

Health and Safety Policy

This policy applies to:

All Staff and all Students at Great Walstead School Site

Person responsible for the policy:

Director of Finance and Operations (GWS)

Review dates:

Last review June 2025

Next review June 2026



CONTENTS

Foreword	2
Health and Safety Policy	3
Part 1 Statement of Intent.....	3
Part 2 Organisation, ROLES, and Responsibilities	4
2.1 College Council	4
2.2 Head of College.....	4
2.3 Great Walstead Head, Deputy Head (Pastoral and Co-curricular), Deputy Head (Academic) .	5
2.4 Director of Finance & Operations (GWS)	5
2.5 Designated safeguarding lead	6
2.6 Educational Visits Co-ordinator (EVC).....	7
2.7 Director of Sport	7
2.8 Students	8
2.9 Facilities Hire Co-Ordinator	8
2.10 HSE & Compliance Advisor (ardingly).....	8
2.11 Premises manager	9
2.12 Grounds contractor (saunders LTD).....	10
2.13 Executive CheF Manager (CITREA LTD)	10
2.14 Lead nurse in charge of mEDical room	11
2.15 Contractors.....	11
2.16 Heads of Departments or section leads, Teachers, Line Managers and Supervisors	12
2.17 All Employees	13
2.18 Consultation and communication.....	13
2.18.1 Risk and Safeguarding Committee Meeting	14
2.18.2 Health and Safety Committee	14
2.19.3 Health and safety consultation and communication structure	16
Part 3 Health and safety arrangements	17

FOREWORD

The Great Walstead School Health and Safety Policy is issued in accordance with Section 2(3) of the Health and Safety at Work, etc. Act 1974 and is composed of three parts:

Part 1:	Statement of Intent	Sets out Great Walstead School's commitment to maintaining the health, safety and welfare of all persons affected by its activities and undertakings.
Part 2:	Organisation, roles and responsibilities	Details the duties and responsibilities of the College Council, staff, students, and contractors and the consultation and communication structure for health and safety (this includes Great Walstead School - GWS)
Part 3:	Health and Safety Arrangements	Provides a summary of the health and safety systems and procedures implemented within the School. The contents of this section can be found on the Policies section on the Staff drive.

Health and Safety is the responsibility of everyone, and the success of this Health and Safety Policy and the embedding of a positive safety culture is very much dependant on the co-operation and involvement of all members of the School community. To achieve this, all persons whom this policy is directed towards are requested to understand the College's expectations, fulfil their responsibilities and duties, and undertake their activities in accordance with the health and safety systems and procedures implemented within the School.

Whilst this policy sets out the general management of Health and Safety at Great Walstead, individual departments have developed specific procedures for risk management which must be referenced if applicable to specific roles.

This policy considers the requirements of the DfE Guidance document - Health and safety: responsibilities and duties for schools.

Comments on this document, requests for further information or clarification on any aspect of its contents should be made to the Director of Finance & Operations or Ardingly's HSE & Compliance Advisor.

A copy of this publication along with associated documents and further information may be viewed and printed from the policy section in the staff drive.

Ailsa Wolfaardt
Director of Finance and Operations

HEALTH AND SAFETY POLICY

PART 1 STATEMENT OF INTENT

The College Council and Head of College are committed to providing a safe and healthy environment for all members of the College community (including Great Walstead) and complying with all statutory health and safety obligations, including providing safe equipment and safe systems of work. The College Council will strive to achieve best practice standards when discharging its duties and responsibilities.

The College Council, as the employing organisation and Governing Body, is responsible for the formulation, development and implementation of the Health and Safety Policy and expects the co-operation and support of all employees and students to meet this objective.

The College Council recognises and accepts its responsibilities for providing a safe and healthy environment for:

- Employees engaged in Ardingly College work (including Great Walstead) or business activities.
- Students whilst they are engaged in activities which are under the supervision of Ardingly College.
- Other persons who have access to the College campus or Great Walstead site or may be affected by the work and undertakings of Ardingly College such as parents, visitors, tenants, contractors, and members of the public.

It is recognised that the majority of Great Walstead School students are not employees of Great Walstead School and as such many of the obligations contained within the Health and Safety at Work Act 1974 do not apply. Nonetheless, in matters of health and safety it is the policy of Great Walstead College to give the same consideration to its students, as if they were employees, whilst they are engaged in activities which are under the supervision of Great Walstead School.


Great Walstead School has established forums for staff and students to consult on and discuss health and safety matters. In addition, staff and students are requested to raise health and safety related issues either directly with their line manager.

As a teaching institution, all members of the College Family of Schools community are expected to promote a positive attitude towards health and safety and include risk management as an essential and integral part of the education and development process.

The Health and Safety Policy will be distributed to all staff and reviewed annually. It can also be viewed electronically with appropriate sections also displayed around the College campus and the Great Walstead site. Parents may request a copy of the full Health and Safety Policy from the Director of Finance & Operations.

Signed:  Date: 1.9.25 Chair of Council

Signed:  Date: 1.9.25 Head of College

Signed:  Date: 1.9.25 Head of Great Walstead

PART 2 ORGANISATION, ROLES, AND RESPONSIBILITIES

This section lists the health and safety duties and responsibilities of the College Council, staff, students, and contractors and details the communication channels and consultation arrangements for health and safety matters.

2.1 COLLEGE COUNCIL

The College Council, as the employing organisation and Governing Body, have overall responsibility for health and safety throughout the School community and shall:

- Nominate a Governor with specific responsibility for overseeing health and safety management within the College Family of Schools. The nominated Governor is a member of the Risk and Safeguarding Committee.
- Allocate sufficient resources to ensure the management of health and safety is adequate, including the implementation of the Health and Safety Policy.
- Ensure arrangements and procedures are in place and implemented for compliance with all applicable health and safety legislation.
- Ensure that the Head of School is competent to undertake delegated duties to ensure the management of health and safety is adequate, including the implementation of the Health and Safety Policy.
- Include health and safety as an agenda item at every Council meeting and receive a report from the Director of Finance & Operations of health and safety matters including a summary of the reportable occurrences, significant incidents and near misses which have occurred in the period.
- Annually review and agree any amendments to the Great Walstead Health and Safety policy.

2.2 HEAD OF COLLEGE

The Head of College, on behalf of the College Council is responsible for the management of health and safety throughout the College community. The Head of College shall:

- Identify Senior Managers and competent persons who can undertake delegated duties to ensure the management of health and safety is adequate, including the implementation of the Health and Safety Policy.
- Allocate sufficient resources to ensure the management of health and safety is adequate, including the implementation of the Health and Safety Policy and health and safety training.
- Abide by the duties and responsibilities detailed under the All-Employees section.
- Abide by the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers and Supervisors section.

2.3 GREAT WALSTEAD HEAD, DEPUTY HEAD (PASTORAL AND CO-CURRICULAR), DEPUTY HEAD (ACADEMIC)

These posts are senior academic positions, and they shall:

- Ensure all academic staff under their responsibility are familiar with applicable safety rules, fire evacuation procedures, safe systems of work, risk assessments, other safety related policies and their duties and responsibilities as detailed in the Health and Safety Policy.
- Ensure relevant training processes are in place and if necessary, exercise the appropriate disciplinary procedures if staff fall short of these requirements.
- Identify competent persons who can undertake delegated duties to ensure the management of health and safety is adequate, including the implementation of the Health and Safety Policy.
- Ensure academic Heads of Departments carry out suitable and sufficient risk assessments within their sphere of work and where hazards are identified, ensure that appropriate control measures are implemented.
- Ensure off campus trips are organised and arranged in accordance with the Trip Policy including the undertaking of suitable and sufficient risk assessments.
- Attend and participate in the Health and Safety Committee meeting as required.
- Review and feedback on health and safety related policies and procedures put to them for consideration.
- Abide by the duties and responsibilities detailed under the All-Employees section.
- Abide by the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers and Supervisors section.

2.4 DIRECTOR OF FINANCE & OPERATIONS (GWS)

The Director of Finance & Operations (GWS), in conjunction with the Head, is operationally responsible for the implementation and management of health and safety throughout the School community. The Director of Finance and Operations (GWS) shall:

- Identify managers and competent persons who can undertake delegated duties to ensure the management of health and safety is suitable and sufficient, including the implementation of the Health and Safety Policy.
- Allocate sufficient resources to ensure the management of health and safety is suitable, including the implementation of the Health and Safety Policy.
- Ensure health and safety training needs are identified and properly resourced.
- Ensure that adequate risk assessments are undertaken and implemented for support department functions.

- Undertake health and safety inductions for new staff as required.
- Provide health and safety training as required.
- Identify health and safety training needs in conjunction with Heads of Departments.

- Manage contractors and fulfil applicable duties in accordance with the Contractor Management and Selection Policy.
- Monitor the closure of actions identified from fire risk assessments, risk assessments, legionella risk assessments and inspections.
- Collate accident and incident records and notify reportable injuries and incidents to the Health and Safety Executive.
- Undertake accident investigations and decide if it needs to be reported as a RIDDOR.
- Prepare reports, attend and participate in the Risk and Safeguarding Committee.
- In conjunction with the Premise Manager ensure the School discharges its duties and responsibilities as 'Client', 'Contractor' and 'Designer' under the Construction Design Management Regulations 2015 (CDM Regulations) and other relevant statutory provisions relevant to the undertakings of the College.
- Identify health and safety training needs in conjunction with the Senior Management Team.
- Chair of the Health and Safety Committee and will ensure that it convenes once per academic term.
- Abide by the duties and responsibilities detailed under the All-Employees section.
- Abide by the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers and Supervisors section.

2.5 DESIGNATED SAFEGUARDING LEAD

The designated safeguarding lead is responsible for leading, coordinating and monitoring safeguarding and they shall:

- Support and advise staff on safeguarding responsibilities.
- Refer concerns and liaise with West Sussex Safeguarding Children Board and Children's Access Point.
- Maintain detailed and accurate written records of child protection concerns.
- Produce and monitor the compliance of the Safeguarding policy.
- Ensure staff have access to and understand the school Safeguarding policy.
- Ensure that all staff, including part-time and temporary, and volunteers are suitably inducted and receive regular refreshment training in safeguarding procedures.
- Abide by the duties and responsibilities detailed under the All-Employees section.
- Abide by the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers and Supervisors section.

2.6 EDUCATIONAL VISITS CO-ORDINATOR (EVC)

The EVC is responsible for ensuring educational visits including adventure activities led by school staff are planned and managed in accordance with the trips policy. They shall:

- In conjunction with the Senior Management team, ensure the Trip Policy and guidance is followed.
- Ensure new academic staff are familiar with and understand the requirements of the Trip Policy.
- Ensure that competent people lead or supervise a visit by assessing their competence against pre-determined standards.
- Ensure the aims of the visit are in line with those set down in the trip policy and are achievable.
- Ensure Disclosure and Barring Service checks are in place for staff and volunteers accompanying students on residential trips or visits and for staff of other organisations working directly with the School students.
- Sign off risk assessments and associated paperwork to confirm these are in place and adequate.
- Have an overview of all the trips taking place.
- Ensure the School's management of behaviour and other relevant policies are transferred off-site successfully and are consistently applied.
- Ensure the liaison with parents, particularly with regards to obtaining consent, is effective.
- Bring to the attention of their line manager any training opportunities to maintain and develop competency in this role.
- Abide by the duties and responsibilities detailed under the All-Employees section.
- Abide by the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers and Supervisors section.

2.7 DIRECTOR OF SPORT

The Director of Sport shall:

- Staff undertaking sports teaching or acting as fixture coaches are all paediatric first aid trained.
- Pool safety policies is adhered to by all staff when using the pool.
- Ensure coaches and non-sport staff (acting as coaches) are adequately trained and competent for the sports they are involved with.
- Ensure that all staff acting as coaches understand and follow the procedures for accidents, incidents, and emergencies, including assessing and reporting head injuries and concussions.
- Sign off and agree risk assessments and policies pertaining to the sports programme, including off-site tours.
- Monitor and close out actions from the annual sports equipment inspection report.
- Attend and participate in the Health and Safety Committee Meeting.
- Abide by the duties and responsibilities detailed under the All-Employees section.

- Abide by the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers and Supervisors section.

2.8 STUDENTS

All students shall:

- Take reasonable care for their own health and safety and that of others who may be affected by their acts and omissions whilst on Great Walstead School premises or whilst engaged in School activities off site.
- Obey all School and classroom safety rules and instructions.
- Familiarise themselves with emergency procedures such as fire evacuation and first aid.
- Not use any tools or equipment without the permission and knowledge of a member of staff.
- Ensure that appropriate personal protective equipment and clothing is used where provided and specified as necessary by a teacher or other member of staff.
- Report all accidents, incidents, and hazards (Including head injuries and concussions) immediately to a member of staff.
- Not deface, damage, interfere with or remove any signs or safety equipment provided for health, safety, or welfare purposes, such as fire extinguishers, fire doors, lighting etc.

2.9 FACILITIES HIRE CO-ORDINATOR

The Facilities Hire Co-Ordinator is responsible for letting the School facilities to external clients and organisations. They shall:

- Ensure all external clients and organisations arrange their events and undertake their activities in accordance with their lettings contract (including having insurance and risk assessments).
- Ensure all appropriate fire procedures are implemented by clients and organisations.
- Ensure clients and organisations are aware of the accident and incident reporting procedure.
- Ensure clients and organisations are aware of the defect reporting procedure.
- Abide by the duties and responsibilities detailed under the All-Employees section.
- Abide by the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers and Supervisors section.

2.10 HSE & COMPLIANCE ADVISOR (ARDINGLY)

The HSE & Compliance Advisor is responsible for providing the primary source of health and safety advice, guidance, and assistance. They shall:

- Provide advice, guidance and assistance to the Head of School, The College Council, and other members of staff to enable the School to fulfil its requirements under the relevant statutory provisions.
- Keep abreast of existing and proposed legislation affecting health and safety, advising the College Council and others of the effects of amendments and proposals and identify means of implementation where required.
- Review the Health and Safety Policy and recommend any changes to meet current statutory provisions or industry good practice.

2.11 PREMISES MANAGER

The Premises Manager is responsible for the safe upkeep and maintenance of the buildings, installations, and equipment. They shall:

- Receive reports of defects and hazards to the fabric of the premises or fixed installations, determine appropriate action and plan for hazards and defects to be eliminated or managed.
- Ensure all maintenance activities are undertaken in a responsible and safe manner in accordance with safe systems of work and risk assessments.
- Manage contractors and fulfil applicable duties in accordance with the Contractor Management and Selection Policy.
- Establish methods to ensure all landlords duties and responsibilities are correctly discharged by the School and records are kept up to date with the Director of Finance and Operations GWS. Establish methods to ensure all statutory tests, inspections and calibrations are carried out in respect of plant, equipment and buildings and all certificates and records are kept up to date.
- Establish methods to ensure that firefighting equipment, fire alarms and other fire control devices and measures are tested and inspected in accordance with statutory provisions and guidance and records are kept up to date.
- Establish methods to ensure all legionella controls are implemented, tested, and inspected in accordance with statutory provisions and guidance and records are kept up to date.
- Establish methods to ensure electrical controls are implemented, tested, and inspected in accordance with statutory provisions and guidance and records are kept up to date.
- In conjunction with the Director of Estates and Facilities and the HSE & Compliance Advisor, ensure the College discharges its duties and responsibilities as 'Client', 'Contractor' and 'Designer' under the Construction Design Management Regulations 2015 (CDM Regulations) and other relevant statutory provisions relevant to the construction and maintenance functions of the maintenance department.
- Monitor the condition of buildings, plant and other installations and make recommendations to the Director of Estates and Facilities regarding their safe and efficient operation.
- Recommend to the Director of Finance and Operations GWS all appropriate equipment and plant to safely carry out the activities under their control.
- Undertake annual condition inspections of asbestos containing materials and presumed asbestos containing materials.
- Ensure permits to work are completed and records kept up to date.
- Provide training in fire panel operation to those staff who require it and keep records up to date.

- Manage contractors and fulfil applicable duties in accordance with the Contractor Management and Selection Policy.
- Organise all vehicle statutory inspections, internal inspections, all vehicle repairs and manage the associated records as detailed in the Transport Policy.
- Ensure minibus training/assessments are organised for staff as required alongside driver licence checks being maintained.
- Maintain the College's Section 19 permit to provide transport on a not-for-profit basis.
- Ensure fire evacuations are recorded.
- Ensure the operational capital programme is designed and delivered in accordance with statutory requirements and that works undertaken are of suitable quality.
- Ensure the College (including GWS) discharges its duties and responsibilities as 'Client', 'Contractor' and 'Designer' under the Construction Design Management Regulations 2015 (CDM Regulations) and other relevant statutory provisions relevant to the undertakings of the College (including GWS)
- Receive reports of defects and hazards associated with the Grounds Departments areas of responsibility, determine appropriate action, and plan for the hazards and defects to be eliminated or managed.
- Ensure parking arrangements are in place and appropriately marshalled for extraordinary events.
- Undertake security patrols in accordance with the security policy.
- Abide by the duties and responsibilities detailed under the All-Employees section.
- Abide by the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers and Supervisors section.

2.12 GROUNDS CONTRACTOR (SAUNDERS LTD)

The Head of Grounds is responsible for the safe upkeep and maintenance of the School grounds and the Estate's woodland.

- Comply with the Contractor Management and Selection Policy.
- Ensure, so far as practicable, sufficient stocks of de-icing agents are held and applied to keep the School roads and pedestrian routes free from ice and snow during the winter season.
- Monitor the condition of equipment, trees and other grounds areas and make recommendations to the Director of Finance & Operations regarding their safe and efficient operation.
- Recommend to the Premises Manager all appropriate equipment and plant to safely carry out the activities under their control.
- Abide by the duties and responsibilities detailed under the Contractors section (2.15).

2.13 EXECUTIVE CHEF MANAGER (CITREA LTD)

The Executive Chef Manager are operationally responsible for ensuring the safe storage, preparation, handling, serving and transportation of food products and the safe operation of catering events and functions. They shall:

- Establish and monitor systems to ensure the catering department operates in accordance with the Food Safety Act 1990 and The Food Safety and Hygiene (England) Regulations 2013, the Regulation (EC) 852/2004, and the Food Information Regulations 2014.
- Establish and monitor systems, in conjunction with the organising person, to ensure internal and external catering functions are arranged and undertaken to ensure the safety of all persons attending or working at the function.
- Ensure health and safety training needs are identified, resourced and undertaken for the catering department.
- Abide by the duties and responsibilities detailed under the Contractors section (2.15).

2.14 LEAD NURSE IN CHARGE OF MEDICAL ROOM

The lead nurse is responsible for the management of the Medical Room. They shall:

- Establish and monitor systems to ensure the medical room is organised in accordance with the Independent School Inspectorate.
- Undertake the role of Principal First Aider and comply with the duties and responsibilities as detailed in the First Aid Policy.
- Ensure accidents and incidents are recorded in accordance with the Accident and Incident Reporting Policy.
- Abide by the duties and responsibilities detailed under the All-Employees section.
- Abide by the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers and Supervisors section.

2.15 CONTRACTORS

Contractors engaged to carry out work for the College at either site are required to abide by the Contractor Management and Selection Policy. They shall:

- Where required, complete the Contractors Approval Form, supplying all documentation to the College Contact.
- Supply to the College Contact, prior to commencing work, copies of specific risk assessment, method statements and safe systems of work appropriate to the activities being undertaken.
- Comply with their relevant responsibilities and regulations under the Construction Design Management Regulations 2015 and all other statutory provisions.
- Take all necessary steps to ensure the health, safety and welfare of their own employees and subcontractors, and other persons not in their employment who may be affected by any works under their control.
- Comply with any safety instructions given by a member of Great Walstead.
- Comply with any permits to work issued by Great Walstead.
- Comply with all signing in and out procedures.
- Immediately notify the School of any accidents, incidents or near misses.

- Abide by the duties and responsibilities detailed under the All-Employees section.

2.16 HEADS OF DEPARTMENTS OR SECTION LEADS, TEACHERS, LINE MANAGERS AND SUPERVISORS

All Heads of Departments, Teachers, Line Managers and Supervisors have a duty to ensure the safety of those persons under their responsibility. They shall:

- Ensure all persons (employees, students, visitors, parents etc) under their responsibility are familiar with applicable safety rules, fire evacuation procedure, safe systems of work, risk assessments and their duties and responsibilities as detailed in the School Health and Safety Policy and department specific health and safety policies. They must exercise the appropriate disciplinary procedures if persons fall short of these requirements.
- Identify competent persons in their departments who can undertake delegated duties to ensure the management of health and safety is adequate, including the implementation of the School Health and Safety Policy and department specific health and safety policies.
- Identify training needs and ensure all employees under their responsibility are trained and competent to undertake their tasks and that training activities are recorded and monitored.
- Where required, liaise with the Director of Finance and Operations (GWS) prior to purchasing significant new equipment and services to allow due consideration of applicable statutory provisions.
- Manage contractors and fulfil applicable duties in accordance with the Contractor Management and Selection Policy.
- Monitor activities and areas and ensure safety rules, safe systems of work and other health and safety requirements are implemented.
- Academic Staff - Organise and arrange off campus trips in accordance with the Trip policy.
- Academic Staff - Ensure all student activities and events are undertaken and organised to ensure the health and safety of all persons involved.
- Where required, undertake risk assessments of their work areas or activities.
- Ensure, so far as practicable, all equipment, devices and areas used by persons under their responsibility are safe, appropriately guarded, and free from defects that may cause injury.
- Remove from service and quarantine equipment with serious faults that may cause injury.
- Ensure, where required, periodic checks are undertaken on classroom equipment and records are kept up to date.
- Ensure, when allocating tasks or organising activities, all safety controls and equipment are considered and provided prior to the activity commencing.
- Keep themselves up to date with safety innovations and works methods applicable to their role.
- Abide by the duties and responsibilities detailed under the All-Employees section.

2.17 ALL EMPLOYEES

All employees have legal obligations placed on them by the Health and Safety at Work Act etc 1974 and other health and safety regulations. Employees who fail to fulfil these obligations are committing a criminal offence which could lead to criminal prosecution in the event of serious accidents or incidents. All employees shall:

- Take care of their own health and safety and that of other persons who may be affected by their acts or omissions, e.g., colleagues, students, visitors, members of the public, delivery staff, contractors etc.
- Understand, support, and comply with the Great Walstead School Health and Safety Policy.
- Fully co-operate with Great Walstead School in all matters relating to health and safety including attending training courses and undertaking tasks in accordance with training and briefings received, safe systems of work, risk assessments, safety rules and other policies and procedures.
- Politely ask unfamiliar persons the purpose of their visit and if required assist them to their destination or, if there is no reasonable justification for their visit, politely, but firmly, ask them to leave the premises or continue along the Public Right of Way.
- Participate in the risk assessment program.
- Not intentionally or recklessly interfere or damage any article provided for the benefit of health and safety, such as personal protective equipment, fire extinguishers, etc.
- Not operate any equipment or plant unless they are competent to undertake the activity.
- Understand the action to take in the event of a fire or other emergency.
- Wear personal protective equipment and clothing and always use appropriate safety devices in accordance with training and briefings received, safe systems of work, risk assessments, safety rules and instructions from managers.
- Report all accidents, incidents, and near misses in accordance with the Accident and Incident Reporting Policy.
- Report all hazards, defects, and unsafe conditions to their line manager or via the defect reporting system. Hazards representing imminent danger are to be made safe if possible or reported to their line manager or another senior person immediately.
- Bring to the attention of their Line Manager or the Director of Finance & Operations any safety issues they wish to be raised at the Health and Safety Committee meeting.
- Recommend to their line manager any appropriate equipment and devices to safely carry out their activities or duties.
- Always promote a positive safety culture by behaving in a responsible manner, setting a personal example, and advising others of safe work practices.

2.18 CONSULTATION AND COMMUNICATION

Health and safety is an agenda item at every operational meeting held by the School. All issues raised will firstly be brought to the attention of the person responsible for that area or if the matter is unresolved to the Line Manager of the person responsible for that area. If a satisfactory conclusion is not reached or the issue is deemed serious enough it will be brought to the attention of the Ardingly HSE & Compliance Advisor.

2.18.1 RISK AND SAFEGUARDING COMMITTEE MEETING

Each termly Risk and Safeguarding Committee will receive a report from the Director of Finance & Operations as per:

Michaelmas Term

- The status of policies and plans
- Enforcement authority visits
- Civil actions update
- H&S safety consultation
- Statutory testing: Gas safety, fire alarm & fire extinguishers, fixed wiring inspections PAT testing and monthly building checks
- Significant accidents and incidents (including concussion data) since the last meeting.

Lent Term

To set, monitor and review strategic priorities, improvements, and initiatives.

To receive a report on:

- The status of fire risk assessments and the progress of their findings
- The status of activity risk assessments
- Asbestos status update
- Review of external audits
- Health and safety training
- Significant accidents and incidents (including concussion data) since the last meeting.

Trinity Term

To receive a report on:

- First aid arrangements
- Transport safety
- Current / future H&S Focus
- New legislation or new practices
- Significant accidents and incidents (including concussion data) since the last meeting.

2.18.2 HEALTH AND SAFETY COMMITTEE

The Health and Safety Committee will meet once per academic term and is principally charged with monitoring and reviewing the day-to-day implementation and management of health and safety throughout the Great Walstead site. Membership of the Health and Safety Committee will consist of:

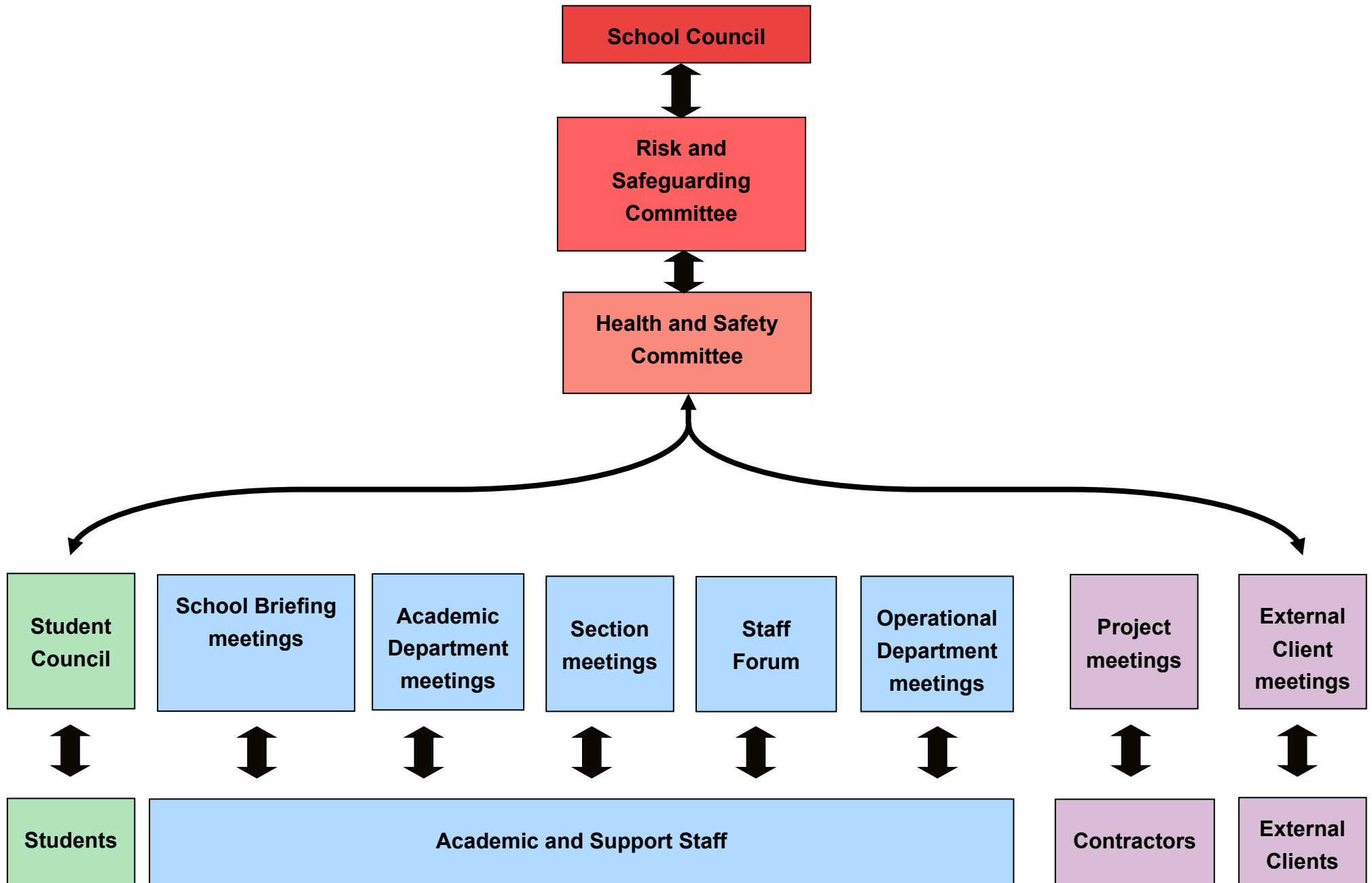
- Director of Finance and Operations GWS (Chair)
- Head
- Deputy Head (Pastoral and Co-curricular)

- Deputy Head (Academic)
- Senior Management Team
- Director of Sport
- Premise Manager
- Lead Nurse

The Health and Safety Committee terms of reference are:

- To monitor and review the implementation of health and safety policies, associated procedures, risk assessments and safe systems of work etc to ensure the School is compliant with all applicable health and safety regulations and adopts best practice solutions where possible.
- To monitor the School's arrangements for developing health and safety competencies for staff and receive feedback on the identification of training needs and training delivery programmes.
- To monitor the communication and publicity of health and safety information throughout the whole School community.
- To set up and monitor working parties as appropriate on specific issues.
- To undertake any other health & safety related review or activity requested by the College Council or the Risk and Safeguarding Committee.
- Receive accident and incident statistics and reports and monitor actions on the findings.
- To receive reports and feedback from local health and safety forums or other relevant groups or committees and other internal and external stakeholders including the enforcing authorities.

2.19.3 HEALTH AND SAFETY CONSULTATION AND COMMUNICATION STRUCTURE



PART 3 HEALTH AND SAFETY ARRANGEMENTS

All staff are expected to familiarise themselves with the policies and sections below that are applicable to their role. The documents can be found in the Policies section or the Health and Safety section of Teams.

Related Policies
Accidents and Incident Reporting Policy
Fire and Evacuation Policy
First Aid Policy
Access to Premises and Security Policy
Major Incidents Policy
Business Continuity Plan
Transport Policy
Asbestos Management Plan
Contractor Management and Selection Policy
Display Screen Equipment & Eyewear procedure
Risk Assessment Policy
Trips Policy