



## United Learning – Group Health and Safety Management Policy

**Banstead Prep**



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# United Learning

## Group Health and Safety Management Policy

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## 1. Overview

- 1.1 This document is United Learning's Group Health and Safety Management Policy. It details the management arrangements in place for the protection and promotion of excellent standards in occupational health and safety.
- 1.2 All schools, nurseries and central office locations are required to work in accordance with the roles and responsibilities detailed in these documents and the operational requirements detailed in the subsidiary topic policies (see [Section 23](#)).
- 1.3 Effective health, safety and welfare management is not about ticking boxes, or filling out forms. It is about providing a work environment in which people are happy, safe, and healthy; all of which help to make United Learning schools and offices great places to learn and work.
- 1.4 Throughout these documents the term 'Site' is used to refer to schools and central office locations and operations.
- 1.5 Adhering to this policy and the subsidiary topic policies will ensure compliance with ISI and Ofsted requirements in relation to occupational health and safety. Should ISI or Ofsted raise any concerns in relation to the various policy requirements, the Inspector should be directed to the Group Health and Safety Manager for resolution.
- 1.6 A full list of Group health and safety policies is shown in [Section 23](#). These documents have been produced either where there is an explicit statutory requirement relating to the topic e.g. asbestos, or where the topic is a priority risk area in the education sector e.g. educational visits.
- 1.7 All health and safety policies are published on [United Hub's Policies Portal](#), and Health and Safety Coordinators are notified of any changes via Health and Safety Briefing Notes, a library of which can be found in the [Health and Safety](#) pages of United Hub.
- 1.8 The various health and safety policy documents are supplemented by guidance documents and templates in the [A-Z section](#) of the health and safety pages on United Hub.
- 1.9 Due to the differences in operation and structure compared to schools and nurseries, central office operates to its own, more specific, health and safety policy, but one which mirrors the requirements detailed in this policy and the associated topic policies.

## 2. General Documentation Requirements

- 2.1 Without prejudice to the requirements detailed later in this policy and the subsidiary topic policies, all Sites are required to hold the following information in a format easily accessible and available to all staff relevant to the current academic year/period of review:
  - A signed copy of the current year's '[Group Health and Safety Statement of Intent](#)' displayed in a prominent location and published on the school's website
  - A localised '[Organisation of Health and Safety](#)' and '[Health and Safety Topic Policy](#)' document, signed by the Head Teacher and Chair of the LGB

- A copy of HSE's Health and Safety Law Poster, completed and displayed in a suitable location
- The localised procedural documents required as per the Group Health and Safety topic policies
- The risk assessments relevant to all Site operations

2.2 This management policy should be localised early in the academic year and communicated to all staff.

### 3. Structure of the Group Health and Safety Management Policy

3.1 The United Learning Group Health and Safety Policy is divided into three areas.

#### 3.2 Part 1 Statement of Intent

3.3 This is the declaration by United Learning's Chief Executive Officer and Chair of the Group Board regarding the commitment made to the health, safety, and welfare of employees, students/pupils and any other premises users. A copy is available in the [United Hub Policies Portal](#).

#### 3.4 Part 2 Organisation

3.5 This section contains the details of each individual employee's role and responsibilities in relation to health and safety. Sections 4 to 19 contain general duties applicable across the Group. The '[Local Organisation of Health and Safety](#)' must be completed and populated with the names and roles of those with the specific duties contained within.

#### 3.6 Part 3 Arrangements

3.7 The arrangements section details the monitoring and review arrangements that are in place for occupational health and safety. This section also contains details of the standalone [Group Health and Safety Topic Policies](#).

3.8 At the end of this section is a declaration to be signed by the school's head teacher and Chair of the LGB. There is no requirement for schools to publish on their websites this or any other health and safety policy or details local management arrangements relating to health and safety.

3.9 This localised Policy should be published locally and communicated to all relevant staff at suitable intervals (usually annually) or whenever any significant changes are made. A copy must also be returned to the Group Health and Safety Manager at the start of each academic year.

3.10 For independent schools, ISI require that policies relating to health and safety are 'made available' to interested parties. There is no requirement for individual health and safety policies to be published on the school's website, however, schools should still ensure that they have local documentation in place for each of the topic policy areas as relevant to their operations and that these can easily be presented to all interested parties, including ISI inspectors, as required.

## Group Health and Safety Management Policy

### Organisation

#### 4. Overview

- 4.1 The following details for the organisation of health and safety roles and responsibilities follow on from the '[Group Health and Safety Statement of Intent](#)' and its supporting principles.
- 4.2 This section details the organisation of health and safety roles and responsibilities for all employees.

#### 5. Trustees

- 5.1 The Trustees of United Church Schools Trust (UCST) and United Learning Trust (ULT) as the employers, are responsible for ensuring compliance with:
- The Health and Safety at Work etc. Act 1974 (and its subsidiary Regulations),
  - The Regulatory Reform Fire Safety Order 2005,
  - The Education (Independent School Standards) Regulations 2014
- 5.1.2 They will hold the Chief Executive Officer and Executive Directors to account for their performance with the duties under this Policy.
- 5.1.3 They will embody a positive health and safety culture in all their actions and decision-making processes.

#### 6. Chief Financial Officer

- 6.1 The Chief Financial Officer is the Executive responsible for health and safety, reporting directly into Trustees and the rest of the Executive team via the Group Board.

#### 7. Executive Directors

- 7.1 United Learning Executive Directors are directly responsible for:
- Holding overall responsibility for the health and safety of those employees within their directorate
  - Providing sufficient resources as necessary to ensure that health, safety, and welfare requirements of their directorate are complied with
  - Ensuring that specific risk assessments produced by their directorate's line managers are completed where appropriate
  - Periodically reviewing the training compliance of their directorate's employees
  - Demonstrating their commitment to a positive health and safety culture.

#### 8. Group Health and Safety Manager

- 8.1 United Learning's Group Health and Safety Manager is directly responsible for:



- Developing and publishing the employer's health and safety policies applicable for the Group
- Developing and publishing guidance documents to assist Sites in meeting the requirements of the employer's health and safety policies
- Implementing and advising on systems for the planning, organisation, control, monitoring and review of the preventive and protective measures for health and safety
- Monitoring compliance with health, safety, and welfare requirements across the Group
- Serving as the Group's Radiation Protection Officer (RPO)
- Investigating significant accidents or health and safety incidents at central office locations and schools, with the authority to instruct all employees as necessary to facilitate the investigation
- Promoting a positive health and safety culture across all Group operations
- Reporting to the Trustees, via the Chief Financial Officer, on the above or any current or emerging health and safety issues that may have a significant impact on the Group

## 9. Executive Business Managers

9.1 Where there is an Executive Business Manager (EBM) in post, they serve as the health and safety link between central office and the cluster's schools. The primary duties of the EBM, in relation to health and safety matters, are to:

- Provide oversight of the implementation of Group Health and Safety Policies at school level and ensure they are fully embedded
- Handle routine health and safety queries originating from within their cluster's schools and escalate to the Group Health and Safety Manager where these cannot be resolved locally
- Meet regularly with each school's H&S Coordinator and other Cluster Leads as appropriate to ensure compliance with Group Health and Safety Policies is being maintained
- Support the Group Health and Safety Manager in the carrying out of periodic monitoring exercises

9.2 EBMs cannot delegate these responsibilities. They may, however, delegate the implementation of these requirements to other cluster or school-based staff where this delegation is to a person(s) with the necessary competencies and authority to carry out these tasks and where these arrangements are clearly recorded in writing. In such circumstances, the EBM should implement suitable mechanisms to provide them with the oversight necessary to ensure these requirements are fully met.

## 10. Head Teachers

10.1 All head teachers within United Learning have control of the day-to-day operations of their school and are directly responsible for the following non-delegable responsibilities:

- Ensuring compliance with the Group Health and Safety Policies
- Ensuring that the necessary resources for implementation are available for all health and safety functions to be adequately fulfilled so far as is reasonably practicable

- Ensuring that departmental heads/leads have the necessary competences to allow health and safety duties to be competently discharged
- Attending and chairing the school Health and Safety Committee meetings
- Reporting to central office health and safety matters as required by the Group Health and Safety Manager
- Promoting a positive health and safety culture across all school operations

**10.2 The following duties may be delegated to individual members of staff (in school or at cluster level) but the head teacher retains the responsibility for their fulfilment.**

- Plan, organise, control, monitor and review arrangements for the health and safety of employees, pupils, visitors including contractors, and others who may be affected by our work activities
- Assess risks, commit the significant findings to writing, and act upon these findings
- Ensure that work in all its aspects is safe and without risks to health, so far as is reasonably practicable
- Ensure that sufficient information, training, instruction, and supervision is provided to school staff
- Make proper provision for occupational and pupil health
- Record on the Group Accident Reporting and Management System (ARMS) all accidents, hazardous incidents, and fires and investigate with a view to preventing a reoccurrence
- Appoint an adequate number of suitably trained first aid personnel
- Ensure the safe disposal of hazardous waste
- Ensure that the findings of all risk assessments are acted upon as necessary

## **11. Health and Safety Coordinators**

11.1 Each school is required to appoint a Health and Safety Coordinator and deputy Health and Safety Coordinator. Where a school is part of a cluster and there is cluster oversight of H&S in place, such as via the EBM, only one coordinator is needed in each school in the cluster.

11.2 It is the H&S Coordinator's role to:

- Be familiar with the contents of the Group Health and Safety Policies and make them available to all employees
- Ensure that the section of this policy '[Localised Organisation of Health and Safety](#)' is reviewed annually, that a copy is provided to all employees, and that a copy is provided to the group health and safety manager early in each academic year.
- Support departmental heads/line managers in identifying health and safety training needs
- Monitor that line managers prepare and review local management arrangements, prepare and review risk assessments and carry out thorough examinations, test and inspections



- Monitor the school's formal defect reporting procedure
- Monitor that accidents, illnesses and incidents are reported and investigated and uploaded to the Group's Accident Reporting and Management System (ARMS)
- Liaise with HSE/EHO/Fire Service/Ofsted/ISI as appropriate
- Act as clerk to the school's health and safety committee
- Advise the head teacher and those with delegated duties on the measures needed to comply with the Group Health and Safety Policies, co-ordinate any advice given by specialist safety advisors and those with enforcement powers, monitor health and safety matters and report back to the head teacher

11.3 To ensure the position carries sufficient authority to discharge the duties above, the lead Health and Safety Coordinator in each school should be a member of the senior management team

11.4 Where the school is part of a cluster, the Health and Safety Coordinator(s) will work closely with the Executive Business Manager, or other Cluster Lead as necessary for the purposes of health and safety compliance. Where any of these Health and Safety Coordinator duties are transferred to cluster level, this division of responsibilities should be formally recorded.

## 12. Health and Safety Committees (schools)

12.1 The Health and Safety committee meets termly (for a three-term year) and is chaired by the head teacher. The role of the Health and Safety Committee is as follows:

- to consult with employees on matters concerning health and safety
- to discuss any significant accidents, incidents, cases of ill health, or defects including 'RIDDOR' reports
- to monitor progress on recommendations from an authoritative source e.g. external audit
- to monitor the effective implementation of the Group Health and Safety Policies

12.2 Further guidance on the structure and function of the Health and Safety Committee is include in the [Health and Safety Committee Policy](#).

## 13. Educational Visits Coordinators

13.1 Each school is required to appoint at least one Educational Visits Coordinator. It is this individual's duty to:

- Oversee the planning, arrangement and delivery of safe and effective educational visits
- Ensure the competency of visit leaders
- Report any issues to their line manager or the head teacher

13.2 Further guidance on educational visits is provided in the [Educational Visits Policy](#).

## **14. Local Governing Bodies**

- 14.1 All local governing bodies and their members shall ensure that they operate in accordance with United Learning's Group Health and Safety Policies and the United Learning LGB Handbook.
- 14.2 LGB members hold no direct accountability for health and safety matters, but they should use their authority as the school's 'critical friend' to challenge and support the positive development of health and safety standards in the school.

## **15. LGB Representative for Health and Safety**

- 15.1 It is a requirement of the United Learning LGB Handbook that each school's LGB has a member who takes responsibility for oversight of health and safety.
- 15.2 As non-employees, their duties are to:
- Attend the school's Health and Safety Committee meetings
  - Fulfil the 'critical friend' role and challenge and support the work of the head teacher
  - Liaise regularly with the school's Health and Safety Coordinator on developing the school's health and safety systems and culture

## **16. Line Managers**

- 16.1 All employees within United Learning who hold a line management position are directly responsible for:
- The health, safety, and welfare of those employees who report to them
  - Inducting new members of staff to their department and the relevant emergency arrangements
  - Identifying health, safety, and welfare training needs of their employees at appraisal or when such matters come to their attention at any other time
  - Ensuring those under their management have completed health, safety, and welfare induction training
  - Ensuring those under their management have completed additional health and safety training where required as part of their role
  - Carrying out risk assessments for activities under their control, documenting the significant findings as relevant and acting upon these findings
  - Attempting to resolve any health, safety, or welfare issues affecting their employees
  - Notifying their school's Health and Safety Coordinator of any health, safety, or welfare issues that they are unable to resolve locally

## **17. Trade Union Appointed Safety Representatives**

- 17.1 United Learning recognises the following trade unions:
- Support staff - GMB and Unison
  - Teaching staff - ASCL, NEU, NAHT, and NASUWT

- 17.2 Each trade union has the authority to appoint health and safety representatives.
- 17.3 Further information on trade union appointed health and safety representatives is contained in the [Consultation \(HS\) Policy](#).

## 18. Non-trade union appointed Safety Representatives

- 18.1 Those employees who are not members of a recognised trade union remain entitled to be consulted on health and safety matters. This can be directly, or through the election of health and safety representatives.
- 18.2 Further information on non-trade union appointed health and safety representatives, their role, and functions is contained in the [Consultation \(HS\) Policy](#).

## 19. Employees

- 19.1 All United Learning employees are directly responsible for:
- Taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions
  - Cooperating fully with their line manager or other responsible person on all matters pertaining to their health and safety at work
  - Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc that have been provided in the interests of health and safety at work
  - Reporting promptly, in the first instance to their line manager, any accident, injury, significant near miss, incident of violence and aggression or case of work-related ill health
  - 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 and using any equipment that has been provided for their health and safety while at work
  - Observing safety rules, complying with codes of practice, Group health and safety policies and guidance, and adhering to safe working procedures at all times
  - Acquainting themselves, and complying with, the procedure to follow in case of a fire or other emergency
  - Challenging any unsafe acts or conditions that they see. If they feel that any task allocated to them is unsafe, they may stop work, and raise their concerns with their line manager
  - Showing respect for fellow workers and managers by accepting constructive intervention in a positive manner when any member of staff, regardless of position, takes action to stop an unsafe act

## Group Health and Safety Management Policy Arrangements

### 20. Monitoring

20.1 United Learning has the following arrangements in place for the monitoring of occupational health and safety standards.

#### 20.2 Group-wide monitoring

20.2.1 Health and Safety Committee Minutes – The minutes of the termly school Health and Safety Committee meetings are sent to the Group Health and Safety Manager promptly after each meeting, who reviews them and adds comments, advice and any actions required.

20.2.2 Accidents and incidents – certain qualifying events are required to be logged on the Group Accident Reporting and Management System (ARMS). Where necessary these are investigated to establish the root-cause and identify corrective actions as appropriate. Further instruction on these requirements can be found in the [Accident and Incident Management Policy](#).

20.2.3 Periodic visits – The Group Health and Safety Manager carries out periodic support visits, and topic based audits.

20.2.4 Electronic Audits – each term, the Group Health and Safety Manager will carry out electronic audits across the Group to which all Sites are required to respond.

20.2.5 Annual Return – in T3 of each year, each school is required to complete a copy of the *Schools' Annual Return*, signed by the head and LGB and return it to the Group H&S Manager. Further details are given in detailed in the [Monitoring \(HS\) Policy](#)

#### 20.3 School monitoring

20.3.1 Local monitoring – as part of an effective health and safety management system there is an expectation that schools will carry out a number of local monitoring activities. Further details on these requirements are provided in the [Monitoring \(HS\) Policy](#).

### 21. Review

21.1 This Group Health and Safety Management Policy will be reviewed at least annually and at any other time that it is found to no longer accurately reflect the Group's approach to health and safety management.

21.2 The [Group Health and Safety Topic Policies](#) will be reviewed every three years, or sooner if they no longer reflect legislative requirements or the Group's approach to the management of risk for these topic areas.

21.3 Schools are responsible for reviewing and updating their localised version of this document, local risk assessments, departmental policies and other health and safety documentation. This review should be generally be carried out annually or whenever these documents may no longer accurately reflect local practices or Group Health and Safety Policy requirements.

## Group Health and Safety Management Policy

### Local Organisation of Health and Safety

<b>School Name</b>	Banstead Prep
<b>Head Teacher</b>	Jon Chesworth
<b>Date</b>	01 September 2023

<b>Topic Area</b>	<b>Delegated Lead (Name and Position)</b>
<b>Health and Safety Coordinator</b>	Caroline Trevithick, Business Manager
<b>Deputy Health and Safety Coordinator</b>	Richard Cresswell, Site Manager
<b>LGB Representative for Health and Safety</b>	Noble Mathew
<b>First Aid Lead</b>	Julia Adams, Office Manager
<b>Premises Lead</b>	Richard Cresswell
<b>Educational Visits Coordinator</b>	Ian Tunnell
<b>Radiation Protection Supervisor</b>	N/A
<b>Trade Unions Appointed Safety Representatives</b>	N/A
<b>Representatives of Employees</b>	N/A

For schools in a formal cluster (leave this table blank if the school is not part of a cluster)

<b>Cluster Roles</b>	<b>Lead</b>
<b>Executive Business Manager</b>	
<b>Cluster Health and Safety Lead</b>	



## 22. Group Health and Safety Topic Policies

- 22.1 Group Health and Safety Topic Policies are available for the following areas and are published in the '[Policies Portal](#)' on United Hub.
- 22.2 Whilst the topic policies are grouped under the general headings of 'Management', 'Premises', and 'Operations' there will inevitably be some crossover between some topics, and each should be considered in the broadest sense.
- 22.3 This overarching management policy is formally signed off by the Head Teacher and Chair of the LGB. The standalone topic policies are formally signed off by the Head Teacher and LGB Representative for Health and Safety and all localised policies are available for examination locally.

Topic Area	Applicable to Banstead Prep School]
<b>Management</b>	
Accidents and Incident Management	Yes
Consultation (HS)	Yes
Contractor Management	Yes
Health and Safety Committee	Yes
Legal Register (HS)	Yes
Local Management Arrangements	Yes
Monitoring (HS)	Yes
New and Expectant Mothers	Yes
Risk Management (HS)	Yes
Training (HS)	Yes
Young Persons at Work	Yes
<b>Premises</b>	
Asbestos	Yes
Construction Projects	Yes
Premises and Defect Reporting	Yes
Electrical Safety	Yes
Fire Safety Management	Yes
Gas Safety	Yes
Water Hygiene	Yes
<b>Operations</b>	
Catering	Yes
Confined Spaces	Yes
Control of Noise at Work	Yes



Topic Area	Applicable to Banstead Prep School]
Display Screen Equipment	Yes
Driving for Work	Yes
Educational Visits	Yes
Event Safety	Yes
First Aid	Yes
Hazardous Substances	Yes
Lone Working and Violence at Work	Yes
Manual Handling	Yes
Personal Protective Equipment	Yes
Pressure Systems	No
Radiation at Work	Yes
Swimming	Yes
Traffic Management	Yes
Welfare at Work (HS)	Yes
Work at Height	Yes
Work Equipment	Yes
Work Experience and Apprenticeships	Yes
Work-Related Stress	Yes

Banstead Prep] hereby adopt and implement the expectations and requirements of the United Learning Group Health and Safety Management Policy and its associated topic policies as detailed above.

**Head  
Teacher**

Jon Chesworth



04 Sep 2023

**Chair of the LGB**

Mark Boxall



04 Sep 2023



**United Learning**  
The best in everyone™

■ Ambition ■ Confidence ■ Creativity ■ Respect ■ Enthusiasm ■ Determination