



WINDERMERE
SCHOOL

3.11: Health and Safety

Section I 1 of the Staff handbook.

HEALTH & SAFETY POLICY STATEMENT AND MANAGEMENT ARRANGEMENTS

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INTRODUCTION

This document describes how Windermere School is organised to deliver effective health and safety for its employees, students, parents and anybody else affected by its activities.

Health and Safety is the responsibility of all employees. We all have a contribution to, and an involvement in health and safety. We have a responsibility for ourselves, each other and anybody else affected by our decisions, actions or omissions.

If we take ownership of any defects that we see or are brought to our attention, not just those within our own jobs, we will be looking out for each other and our organisation.

When it comes to Health and Safety every employee has an equal voice regardless of their position within the organisation, whether staff or student.

There is no shortage of stories about ridiculous decisions taken, wrongly, in the name of health and safety – we aim to tackle real risks in a proportionate manner. This includes recognizing that the benefits of enjoying a full and varied school curriculum demands the opportunity to expose students to environmental and activity hazards. It is our aim not to restrict their experiences but to coach them and educate them on how to control these risks safely.

Richard Hennah, Assoc RICS, Tech IOSH.
Operations Manager.
Health and Safety Management Lead
Date: 23rd May 2018

1: HEALTH AND SAFETY POLICY STATEMENT

Our vision is to become the best small school in Britain; making the most of our unique and inspirational location and the rich heritage of a broad curriculum that this affords. This includes taking advantage of easy access to adventure activities that provide the opportunity for our students to develop confidence and character as they explore their potential.

It is our intention that rather than to shelter our students from all risk that we will prepare them for life by empowering them to handle risky situations safely under the guidance of our expert tuition.

We are mindful of our obligations under the Health and Safety at Work etc. Act 1974, and recognize that a foundation of sound Health and Safety is integral to this vision and our performance.

We will achieve this by:

- developing a working environment in which there is an awareness of the vital importance of health and safety.
- demonstrating positive leadership to encourage a positive culture where everyone is aware of their individual responsibilities and is actively engaged;
- integrating health and safety into the structure of departments and each individual's jobs so that they take personal responsibility for their actions and the health and safety of others;
- ensuring that staff are effectively trained and are competent to carry out their tasks;
- consulting and communicating with staff and students both directly and via written material;
- taking a proactive approach to actively controlling risks in a consistent and proportionate manner;
- monitoring the effectiveness of measures that we take.

We are confident that all employees will comply with their obligation to act in a safe manner and will fully co-operate with the School's Governing Body in matters of health, safety and welfare.

I A Lavender
Headmaster
Date: 12th March 2019

Andrew Chamberlain
Chairman of the Governors
Date: 12th March 2019

2: ORGANISATION AND RESPONSIBILITIES

This section sets out the broad structure for management and the responsibilities of the Governors and employees of Windermere School. These responsibilities are defined in greater detail in health and safety procedures issued through the Health and Safety Committee.

Everyone should be aware of their own responsibilities. Individuals must take personal responsibility and will be accountable for, their actions.

The Board of Governors

The Board of School Governors, as a body, has general duties and responsibilities as an "employer" under the Health and Safety at Work etc Act, 1974, and related legislation and for their decisions that may affect health and safety.

In order to meet these responsibilities, the Board will ensure that:

- there is an effective safety policy and management system;
- there is visible leadership to develop a positive attitude to health and safety among employees;
- there is demonstrable commitment to achieving a high standard of health and safety performance and ensuring that health and safety is an integral part of the overall management culture;
- the Headmaster meets his responsibilities for safety, health and welfare;
- adequate resources are directed towards achieving these objectives; and recognise Kym Allan Associates as the, Governor appointed Health and Safety consultant on the Risk Management Board.

School Governors

The School Governors have an individual responsibility to keep themselves aware of the School's Health and Safety policy and to:

- take personal responsibility for their own actions and decisions;
- co-operate with the School so that it can comply with its duty of care;
- follow procedures and safe systems of work designed for their protection;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare; and
- report accidents or any situation, practice or procedure they suspect is potentially hazardous.

3: MANAGEMENT AND SUPERVISION

Headmaster

The Headmaster has ultimate responsibility for the delivery of health, safety & welfare within the School and will:

- provide visible leadership, and encourage the same from all senior managers and department heads, in order to promote a positive attitude to health and safety;
- ensure that health and safety is an integral part of the overall management culture in which health and safety objectives are regarded as linked to other business goals;
- ensure that adequate resources are made available to enable health & safety policies and procedures to be effectively implemented;
- appoint a competent person to assist the School in compliance with the requirements of health and safety legislation;
- ensure that both the Risk Management Group and Health and Safety Committee remain effective and fit for purpose;
- consult with the nominated staff representatives to enable them to be fully effective.

Health & Safety Lead Manager

The School Operations Manager is nominated to act as the Health and Safety Lead and will:

- act as a focal point to advise on and embed best health and safety practice within the Senior Leadership;
- champion and promote health and safety amongst the School organisation, governors, employees and students, and build and coordinate relationships to achieve this;
- represent senior management by chairing the Health and Safety Committee; and the Risk Management board
- ensure Senior Leadership and Governor health and safety competencies.
- discharge the responsibilities for managing operational premises and open spaces.

Head of Elleray Campus, Assistant Heads, Heads of Department and Operational Managers

Head of Elleray Campus, Deputy Heads, Heads of Department and Operational Managers have overall responsibility for health, safety and welfare within their Department and will:

- provide visible leadership in order to promote a positive attitude to health and safety;
- ensure that health and safety is an integral part of the overall Department management culture;

- ensure that there are health and safety management procedures within their department so that risks are effectively identified and assessed, and control measures properly implemented;
- ensure that Teachers and staff under their control meet their responsibilities for safety, health and welfare;
- ensure that health and safety responsibilities throughout their departments are delegated to competent, authorised, resourced and trained persons and that these responsibilities are properly assigned, accepted, clearly understood, fulfilled and monitored;
- ensure that employees are consulted regarding any proposed structural alterations, workplace re-organisation, changes in work equipment, staffing levels or work practice likely to have significant implications for their health, safety or welfare and report such issues to the health and safety committee.

The Senior Management Team and Operations Manager are the appointed competent persons to assist the School (under Regulation 7 of the Management of Health and Safety at Work Regulations 1999) to comply with the requirements of health and safety legislation and will:

- have the right of executive action in an emergency or situation where there is an unacceptable risk, being accountable to the Headmaster;
- advise on the requirements of Health and Safety legislation and good working practice;
- maintain a central record of all risk assessments;
- provide information and guidance, and carry out audits as necessary and as directed;
- liaise as necessary with the Health and Safety Executive, Police, Fire, and any other statutory bodies and Trade Union representatives; and
- investigate and report on significant incidents and issues.

Teachers

Teachers are responsible for health, safety performance and welfare issues within areas of responsibility, whether relating directly to the activity of their lesson or to contractors working on their behalf and will:

- promote a positive health and safety culture in which students are engaged and can make suggestions for improvement;
- demonstrate commitment to achieving a high standard of health and safety performance;
- ensure that hazards are identified and risk assessments are effectively carried out, recorded and acted upon;
- ensure that any preventative and corrective measures, including written safety procedures, identified by risk assessments are implemented, recorded and monitored as necessary;
- ensure that their students, and any other persons under their control or responsibility, are provided with the necessary information, instruction, training, supervision and equipment and are competent to carry out their work without risk to themselves or others;

- ensure that any other persons under their control or responsibility, meet their responsibilities for safety, health and welfare;
- monitor and supervise others under their control to ensure that work is carried out in a safe manner; and
- refer any significant health and safety concerns that cannot be resolved to their department head.

Operations Supervisors

Supervisors are responsible for health, safety and welfare performance as delegated to them by their Line Manager and will:

- assist their Manager in promoting a positive health and safety culture;
- ensure that staff, and any other persons under their control or responsibility, are provided with the necessary information, instruction, training, supervision and equipment and are competent to carry out their work without risk to themselves or others;
- ensure that staff, and any other persons under their control or responsibility, meet their responsibilities for safety, health and welfare;
- monitor and supervise staff and others under their control to ensure that work is carried out in a safe manner; and
- refer any significant health and safety concerns that cannot be resolved to their Manager.

4: ALL STAFF

Employees

All employees have a duty while at work to take care for the health and safety of themselves and others who may be affected by their work. In particular, every employee, regardless of seniority will, in addition to any duties outlined above:

- take personal responsibility for their actions and work within their competence;
- co-operate with management so that the School can comply with their duty of care;
- follow procedures, guidance and safe systems of work designed for their protection;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare;
- check that work equipment is in safe working order before use; and
- report accidents or any situation, practice or procedure they suspect is potentially hazardous.

5: SAFETY REPRESENTATIVES

Safety Representatives

Staff may appoint Safety Representatives to represent their interests regarding health and safety matters. This Role is currently undertaken by the General Services Manager, Transport Manager, and Educational Visits Coordinator

The functions of Safety Representatives include the following:

- investigate accidents and reports of hazards;
- to represent employees on health, safety and welfare matters
- investigate complaints of a health and safety nature made by their members;
- discuss health and safety matters with the Headmaster and Management;
- carry out inspections of the workplace;
- receive information from Inspectors of the Health and Safety Executive and similar enforcing authorities; and
- attend meetings of the Health and Safety Committee.

The School will arrange for appropriate facilities and assistance to be given to Safety Representatives to enable them to fulfil their functions.

6: HEALTH AND SAFETY GROUPS

Risk Management Group

The Risk Management Group drives the health and safety agenda across the School organization. It is a strategic body and meets once a term. Its purpose is to:

- Identify the significant risks facing the School;
- ensure that responsibility is clearly delegated to the competent person to manage these risks;
- to identify any resources required to facilitate risk management and arrange their release if not currently in place;
- monitor the health and safety performance of the School;
- advise the School Governors and management as necessary on their duties in respect of health, safety and welfare.

The membership of Risk Management group will be:

- The Chairperson (The School Operations Manager);
- Windermere School Headmaster;
- Head of Elleray Campus;
- Governor nominated lead for Risk Management supported by (Kym Allan Associates Ltd).

Health and Safety Committee

The Health and Safety Committee will be responsible for co-ordinating the implementation of the health and safety at work policy and will keep under review measures taken to ensure the health and safety of employees with the objective of promoting co-operation between the management and employees.

The health and safety committee will:

- Review statistics with a view to recommending corrective action;
- Examine safety audits, inspections and assessments;
- Authorise the updating of school procedures relevant to Health and Safety.
- Consider legislation, reports and information in order to determine necessary action;
- Keep a watch on the effectiveness of rules, systems of work, training and communication.

The membership of the committee will be:

- The Chairperson (The School Operations Manager);
- The Head of Boarding,
- The Designated Safeguarding Lead
- Educational Visits Coordinators (Senior School, Elleray Campus and Outdoor EVC) and Transport Manager to include their role as Staff representatives;
- General Services Manager;
- The School Nurse;
- The Head of Elleray Campus

Other specialists will be co-opted as necessary and the committee will meet at least termly and the minutes will be displayed on school/departmental notice boards.

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