
Health and Safety Policy

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This Health and Safety Policy has been developed by Christine Geard, Health and Safety Consultant in conjunction with Ewell Castle School and has been signed off for implementation by the Board of Governors and Principal as a means of providing a structured approach and clear direction for Health and Safety Management at Ewell Castle School.

Overview

This document is Ewell Castle School's Health and Safety Policy and has been written to clarify arrangements in place at the School during the transition phase of the School's Health and Safety Policy to a fully electronic format.

This document supersedes the previous arrangements (prior to March 2021) whereby all health and safety policies were contained in a single document. Health and Safety Arrangements will not now form part of the Health and Safety Policy and will be moving as separate 'Policies' to a dedicated Health and Safety folder on SharePoint.

A full list of health and safety policies and supporting documentation in transition can be found in the Arrangements section of this policy.

During the transition phase existing Arrangement policies and supporting documentation will remain in place at the School.

The status of policies in transition will be kept updated and staff will be informed by the Compliance Manager via email.

Structure of the Health and Safety Policy

Ewell Castle School Health and Safety Policy is divided into three main sections:

- 1. Statement of Intent -what** (safety aims and objectives)

The declaration by the Board of Governors regarding the commitment made to the health, safety, and welfare of staff, pupils and any other premises users.

- 2. Organisation- who** (management structure)

The details of individual employee's role and responsibilities in relation to health and safety.

- 3. Arrangements-How** (systems and procedures)

The individual policies in place that detail how risks are managed and support this policy for its effective implementation.

Statement of Intent

The Board of Governors is committed to promoting excellent standards of health and safety and recognise and accept their responsibility as the employer for Ewell Castle School to *ensure so far as is reasonably practicable* the health, safety and welfare of all staff, pupils and others that may be affected by the activities of the School.

The objectives of this policy will be delivered through the implementation of a school Health and Safety Strategy and Plan. The plan will set out the direction for health and safety management in the School and will be aligned to the School Health and Safety Policy. Progress with this plan will be monitored regularly by the Principal/ Senior Leadership Team Team and Board of Governors.

Ewell Castle School will ensure that advice is sought from competent persons on legal requirements for health and safety and current best practice and that appropriate resources are made available for the effective implementation of this Policy.

Ewell Castle School is committed to:

- Compliance with statutory and organisational requirements and industry best practice.
- Continual improvement in health and safety management and performance.
- The development of appropriate Organisational structures which supports risk control at all levels within the School.
- The systematic identification and control of risk as an effective approach to injury, ill-health and loss prevention.
- Promoting a positive health and safety culture, where health and safety issues are discussed in an open and positive way and where staff have the competence, confidence and capacity to deal effectively with health and safety issues.
- Ensuring that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the School.

Ewell Castle School requires all members of staff, pupils and individuals involved in the activities of the School to take reasonable care of themselves and others who may be affected by their acts and omissions and to co-operate with the School in the objectives of this policy.

This Policy will be made available to all staff at the School and reviewed on an annual basis to ensure that the policy continues to meet the needs of the school and legal compliance.

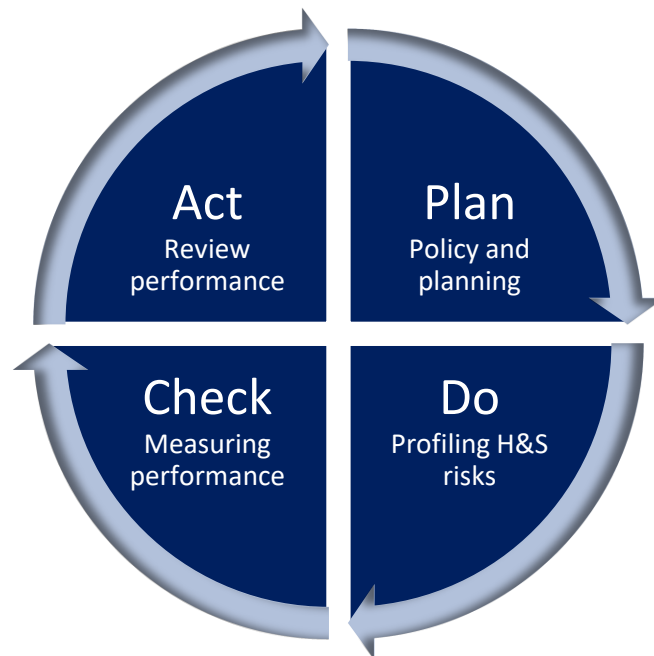
The implementation of this policy is detailed in the Organisation and Arrangements sections of this policy.

C. Griffith

Colin Griffith
Chair of Governors

Management of Health and Safety

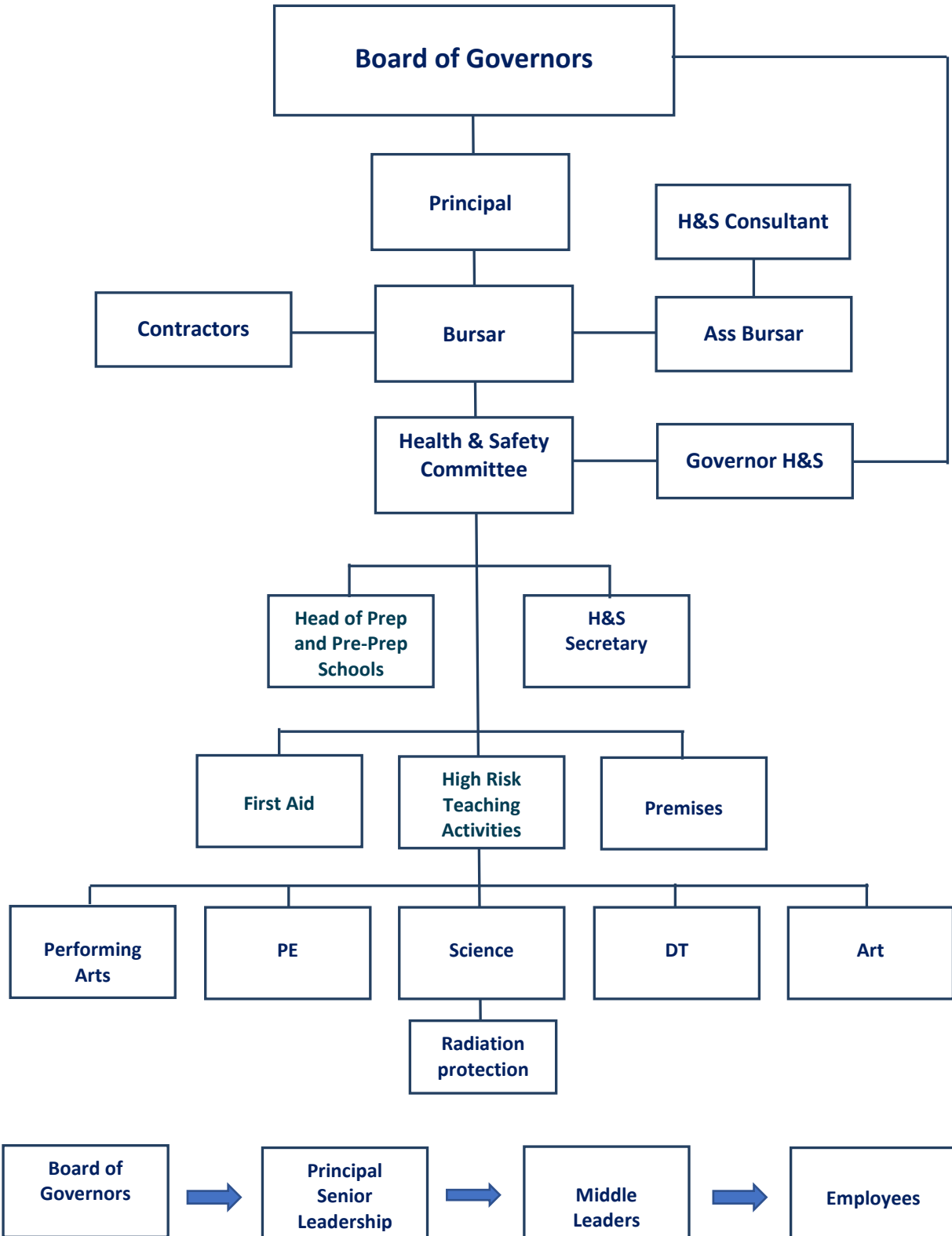
At Ewell Castle School, the Health and Safety Management system is based upon the principle of continual improvement in line with HSG65 the Plan, Do, Check and Act approach.



- Plan- Setting the direction for effective health and safety management (health and safety policy development and strategic planning).
- Do- Introducing management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately. Implementing the plans for progressing health and safety management.
- Check- Monitoring and reporting. (active monitoring) before events occur and investigating (reactive monitoring) after events occur to identify problems, understand what caused them and what changes may be needed to address identified issues.
- Act- Formal management review (Audit) of health and safety performance to learn lessons, act on results and make improvements to the health and safety management system, and respond to change.

Organisation

Management organisation and responsibilities for health and safety within Ewell Castle School.



Board of Governors

The Board of Governors have overall responsibility for health and safety at Ewell Castle School to ensure that an appropriate policy is in place and that arrangements are made for its effective implementation. They will ensure compliance with:

- The Health and Safety at Work Act 1974 and subsidiary Regulations
- The Regulatory Reform Fire Safety Order 2005
- The Education Independent School Standards Regulations 2014

The Board of Governors have given health and safety duties to the Principal/Senior Leadership Team while keeping overall responsibility.

Principal

The Principal of Ewell Castle School is responsible for the implementation of this policy and is directly responsible for:

- Ensuring compliance with the health and safety policy.
- Ensuring *so far as reasonably practicable* that the necessary resources are available for all health and safety functions to be adequately discharged.
- Reporting on health and safety matters to the Board of Governors on a termly basis.
- Ensuring that the health and safety *Statement of Intent* reflects current board priorities.

Other duties have been delegated to individual staff while keeping overall responsibility for their discharge.

The 'delegated leads' in the table that follows identify the relevant member(s) of staff with responsibility for the management of the given area within Ewell Castle School.

Area	Delegated Lead
Health and Safety Co-ordinator Fire Safety Construction Projects	Janet Abraham, Bursar
Deputy Health and Safety Co-ordinator Licenses Contractor Management Minibus transport	Sarah Gromova, Asst Bursar
Asbestos Management Gas and Electrical Safety Hazardous waste Water Hygiene Traffic Management	Steve Miller, Site Manager
Educational Visits Co-ordinator	Steve Leigh, Deputy Head (Pastoral) Loren Macallister, Head of Prep School (Prep incl EYFS)
Staff Training Coordinator	Hannah Blake, Deputy Head (Academic)
First Aid	Vicki Bogie, Senior Administrator
Lettings	Karina Boer Nielsen, Operations & Events Manager
Compliance and DSE	Natalie Harris, Director of HR & Compliance
Radiation Protection Supervisor	Ryan Galletly, Physics Teacher
Radiation Protection Officer (CLEAPSS Scheme)	Carsten and Robinson Ltd
Catering	Accent Catering
Cleaning	DBS, Abbots

Bursar

The Bursar (*as a member of the Senior Leadership Team Team*) has the lead role in co-ordinating Health and Safety matters within Ewell Castle School and is supported in this role by the Assistant Bursar. The Bursary act as the primary source of health and safety advice within Ewell Castle School and where necessary this is escalated to the Principal.

The Bursar is responsible for:

- Ensuring that the Health and Safety Policy is made available to all employees.
- Maintaining the Health and Safety Policy.
- Arranging for effective planning, organisation, control, monitoring and review of preventive and protective measures.
- Ensuring that work in all its aspects is safe and without risks to health, so far as is reasonably practicable.
- Maintaining Fire Safety standards.
- Co-ordinating the School's risk assessment programme.
- Monitoring that line managers prepare and review local management arrangements, prepare and review risk assessments and where appropriate carry out thorough examinations, test and inspections.
- Ensuring that adequate First Aid provision is in place at the School and checked regularly.
- Ensuring that provision is in place for occupational and pupil health.
- Carrying out investigations and keeping records of accidents, occupational ill health, hazardous incidents and fires.
- Submitting notifications in compliance with RIDDOR regulations 2013.
- Ensuring that sufficient information, training, instruction, and supervision is provided to school staff as necessary.
- Managing the School's Health and Safety committee.
- Carrying out regular site inspections to check that policies and procedures are being properly implemented.
- Sourcing advice from competent persons on legal requirements for health and safety and current best practice
- Co-ordinating any advice given by specialists.
- Identifying the implications of changes in regulatory legislation and (HSE) guidance.
- With the Schools Health and Safety Consultant, liaising with HSE/EHO/Fire Service/ISI and the School Insurers as appropriate.
- Ensuring that any actions arising from health and safety reviews and annual audits are addressed.
- Developing an annual Health and Safety Action Plan.
- Preparing and submitting progress reports to the Senior Leadership Team.
- Ensuring that the Health and Safety Law poster, Statement of Intent and Employer's Liability Certificate are displayed at the School sites.
- Co-ordinating minor and major building works.

- Ensuring that all hazardous substances and materials have been identified and recorded within the School and COSHH assessments completed.
- Ensuring the safe disposal of hazardous wastes.
- Ensuring that DSE assessments have been carried out for all defined user(s) in liaison with the Compliance Manager.
- Ensuring that the conditions of licences are observed in liaison with the Deputy Bursar.

Competent Persons

The nominated competent persons at Ewell Castle School are the Principal and Bursar. They are supported in this role by Christine Geard, Safety Consultant.

Senior Leadership Team

The Senior Leadership Team at Ewell Castle School are responsible for ensuring that:

- Health & Safety performance is reviewed on an annual basis.
- The management systems allow health & safety performance to be reported effectively.
- They are kept informed about significant health & safety failures and the outcome of the investigations into their causes.
- The Team addresses the health & safety implications of all its decisions.
- The appropriate insurance cover is provided and maintained.
- A statement on health & safety is included in Ewell Castle School's annual report.
- Health and Safety is a standard agenda item at all meetings.

Middle Leaders

Middle Leaders (*any employee at Ewell Castle School who holds a line management position*) are responsible for:

- The health, safety and welfare of those employees who report to them.
- Inducting new members of staff to their department.
- Identifying health, safety, and welfare training needs of those employees who report to them.
- Ensuring those under their management have completed health, safety, and welfare induction training and where required any additional training relevant to their role.
- Ensuring that any accidents incidents and near misses are properly recorded and reported and an investigation is carried out to identify the cause.
- Attempting to resolve any health, safety, or welfare issues affecting those under their management.
- Notifying the Bursar of any health, safety, or welfare issues that they are unable to resolve locally.

- Preparing, monitoring and reviewing local management arrangements, risk assessments and carrying out examinations, tests and inspections relevant to their area of responsibility.
- Reporting to the Principal and Bursar any significant breach of safety arrangements.
- Including Health and Safety as a standard agenda for departmental/team meetings.

Employees

Employees at Ewell Castle School are responsible for:

- Taking reasonable care of themselves and of other persons who may be affected by their acts and/or omissions.
- Co-operating fully with their line manager or other responsible person on all matters pertaining to their health and safety at work.
- Observing safety rules, risk assessment, health and safety policy and guidance, and adhering to safe working procedures at all times.
- Reporting promptly any accident injury near miss or cases of work-related ill health to their line manager and completing an accident report.
- Not misusing or interfering with anything that has been provided for health and safety reasons.
- Reporting to their line manager any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others.
- Wearing any protective clothing or equipment that has been provided for their health and safety while at work.
- Working in line with the information and training provided by the School.
- Observing and complying with the procedure to follow in case of a fire or other emergency.

Those in charge of visitors (including contractors) must ensure that the visitors adhere to the Schools Safe Systems of work at all times. If any individual is in doubt about any safety matter, they must consult their Line Manager, the Bursar, or if necessary, the Principal.

Health and Safety Committee

The health and safety committee provides an opportunity for representatives to confer with Senior Leadership Team on health and safety issues and to monitor the effective implementation of the health and safety policy.

Committee representatives are selected from a cross-section of Ewell Castle School's operations and therefore have a wide practical knowledge of the processes and activities undertaken within Ewell Castle School. The committee listed below meet once a term and is managed by the Bursar.

The members are:

Committee	Role	Representative Area
Janet Abraham	Bursar	Chair of Committee H&S Co-ordinator, Fire Safety
Andrew McFarlane	Governor	Governor for H&S
Silas Edmonds	Principal	Senior School
Loren Macallister	Head of Prep School	Prep School
Suzy Fowler Georgie Bean	Deputy Heads of Prep	Prep School
Sarah Gromova	Asst Bursar	Deputy H&S Co-ordinator Committee Secretary
Christine Geard	H&S Consultant	H&S support
Steve Miller Peter Iddenden	Site Manager Deputy Site Manager	Premises
Vicki Bogie	Senior Administrator	First Aid, Lettings
Brad Visser	Head of Science	Science
Diana Sarmiento	Head of DT	DT
Neil Turk	Director of Sport	PE
Deborah Carrick	Head of Art	Art
Ben Essenhigh	Director of Performing Arts	Performing Arts

Standard agenda items are:

- Minutes of last meeting.
- Matters arising and matters raised by employees.
- Accident/incident/ill health reporting since last meeting.
- Policy compliance and implications of any changes in health and safety legislation.
- Agree changes in working practices, *if required*.

Arrangements

The individual policies in place at Ewell Castle School that detail how risks are managed, (systems, procedures and monitoring arrangements) and support this policy for its effective implementation are currently in transition to a dedicated Health and Safety folder on SharePoint.

A full list of policies and supporting documentation in transition is detailed in the table below.

These policies will remain in place at the School during the transition phase and staff will be notified as and when these are transferred.

Employees who require any additional information in the interim period should contact the School Bursary or Compliance Manager.

Policies

Policy	Location	Status
Asbestos	Bursary	Electronic
Consultation	Bursary	Electronic
Control of Contractors	Bursary	Electronic
Disability and Accessibility	<u>ECS SharePoint, School Policies (Whole School)</u>	Electronic
Display Screen Equipment	HR	Electronic
Driving for Work	Bursary	Electronic
Educational Trips and Visits	<u>ECS SharePoint, School Policies (Whole School)</u>	Hard copy & Electronic
Electrical Safety	Bursary	Electronic
Fire Safety and Prevention	<u>ECS SharePoint, School Policies (General)</u>	Electronic
First Aid (and Accident Reporting)	<u>ECS SharePoint, School Policies (General)</u>	Electronic
Hazardous Substances	Bursary	Electronic
Home Worker	Bursary	Electronic
Legionella	Bursary	Electronic
Manual Handling	Bursary	Electronic
New and Expectant Mothers	Bursary	Electronic
Noise at Work	Bursary	Electronic
Occupational Health	Bursary	Electronic
Office Safety	Bursary	Electronic
Off-Site Working	Bursary	Electronic
Personal Safety and Violence	Bursary	Electronic
Risk Management	<u>ECS SharePoint, School Policies (General)</u>	Electronic
Safeguarding	<u>ECS SharePoint, School Policies(Whole School)</u>	Electronic
Safety Audits and Inspections	Bursary	Electronic
Security, Access, Safety & Lone Working	<u>ECS SharePoint, School Policies (Staff Matters)</u>	Electronic
Slips, Trips and Fall	Bursary	Electronic
Smoking	Bursary	Electronic
Stress at Work	Bursary	Electronic
Training	Bursary	Electronic
Visitors	Bursary	Electronic
Waste Management	Bursary	Electronic
Work at Height	Bursary	Electronic
Work Equipment	Bursary	Electronic
Workplace Transport	Bursary	Electronic

Supporting Documents

Document	Location	Status
Accident book	Prep + EYFS Reception Senior School	Hard copy Electronic
Accident, Incident, reporting procedures/records	Bursary. Accidents are reported electronically.	Electronic
Air-conditioning maintenance records	Bursary, Every	Electronic
Asbestos records	Bursary, Every	Electronic
Audit reports	Bursary	Hard copy
Building maintenance records	Bursary	Hard copy & Electronic
Catering Registration Details	Accent Catering	Hard copy & Electronic
Claims experience – E.L./Property Damage/ Motor	Bursary	Electronic
Cleaning schedule records	DBS/Abbotts	Hard copy & Electronic
COSHH Assessments/Material Safety Data Sheets	Bursary Science DT Art Site Office Accent Catering-kitchen DBS/Abbotts- cleaning cupboards	Hard copy & Electronic
Dimensional site plan showing Buildings & Plant	Bursary	Electronic
Display screen equipment workstation assessments	HR	Electronic
Electrical maintenance/PAT records	Bursary Every	Electronic
Emergency lighting records	Site Office	Hard copy
Employee handbook	HR	Electronic
Employer's Liability Certificate	Bursary (on display- reception areas)	Hard copy & Electronic
Fire alarm service records	Site Office, Every	Electronic
Fire alarm test records	Site Office	Hard copy
Fire evacuation records	Site Office	Hard copy
Fire extinguisher records	Bursary, Every	Electronic
Fire Risk Assessment	Bursary, Every	Electronic
Fire Marshalls	Reception & Bursary	Electronic
Fire/emergency evacuation procedure/training	Bursary	Electronic
H&S inspection reports	Bursary	Electronic
H&S training records	Bursary	Electronic
Minibus Driver records	Reception	Hard copy & Electronic

Lift maintenance testing/records	Bursary, Every	Electronic
Lighting maintenance records	Site Office	Hard copy
Minutes of H&S meetings	Bursary	Electronic
Operating procedures/control systems/training logs	Bursary Every	Hard copy & Electronic
Planned Maintenance schedules	Bursary Site Office Every	Electronic
Plant & machinery maintenance records	Site Office	Hard copy
RIDDOR	Bursary	Electronic
Risk assessment protocol/records	Bursary	Electronic
Safety critical testing/maintenance		
• Electricity	Bursary, Site Office, Every	Electronic
• Gas	Bursary, Site Office and in situ	Hard copy
• Water	Bursary, Site Office, Every	Electronic
Special waste procedures/records	Bursary	Electronic
Statutory Inspection Records	Bursary	Hard copy & Electronic
Vehicle records	Bursary and in situ	Hard copy
Ventilation maintenance records	Bursary and in situ	Hard copy
Work equipment testing/records	Site Office	Hard copy

Review

This policy is reviewed as part of the School's annual Health and Safety Audit or as events or legislation require relevant to the School's operations.

C.Griffith

Colin Griffith, Chair of Governors

Silas Edmonds, Principal Ewell Castle School