



MALTMAN'S GREEN
SCHOOL

Health and Safety Policy

This policy also applies to the EYFS

Related documents

Access Policy
Anti-Bullying Policy
Asbestos Policy
Code of Conduct for Staff
Critical Incident Management Plan (CIMP)
EYFS Policy
Fire Risk Assessment Policy
Medical Policy
Risk Assessment Policy
Off-Site Visits Policy
Safeguarding and Child Protection Policy and Procedures
School Transport Policy

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September 2024	J Walker	September 2025	2024.01

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1 Statement of Intent

Introduction

The Governing Body and Headmistress of Maltman's Green School recognise and accept their responsibilities under law and acknowledge as responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities. The school believes that ensuring the health and safety of staff, pupils and visitors and positively promoting health and safety is essential to the success of the School.

The school is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed led by the school's Governing Body and Headmistress

In particular the Governing Body and Headmistress are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- preventing accidents and work related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring safe use, handling and storage of substances at work.

In addition to the above commitment, the Governing Body and Headmistress also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc, or anyone who is or may be affected by the School's activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

The Governing Body and Headmistress will ensure adequate resources, including finance to implement the Policy.

The Governing Body and Headteacher are committed to this Policy and all staff are required to comply. They are encouraged to support the Governing Body and Headmistress in their commitment to continuous improvement in the School's health and safety performance. For the Policy Document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

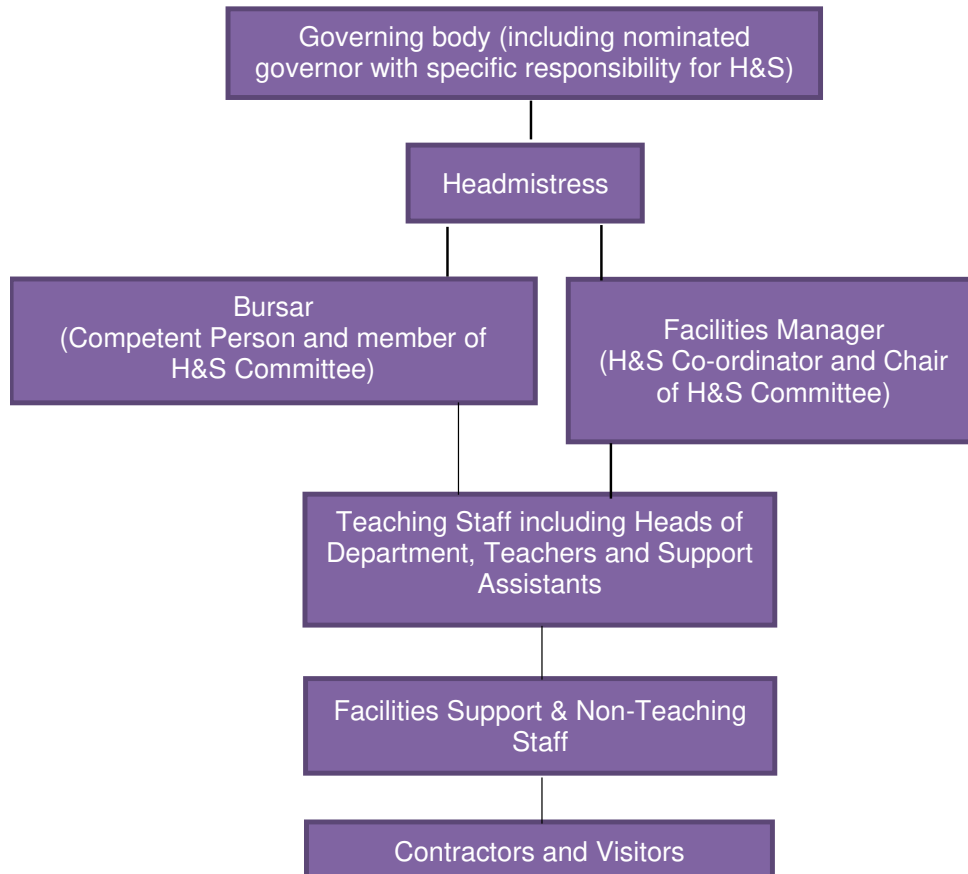
This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the School's Governing Body.

Signed:	Signed:
<i>Jill Walker</i>	
Headmistress' name: Mrs Jill Walker	Chair of Governors' name: Mrs Diana Honey
Date:	Proposed review date: September 2025

2 Organisation

As an employer, Maltman's Green School Trust Limited (the School) has overall responsibility for health and safety at the School.

The organisation chart below shows the lines of communication to implement and manage the policy:



The Governing Body on behalf of the School are committed to protecting the health and safety of those affected by the School's operation, including but not restricted to its employees, pupils and visitors to the School site.

The Governing Body delegate responsibility for health and safety matters affecting staff and pupils to the Headmistress.

The Headmistress retains an overall responsibility for the implementation of the School's Health and Safety Policy but has appointed the Bursar as the School's Competent Person and the Facilities Manager as the Health and Safety Co-ordinator and Chair of the Health and Safety Committee.

To ensure the health and safety standards are maintained / improved, the table below indicates the primary areas of responsibility for the following people or bodies:

Name	Responsibility
The Governing body	Monitoring and reviewing the School's Health and Safety Policy and ensuring that information is disseminated. The Governing Body acknowledges its legal duty to notify the Health and Safety Executive of major accidents and dangerous occurrences. The Governing Body ensures that a high standard of health and safety is maintained in the School and this implies financial commitment.
The Headmistress	Overall responsibility for the implementation of the School's Health and Safety Policy but has appointed the Bursar as the School's Competent Person. Instigates an investigation and, where appropriate, authorises remedial work or action and reports on a termly basis to the Governing Body.
The Bursar	Delegated responsibility from the Headmistress as the School's Competent Person
The Health and Safety Committee	<p>Chaired by the Facilities Manager or Bursar and comprises the Headmistress, selected Governors and key staff, is responsible for the day-to-day co-ordination of the School's Health and Safety Policy to include:</p> <ul style="list-style-type: none"> • <i>Regular inspections and risk assessments.</i> • <i>Liaising with contractors.</i> • <i>Initiating action on reported hazards and accidents.</i> • <i>Fire and emergency procedures.</i> • <i>Maintaining an accurate record of completed training on Health and Safety issues for current staff. Temporary, part-time and supply staff must be informed of their responsibilities and the School's agreed policy prior to the commencement of their duties.</i> • <i>Maintaining records of any Health and Safety incidents.</i>
First aid	Cover is provided by the School Matron and designated, trained members of Staff. Refer to the School Medical Policy which provides full information and a list of First Aiders.

This policy relates to health and safety whilst on School premises. The School's Off Site Visits Policy refers to health and safety issues relating to off site visits, and the School Transport Policy sets out guidance and procedures for when pupils and staff are travelling on vehicles to and from school trips.

All staff also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with the School in order to comply with the law. All employees must:

- co-operate with supervisors and managers on health and safety matters;
- undertake their work in accordance with training and instructions
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to the Bursar (as detailed in this policy and the Staff Handbook).
- undertake relevant Health and Safety training.

Staff having curriculum responsibilities and those representing non-teaching, community staff or those who have buildings responsibilities also have a responsibility to manage safety in those areas on a day-to-day basis by:

- Checking that areas and equipment are safe before commencing an activity.
- Ensuring safe procedures are followed and use protective equipment as required.
- Encouraging pupils and visitors to comply with the policy.

In addition, teachers and other staff have a common law duty to act as any prudent parent would do when in charge of pupils.

The exact responsibilities of employees will depend in part on the scope of their role and responsibilities, with duties clearly identified in Job Descriptions, Contracts, as well as reference made in the Staff Code of Conduct and the Staff Employment Manual. In particular;

2.1 School Health and Safety Co-ordinator

The Facilities Manager is the School's health and safety coordinator and will ensure:

- The promotion of a positive health and safety culture within the School.
- The implementation of the Health and Safety Policy which is communicated and regularly updated in accordance with legal obligations (alongside other appropriate guidance and updates from the Cognita Group).
- Maintained liaison with other specialist health, safety and fire safety roles appointed within the School, to co-ordinate compliance actions and provide a central point of contact.
- The dissemination of information relevant to health and safety compliance ensuring all compliance duty holders and other key parties within the School are included.
- The co-ordination of the School's H&S Meetings, ensuring these are conducted in accordance with the Terms of Reference for school H&S committee.
- Central co-ordination and access as a key point of contact for any accident, incident or near miss occurrence. Ensuring thorough investigation, review, recording of information and escalation has been conducted and final actions closed out
- Liaison with all School Departments to ensure risk assessments are produced for tasks/activities within such areas, with information provided to relevant parties and regular review undertaken.
- Support as the key contact in order to co-operate with any enforcement agency such as the HSE, UKHPA, local authority and fire authority, as required.
- Systems are established to allow staff (both teaching and non-teaching) to receive adequate information, supervision and training (both induction training and ongoing training) in health and safety matters relevant to their specialist area by liaising with the School identified Training Co-ordinator.
- Prompt evaluation and, where appropriate, take action on health, safety and welfare concerns and issues which are reported to them, or refer them to the Head.

- Routine monitoring is established at the School including both internal and external audits and inspections, to ensure ongoing H&S compliance is reviewed and any actions raised are appropriately dealt with.

2.2 Heads of Department (teaching) and members of the Senior Leadership Team

HoD and the SLT will ensure:

- Application of the school's Health and Safety Policy to their own department or area of specialism.
- Development and dissemination of a departmental/team health and safety policy, if appropriate, detailing the particular roles and responsibilities for health and safety in that specialist area and the organisational arrangements in place for achieving this.
- Familiarisation with current Regulations, Codes of Practice and Guidance appropriate to their specialist areas and with this Policy (this may require reading trade journals, ESIS, British Standards, CLEAPSS).
- Risk assessments of the activities for which they are responsible are carried out and reviewed as required
- All staff under their control (to include supply teachers and work experience students) receive adequate information, supervision and training (both induction training and ongoing training) in health and safety matters relevant to their specialist area.
- All statutory notices and appropriate safety signs are displayed in their specialist area.
- Adequacy of first aid provisions, protective clothing and equipment, registers and log books are available for use in their specialist area.
- Machinery, equipment and substances are accompanied by adequate information on use and that use is restricted to named individuals where necessary for reasons of health and safety.
- Prompt evaluation and where appropriate take action on health, safety and welfare concerns and issues which are reported to them, or refer them to the Head.
- Regular inspections are conducted of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- So far as is reasonably practicable, that the provision of sufficient information, instruction, training and supervision to enable other staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Investigation of any accidents, which occur within their sphere of responsibility.
- Monitoring of the health and safety of his/her department or area of responsibility (including records of risk assessments, health and safety related issues and complaints, and records of accidents) regularly) and prepare an annual report for the Head on the health and safety performance of his/her department or area of responsibility.
- Inclusion of health and safety at departmental/team meetings.

2.3 Class Teachers

Class teachers will ensure:

- Co-operation with the Headmistress, their Head of Department and their Line Manager on health and safety matters.
- Taking reasonable care for their own health and safety and for that of staff, pupils, volunteer helpers and visitors under their supervision.

- Familiarity with this Policy and the procedures in respect of fire, first aid and other emergencies, and to carry them out as required.
- Exercising effective supervision of pupils and give clear oral and written instructions and warnings to pupils as often as necessary.
- Following any safe working procedures issued for their subject area and generally.
- Provision and request for the use of appropriate protective equipment, clothing and guards where necessary and ensure they are used as required.
- Making recommendations to their Headmistress or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integration of all relevant aspects of safety into the teaching process and, where necessary, provide special lessons on health and safety in line with curriculum requirements for safety education.
- Avoidance of introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- Reporting all accidents, defects and dangerous occurrences to the Headmistress or Head of Department.

2.4 Non-Teaching Staff

Non-teaching staff will ensure:

- Co-operation with the Headmistress, their Head of Department and their Line Manager on health and safety matters.
- Acting with due care for the health, safety and welfare of themselves, other staff and other persons at the School.
- Exercising effective supervision over those for whom they are responsible.
- Familiarity with the contents of this Policy and in particular, the procedures in respect of fire, first aid and other emergencies.
- Observation of all instructions on health and safety issued by the School or any other person delegated to be responsible for a relevant aspect of health and safety at the school.
- Implementation of safe working practices which comply with the approved school policies and procedures and set a good example personally.
- Acting in accordance with any specific health and safety training received.
- Exercising good standards of housekeeping and cleanliness.
- Defects are reported to Line Management and offices, general accommodation and vehicles are kept tidy and in good order at all times.
- Tools and equipment are in good condition (and not use them otherwise), ensure that they are appropriate to that use and that adequate instructions for their use are provided.
- Reporting of any defects in tools and equipment and actual or potential hazards to their Line Manager or the Health and Safety Coordinator and ensure that defective equipment is immediately taken out of use until it has been made safe.
- Use of protective clothing and safety equipment provided (when appropriate) and ensure these are kept in good condition.
- Provision of instructions, warning notices and signs as appropriate.
- Reporting of all accidents in accordance with current procedure.
- Any accidents or incidents, dangerous occurrences or near misses are reported to the Health and Safety Coordinator.
- Assistance in the investigation of any accident (or incident where personal injury could have arisen) and take appropriate corrective action.

- Where authorising work to be undertaken or authorising the purchase of equipment, the health and safety implications of such work or purchase are considered.
- If entrusted with responsibilities for specific aspects of health, safety and welfare they satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's Line Manager.
- Minimisation of the occasions when an individual is required to work or study in isolation.
- No interference with or misuse anything provided to safeguard their health and safety.
- Members of staff are expected to be vigilant at all times but particularly where there are vehicles on site and when activity is taking place at height.

2.5 Site Team

- The Site Team (including the Facilities Manager and maintenance team) 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 and asbestos, swimming pool maintenance
 - Good standards of housekeeping, including drains and guttering
 - Control of hazardous substances for site maintenance activities

2.6 Pupils

All pupils must, appropriate for their age and stage:

- Operate with the School on health and safety matters and in particular follow the instructions of staff in the event of an emergency;
- Take reasonable care for their own health and safety and that of others at the School;
- Observe standards of dress consistent with safety and / or hygiene;
- Use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety; and
- Report all health and safety concerns to a member of staff.

2.7 Hirers of the School

All hirers of the School must, in addition to the responsibilities of visitors below, ensure arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his/her staff.

2.8 Visitors and other users

Visitors and other users of the School premises (to include contractors, delivery people and visitors to the school) must co-operate with the School on health and safety matters and in particular follow the instructions of staff in the event of an emergency. They should:

- Observe the rules of the school, ensuring they comply with the school's signing-in/out

visitors' and/or contractors' procedures and the appropriate means of access to and egress from the school site and the host arrangements whilst on site.

- Ensure that they are familiar with the school's fire and emergency evacuation procedures.
- Ensure that they have adequate information about the premises, plant and equipment (if appropriate and including the location of asbestos containing materials where intrusive works are to be conducted).

3 Specific Arrangements (Planning and Implementation)

The following procedures and arrangements have been adopted to ensure compliance with the Statement of Intent.

3.1 Asbestos

Asbestos was widely used in the construction industry before the adverse effects of exposure to asbestos were fully understood. However, it is not inherently dangerous when left in situ in building materials that have not deteriorated. A potential hazard arises when asbestos is disturbed and particles are created that could be inhaled. To prevent this happening, a survey for the presence of asbestos in all buildings is carried out by professional contractors on an annual basis. The results of this survey form a register that indicates the location of any material containing asbestos and determines the need for precautions to be taken that must be communicated to all workers and contractors. The report and register are held in the Facilities Manager's office.

3.2 Control of Substances Hazardous to Health ('COSHH')

The School acknowledges that no substance can be considered completely safe. All reasonable steps are taken to ensure that all exposure of staff and others to substances hazardous to health is prevented or at least controlled to within statutory limits. The use of hazardous substances in the School is largely confined to the Science Department, Art Department, and DT Department, maintenance, grounds, catering and cleaning departments, but all staff must be careful when handling any container marked with a hazard pictogram. Written COSHH risk assessments are held in the Site Manger's Office, which inform all staff required to use bulk chemicals such as drain cleaners, and all hazardous substances are appropriately stored.

3.3 Display Screen Equipment ('DSE')

All reasonably practicable steps are taken by the School to secure the health and safety of staff who work with display screen equipment (DSE). All staff will be required to undertake an online training course in using DSE and complete an assessment of their own workstation/s. Any points arising should be notified to the Facilities Manager for action.

3.4 Electrical Systems and Items

All reasonably practicable steps are taken to secure the health and safety of staff who use, operate or maintain electrical equipment. The School acknowledges that work on electrical equipment can be hazardous and it is therefore the School's intention to reduce the risks as far as is reasonably practicable. The implementation of this policy requires the total co-operation of all members of management and staff, as well as any contractors hired to carry out work involving electrical equipment.

The School, in consultation with competent contractors ensures that electrical installations and equipment are installed in accordance with the Institute of Engineering and Technology (IET) Wiring Regulations and maintain the fixed installation in a safe condition by carrying out routine safety testing. In addition, all portable and transportable electrical items are inspected and tested annually. A copy of the testing schedule and results is held by the Facilities Manager.

Live working is forbidden unless absolutely necessary, in which case, it is only conducted by competent persons following a safe system of work.

All staff or contractors who carry out electrical work are competent to do so, trained and equipped for this work. Records of all electrical work and testing are maintained. Where a problem arises related to electricity at work, staff inform a responsible person immediately and the School will take the necessary measures to investigate and remedy the situation.

3.5 Legionella

The School has a competent person undertake a risk assessment for legionella every two years. This risk assessment is held in the Facilities Manager's Office. The School ensures that a monthly water sampling and testing regime carried out by a competent person is in place and results are recorded and reviewed.

3.6 Noise and Vibration

The School takes all reasonably practicable steps to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum. The School also recognises that noise levels below those which cause hearing damage, in offices for example, can still cause problems such as disturbance, interference with communication and stress and will take reasonable steps to reduce noise levels. For some categories of employee, vibration may also pose potential health risks, such as Hand Arm Vibration Syndrome (HAVS). HAVS is a collective term for the adverse health effects that vibratory equipment may have on the hands and arms if control is not adequately managed. It can be caused by operating hand-held power tools, such as sanders or drills as well as hand-guided equipment, such as powered lawnmowers, or by holding materials being processed by machines, such as pedestal grinders. Hammer action tools produce some of the highest levels of vibration. Frequent and long-term exposure to vibration can lead to damage to the structure and tissue of the hands and arms. The School considers noise and vibration hazards during risk assessments and these are used as the basis for formulating action plans for remedial measures when necessary. Where necessary, suitable awareness training will be provided along with appropriate Personal Protective Equipment (PPE). Any subsequent assessments and surveys will be recorded and updated regularly, particularly when changes in work practice cause changes in noise or vibration exposure levels of employees.

3.7 Provision of Personal Protective Equipment ("PPE")

The School provides personal protective equipment ("PPE") when the risk presented by a work activity cannot be adequately controlled by other means. The School acknowledges that health and safety hazards will have been identified if this equipment is used. It is the intention of the School to ensure, through the proper use of this equipment, that any risks are reduced to a minimum.

3.8 Slips, Trips and Falls

Good housekeeping is key to avoiding the risk of slips, trips and falls. Where such risks are identified in specific areas of the School, these are included in the relevant risk assessments and control measures detailed for staff to follow.

3.9 Vehicle Movements on Site

The School ensures that the site is organised so pedestrians and vehicles can circulate in a safe manner. Vehicles and traffic routes are separated wherever reasonably practicable and traffic routes are suitably signed, and controlled. Pedestrian routes have been identified and separated from vehicles, wherever reasonably practicable, by physical measures such as painted lines, walls and railings. Lighting is provided as appropriate. Parents, visitors and hired buses are not permitted to drive onto the school grounds except in specific agreed circumstances. Staff and contractors are able to drive and park on the school grounds in the designated parking areas.

4 Policy Review

This policy is reviewed on at least an annual basis or more frequently if required, following discussion with the Headmistress, Governors and members of staff.