Appropriate management procedures and consultative arrangements to monitor and audit compliance with the Health & Safety at Work etc. Act 1974;
- A comprehensive Health & Safety Policy subject to annual review by the Advisory Board
- Appropriate arrangements to assess and control the risks associated with work and activities undertaken by employees, young people, volunteers and visitors;
- Appropriate procurement policies to ensure that Abbot's Way School engages only competent contractors and sub-contractors, along with the sourcing of compliant machinery and materials as required;
- A suitable and sufficient safety management system.

To assist in the implementation of the Health & Safety Policy, adequate, competent health and safety staff will be employed to advise on health and safety matters. Not only will appropriate external sources of information be consulted, but Abbot's Way School will also seek advice from its employees, acknowledging their input and participation to be of paramount importance.

This policy can only be successful with the active co-operation of all employees. Abbot's Way School therefore reminds all employees that it is their responsibility to cooperate with the employer by performing their assigned duties safely by following training and established safe working procedures, using any supplied safety equipment appropriately, by reporting or correcting unsafe acts or conditions and never undertaking a task that they are not qualified to do.

Policy adopted by the Abbot's Way School Governing Body on: 21.07.20

To be reviewed annually thereafter.

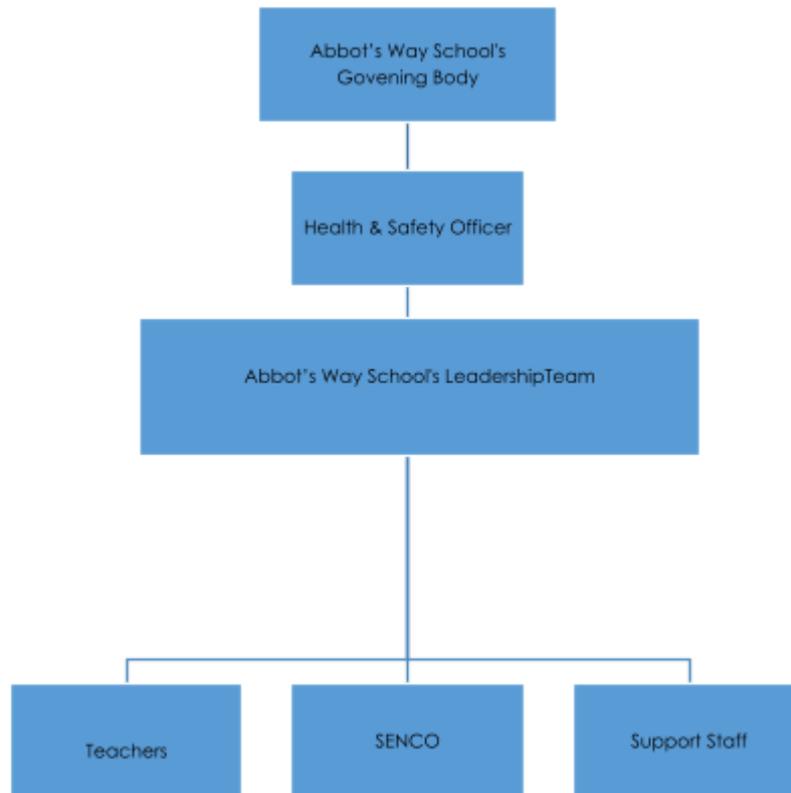
## Part 2: Safety organisation

### 2.1 The objectives of Abbot's Way School's health and safety policy are so far as reasonably practicable to:

Develop a positive Health and Safety culture among the staff and young people through the following principles:

- Promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act 1974, its subordinate regulations, other statutory instruments and approved codes of practice.
- Paying due regard to current DFE guidance: [Health and Safety: Advice on Legal Duties and Powers](#)
- Ensure all Estates meet or exceed the relevant National Minimum Standards applicable to the setting.
- Ensure that a suitable and sufficient assessment of risks has been carried out and where required proportionate and adequate control measures are put into place to reduce those risks as far as is reasonably practicable.
- Ensure that places and methods of work are safe and healthy through the arrangements set out in part 3 of this policy.
- Protect individuals whether they are employees, young people, members of the general public visiting schools, contractors and their employees, from any foreseeable hazards.
- Ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety so far as is reasonable and practicable.
- Ensure a safe and healthy working environment for all personnel and that there are sufficient Estates and arrangements for their welfare.
- Ensure that awareness with regard to all aspects of safety is fostered by employees.
- Ensure all staff are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate with the employer in all aspects with regard to safety.
- Ensure that full and effective consultation with staff and stakeholders on all matters is encouraged.

## The Management Structure within Abbot's Way School with regards to health and safety



### 2.2 Responsibilities of individuals within the Company

#### Abbot's Way School's Advisory Governing Body

Direct responsibility for all aspects of health and safety at work within Abbot's Way School rests with the Advisory Governing Body. They ensure that the school meets its legal obligations with regards to Health, Safety and Welfare in all of its operations and work activities. The Advisory Governing Body monitors health and safety through the receipt of regular reports from the Abbot's Way School's Health and Safety Committee and the Health and Safety Officer .

#### Health and Safety officer

The Health and Safety Officer is adviser to the Joint Head and Advisory Governing Body on health, safety, welfare and estates matters within Abbot's Way School; as such they are responsible for development and delivery of safety and related policies. They will advise all staff in meeting their individual and corporate responsibilities with regard to health and safety at work. In addition they are responsible for investigating accidents and liaising with staff and other agencies as required. They will monitor safety performance in all of the school's Estate along with school transport conforming to current statutory requirements in terms of health and safety. Where required they will administer the 'permit to work' system and carry out the required checks in relation to asbestos, legionella and fire legislation.

The Health and Safety officer will attend weekly SLT meeting's and produce a safety and estates report for the governing body on a termly basis.

#### Abbot's Way School Leadership Team (SLT)

The SLT oversees the management and operations of all school functions, and has direct responsibility for policy and management. The team is comprised of the Joint Heads, Department Head and SENCO

#### The Joint Heads

The Joint Heads are both responsible so far as reasonably practical for the effective implementation of the safety policy and the day to day management of all educational related Health, Safety and Welfare matters in accordance with this policy. They will delegate certain functions to other staff as specified in individual job descriptions. They will liaise with all staff on health and safety matters ensuring a suitable transition between care and education is achieved in relation to health and safety. In the absence of the health and safety officer, the Joint Heads will have sign off authority for all educational off site visits.

**All staff**

All staff have a duty to themselves and to others affected by their work with regards to health and safety. In addition they are required to cooperate with the employer to enable them to discharge their legal duties under health and safety legislation. They are to report any concern or failings to their Line Manager for investigation.

**Young people**

All young people at Abbot's Way School have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other young people, staff and members of the public. This includes observing and cooperating with all reasonable guidance and support associated with promoting and maintaining standards of health and safety both on and off-site; and not to wilfully misuse, neglect or interfere with things provided for their safety such as fire extinguishers and alarm systems.

**Visitors**

All visitors to Abbot's Way School's premises have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, young people, staff, contractors, and members of the public. They are required to cooperate with supervisors, line managers and safety representatives, and to adhere to safety guidance given in helping to maintain standards of health and safety within the company and specific setting.

**Union safety representatives**

The Advisory Governing Body recognises the rights of union safety representatives to carry out safety walks and make recommendations based on their findings to the Joint Head or Health and Safety manager. Union representatives may also assist with accident investigations where their members are involved.

**Contractors:**

It is the responsibility of all contractors and their employees to read and comply with Abbot's Way School's Contractor Control policy. Contractors will be vetted in accordance with Abbot's Way School's 'Safeguarding and Child Protection Policy' to ensure that they meet safeguarding and safety criteria in all instances.

**2.3 Health and Safety Committees**

The committee will comprise of a selection of the following company staff:

**Staff Members**

- Joint Heads
- SENCo
- Teachers
- Support Staff

**Departmental Representatives**

The following departments have been recognised as presenting a higher risk in their day to day activities and should send a representative or report to committee meetings:

- Science
- PE
- Design, Technology & Art
- Outdoor Learning

**Young People**

Represented via feedback from house meetings and school councils

**Independent Advisor**

An independent advisor will be appointed to provide professional, independent guidance and advice.

**Frequency of Meeting**

The committee will meet at least termly

**Appointment of Chair**

The meeting will be chaired by a Joint Head. In their absence Abbot's Way School's Deputy will act as chair

## **2.4 Terms of reference of the safety committee**

1. To assist the Advisory Governing Body in discharging its responsibilities as defined by current Legislation.
2. To develop more detailed health and safety policies when required
3. To provide a mechanism for staff and Union safety representatives to raise Health and Safety Concerns as required in the Safety Representatives and Committees Regulations & The H&S (Consultation with Employees) Regulations.
4. To make recommendations to the Joint Head and Health and Safety Officer in relation to policy and procedure.

### **Tasks**

To meet the terms of reference, the Committee will undertake the following tasks:

1. To ensure Abbot's Way School's Health and Safety Management System continues to be suitable and is operating satisfactorily at all levels.
2. Review at least annually Abbot's Way School's Health and Safety Policy in light of changes in legislation, identified good practice and advice from school staff and other organisations.
3. Receive at least termly a report from specific staff on health and safety matters within the School and to act where necessary in response to the report.
4. To receive a termly report on Offsite Visits from nominated staff on proposed and completed educational visits allowing issues to be highlighted and acted upon.
5. To provide at each termly meeting a provision for staff and Union representatives to raise matters of concern and to act where necessary.
6. To provide at each termly meeting a provision for the young people to raise matters of concern and to act where necessary.
7. To receive from time to time reports from inspections and audits to ensure that Health & Safety requirements are being complied with and to discuss any concerns raised.
8. To review reports on evacuation procedures and to act where necessary in response to the report.
9. To receive a termly report from the Headteacher on significant educational matters.

## **Part 3: Safety arrangements**

### **Introduction**

The safety arrangements set out below are for the information, guidance and compliance of all staff at Abbot's Way School.

Health and safety are integral parts of management. They are key considerations that should underpin and facilitate educational and financial activity. Under the Health and Safety at Work etc. Act 1974 (HSWA), the Regulatory Reform (Fire Safety) Order 2005 (RRFSO) and common law, employers and employees have a duty of care to all young people educated and/or accommodated within the setting.

In carrying out their normal functions, it is the duty of all staff to, so far as is reasonably practicable, prevent injury to individuals. This will be achieved by adoption of arrangements and procedures developed out of risk assessment for the proportionate control of risk.

More specific arrangements are set out below and will be amended from time to time as necessary to address new risks.

All personnel have a statutory duty to co-operate with the Advisory Governing Body in fulfilling the objectives of Abbot's Way School and a personal responsibility to take reasonable care to ensure that their actions do not cause harm or injury to themselves and to others.

Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

For general guidance on health and safety in education use this link  
HSE Education page <http://www.hse.gov.uk/services/education/index.htm>

**For specific arrangements on safety arrangements, please see our Risk Assessment Policy.**

## **Part 4. Security arrangements at Abbot's Way School**

### Introduction

We have two main considerations when addressing the security arrangements: the safety of people and the safety of the buildings or objects.

Ensuring the safety of objects is often the first step in securing the safety of the pupils and staff who occupy the school and those who visit it.

It is generally accepted that anyone who is determined enough can find ways of getting round even the most sophisticated security measures and that the best anyone can do is to minimize risk. The best way of doing this is to anticipate problems, looking at various scenarios in the hope that they will be prevented. Anticipating potential problems can often mean that they can be prevented altogether: prevention is better than the cure. Risk assessments are the most effective way of doing this. However, no matter how carefully we prepare risk assessment, it is useless if members of the school community do not follow procedures designed to improve security. Everyone is responsible for security and a system only works if it is consistently implemented.

### **2. Security of School Buildings**

There are three main areas of concern. These are:-

- a) Vandalism
- b) Malicious damage
- c) Theft

### **3. Marking the Boundary**

There is one main physical part to the school, the building and the grounds. The school has clear defined signage and boundaries in place. We have coded locks and padlocks on external gates. The reception area is at the front/side of the school providing an immediate challenge to visitors as they need to report before proceeding beyond this point.

### **4. Creating the Right Culture**

As has already been indicated, security has to be the responsibility of everyone. This of course, includes our pupils, who need to feel that the school exists for their education and that, therefore, any damage to it deprives them of part of this service. Pupils are involved in discussions about security usually on an informal basis in tutor periods and PSHE. In this way pupils can learn that their views are important.

Acts of vandalism, malicious damage or theft are very rare however it is important that students understand the link between the money that is available to spend on books and equipment and the money that may have to be set aside to repair damage to the school and/or replace stolen articles.

In general our pupils respect the school fabric and property and appreciate the facilities available to them. However, it is important to maintain the right attitude and culture within the school and this can only be done by tackling situations and incidents as they occur in the most appropriate and efficient manner – this is the responsibility of us all.

### **5. CCTV Systems**

CCTV is in operation covering entry and exits of the school. The relevant signage is visible.

### **6. Outside Lighting**

The lighting outside around the school has been improved. We have little doubt that bright lights can deter both vandalism and attempted theft.

## **7. Using the Community**

In Abbot's Way there is a neighbourhood watch scheme in operation.

## **8. Security Windows**

Window locks and blinds are located in areas of classrooms, offices and other areas where it has been deemed necessary to install them.

## **9. Door Security**

The school security on both sites is the responsibility of the Joint Heads, the Health and Safety Officer in consultation with the school caretakers. There is an internal accepted system for managing the locking of school premises. The security of the school is the day to day responsibility of each respective staff member, but any issues must be discussed with the Joint Heads.

## **10. Internal Measures**

Most of the suggestions made so far aim to keep criminals out of the building. Despite our best efforts, however, there will be occasions where these defences may be breached: this can also happen during the school day, since it is likely that we have a small percentage of pupils who will take opportunities to steal money or valuable items. The most effective way of improving security against this kind of threat is to create a security minded culture. Staff would not leave money, valuables etc. where they can be easily stolen. Equally, pupils should do likewise and are also reminded of possible security risks and should not leave valuables or money in any insecure place.

Pupils do not need accessible money in school, but as they get older money is more accessible to them. Valuables and money must be handed to school staff for safekeeping if it cannot be securely stored. Pupils all have access to a lockable locker at Abbot's Way. Parents and pupils are regularly reminded that they and they alone are responsible for their personal valuables, although the school will do everything we can to provide guidance, advice and Estates for securing pupils property. Pupils are actively and regularly encouraged to employ a "no lending – no borrowing" policy in respect of their personal property.

## **11. Computers and other Consumer Items**

We have a lot of desirable and easily portable items such as computers, video recorders, cameras and televisions. Measures taken to help secure such items are:-  
Alarm system, outside lighting, encasements (steel cabinets), metal plated doors, window locks, security marking, worktop fixing and warning signs.

The school has a safe for small amounts of money and the security of examination papers, plus other small valuable items.

The school is not generally insured to cover items of pupils' personal property, although items damaged or lost whilst in the care of a member of staff would be covered.

## **12. Protecting Staff and Pupils**

### **Use of Eyes and Ears**

The measures implemented and designed to protect buildings will in themselves afford more protection for staff and pupils. Nevertheless, regular reminders of the importance of security need to be discussed and implemented with both staff and pupils.

Everyone needs to keep their eyes and ears open for anything which appears unusual and staff are encouraged to report such matters directly to the Joint Heads or the Joint Head's secretary. It is important that staff sound a false alarm rather than miss a potentially threatening situation. Any sightings of intruders on the school premises must be reported and dealt with even if this is on the school playing fields. An appropriate decision will be made by the person to whom the incident is reported (as above). Very often the pupils themselves will alert the staff to the presence of an intruder.

### **13. Procedures**

The person receiving the message about the circumstances should respond appropriately to the incident. That may be contacting the Joint Heads or senior member of staff who will then either deal with the incident directly or summon assistance from a colleague or contact the police. Each incident will be dealt with as relevant and appropriate.

### **14. Visitor**

The school office has a visitor's book. All visitors to the school will be required to complete an entry in the visitors' book. A visitors badge will be issued on arrival and should be returned to the school office on leaving. All staff should indicate to visitors that they must report to the school office or to duty staff when the office is closed. Any strangers must be challenged as to their reasons for being on site.

## **Appendix 1**

### **Persons responsible for Health and Safety at Abbot's Way School**

Governing Body: Chair David Pugh:

Joint Head: Hellen Lush

Joint Head: Gareth Wright

Head teacher: Hellen Lush

Health and Safety Officer : Gareth Wright

Catering: n/a

#### Hazardous substances

Health and Safety Officer : Gareth Wright

D&T: TBC

Science: Hellen Lush

Accident reporting: Gareth Wright (all staff)

Legionella deputy: Gareth Wright

## **Appendix 2**

**Names of first aiders - TBC**

**Location of first aid kits - Reception, Kitchen, Science, Joint Heads Office and Art Room**

**(See also First Aid Policy)**

## **Appendix 3**

**Refer to Risk Assessment Policy for Fire and Other Emergencies**