

HEALTH AND SAFETY GENERAL INFORMATION AND GUIDANCE FOR STAFF

The school H&S policy consists of 3 parts and is available to view electronically on Ariadne.

Part 1: Statement of General Policy on Health, Safety and Welfare

Outlines Esher High School's intent to comply with the Health and Safety Work Act.

Part 2: Organisation and Responsibilities for Health, Safety and Welfare

Outlines the H&S organisational structure and responsibilities of the Governing body, Headteacher, Deputy Headteacher, Line Managers, Staff, Personnel Department, Premises Manager/Caretakers and H&S Co-ordinator, Health & Safety Committee and all employees.

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

- 1.1.Participate in the school's risk assessment process and comply with findings.
- 1.2.Report any defects in the condition of the premises or equipment of which they become aware.
- 1.3.Report all accidents/Incidents in accordance with the school's procedure.
- 1.4.Be familiar with the procedure to be followed in the event of a fire/emergency.
- 1.5.Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 1.6.To follow all relevant codes of safe working practice and local rules.
- 1.7.To report any unsafe working practices to their Line Manager.

Part 3: Arrangements and Procedures for Health, Safety and Welfare

This section outlines the arrangements in place at Esher High School to eliminate and reduce H&S risks to an acceptable level and to comply with minimum legal requirements. It covers the following potential hazards.

- 1. Access Control/Security**
- 2. Accident Reporting, Recording & Investigation**
- 3. Asbestos**
- 4. Contractors**
- 5. Curriculum Safety [including out of school learning activity/study support]**
- 6. Drugs & Medications**
- 7. Electrical Equipment [fixed & portable]**
- 8. Fire Precautions & Procedures (and other emergencies)**
- 9. First Aid**
- 10. Glass & Glazing**
- 11. Hazardous Substances**
- 12. Health and Safety Advice**
- 13. Housekeeping, cleaning & waste disposal**
- 14. Handling & Lifting**
- 15. Jewellery**
- 16. Lettings/shared use of premises**

17. Lone Working
18. Long Term Evacuation Plan
19. Maintenance / Inspection of Equipment
20. Monitoring the Policy
21. Personal Protective Equipment (PPE)
22. Playground Safety
23. Reporting Defects
24. Risk Assessments
25. School Trips/ Off-Site Activities
26. School Transport
27. Smoking
28. Staff Consultation
29. Staff Health & Safety Training and Development
30. Staff Well-being / Stress
31. Supervision [including out of school learning activity/study support]
32. Swimming Pool Operating Procedures
33. Use of VDU's / Display Screens
34. Vehicles on Site
35. Violence to Staff / School Security
36. Working at Height
37. Work Experience

Appendix 1	Maintenance and Equipment Servicing schedule
Appendix 2	Staff Health & Safety Training
Appendix 3	Accident & Reporting (extract from Staff Handbook).
Appendix 4	Guidance for staff driving school and hired mini buses.
Appendix 5	Risk assessment - extract from PE Departmental handbook
Appendix 6	Vehicles on site risk assessment
Appendix 7	Access Control risk assessment
Appendix 8	Working at Height risk assessment
Appendix 9	School Security Guidance on Managing Visitors & Intruders

Esher High School Health & Safety Committee

The H&S Committee meet termly and the purpose of the committee is to consult with staff, agree procedures, raise whole school awareness of H&S, share good practice and identify and address H&S training needs.

- 11.1 Headteacher [Simon Morris]
- 11.2 Governor Representative[Chris Duke]
- 11.3 Health & Safety Co-ordinator [Nicola Buckland]
- 11.4 Community & Business Manager (Educational Visits Co-ordinator) [Nicola Buchan]
- 11.4 Heads of Science, PE, Performing Arts and DT Departments [M Kay, C I'Anson, C Harnden & H Williamson]
- 11.5 Safety Representative(s) [Teresa Hughes]
- 11.6 Premises Manager [Billy Allan]
- 11.7 Caterer in Charge [David Bryan]

Raising a concern

- Health & Safety issues should be raised through line management; any issues that can't be resolved should be referred to the Bursar.