



FINTON HOUSE SCHOOL

HEALTH & SAFETY STATEMENT OF ORGANISATION ISSUE 6 | SEPTEMBER 2024

Member(s) of staff responsible: Nicholas Karelis (Bursar)

Governing committee/sub-committee responsible: Finance & General Purposes

A copy of this policy is available to all governors and parents via the school website or a hardcopy on request from the School Office. It is accessible to all staff electronically (in the Policy folder on the Staff Admin Drive) and a hardcopy held on file in the Head's Office. This policy applies to all at the school including those in Reception (the EYFS).

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1. Version Control

Version	Comments
Issue 6 – Sep 2024	Updated contact names

2. Policy Statement

The Governing Body of Finton House Educational Trust, recognise and accept that under the Health & Safety at Work etc., Act 1974 ('the Act') and in particular The Management of Health and Safety at Work Regulations 1999 (as amended) they have legal responsibility to provide, so far as is reasonably practicable, for the health, safety and welfare of all their employees and also that they have certain duties towards pupils, the public, and people who from time to time use their premises.

It is the policy of the Board, through a risk management approach, to meet its responsibilities under the Act, Regulations and approved Codes of Practice, and all other regulatory requirements and it will therefore take appropriate steps to:

1. Provide and maintain, as far as is reasonably practicable, safe and healthy places of work; safe plant, equipment and machinery; safe systems and methods of work; safe methods of using, handling, storing and transporting articles and substances; and adequate facilities and arrangements for the welfare of all employees and pupils.
2. Provide all employees with the information, instruction, training and supervision that they require to perform tasks in a safe and capable manner and recognise and manage risk.
3. Develop risk awareness amongst all pupils so they are able to contribute to recognising and managing risk.
4. Provide and maintain a safe environment for all visitors to school premises, bearing in mind that these visitors may not be aware of all the risks arising from their use of the School's facilities.
5. Manage risks to all employees, pupils and others (including the public) in so far as they come into contact with foreseeable work hazards and endeavour to prevent personal injury and ill health to all employees, pupils and others.
6. Consult and co-operate with partners working with the School in delivering its services to ensure that foreseeable health, safety and welfare risks arising from such working are suitably and sufficiently managed.
7. Consult and communicate with employees on health and safety matters.
8. Continually improve the standards of health and safety in the School in line with good practice models by a regime of training, provision of guidance, reviews and audits.
9. Ensure that the detailed procedures and guidance for implementing the aims of this Policy Statement are publicised, made available to all School employees and can be used as a practical working document.
10. Keep this Policy Statement and the detailed health and safety procedures and guidance under regular review and in line with changing safety practices and current legislation.

3. Policy Overview

The Governing Body delegate to the Head the responsibility for the health, safety and welfare of the staff, pupils and visitors to the school and in respect of all activities carried out both on and off school premises where these are arranged under the auspices of the school.

The Head's specific responsibilities are as follows. Some of these responsibilities have been delegated in writing and this document describes these and also describes the advisory arrangements within the school.

To ensure that:

1. Area, Activity, Hazard Specific (e.g. Manual Handling) and Person Specific (e.g. employee pregnancy) Risk Assessments are completed and regularly reviewed and significant information arising from the risk assessments is provided to those affected.
2. Standards of health and safety are regularly reviewed and monitored to ensure that all working practices and procedures are safe and in compliance with legal requirements and school guidance.
3. All staff, pupils and visitors are appropriately and adequately instructed and/or trained in safe procedures and working practices.
4. Departmental H&S Self Evaluation Forms are completed annually and Action Plans are produced and implemented to address significant risks.
5. To complete Risk Assessments for members of staff with special needs or disabilities and ensure that relevant information is cascaded to the relevant people and departments in order that appropriate action can be taken, e.g. Bursar (if physical adaptations are required to the building), first aiders (in case emergency assistance is required), Estates Manager (if ramps, etc. are required), ICT Manager (if specialist ICT equipment is required).
6. To inform the school's H&S Coordinator (Bursar) and the Board of any special or newly identified risks or new risks about to be introduced.
7. To ensure all accidents, incidents, e.g. fires, and serious near misses are recorded; to ensure all serious accidents, incidents and fires are investigated and, where possible, actions are taken to prevent them reoccurring; and to ensure where necessary incidents are reported to the HSE under the RIDDOR.
8. To appoint appropriately qualified first aiders and to provide appropriate first aid equipment and facilities, which are checked regularly.
9. To undertake the duties of 'The Responsible Person' as laid down in the Regulatory Reform (Fire Safety) Order 2005.
10. To make sure that the conditions of any local authority licences are observed.
11. To ensure the safe storage, use and disposal of hazardous substances, in compliance with school procedures and statutory regulations.
12. To ensure, as far as possible, that preventative health measures are taken.
13. To post warning notices and signs that comply with The Health and Safety (Safety Signs and Signals) Regulations 1996 where risks cannot be adequately controlled in other ways, or to indicate safe conditions/safety equipment.

4. Delegated Executive Responsibility

The Head is directly responsible for any area within the school (and any off-site school premises) and any activity for which they have not specifically delegated responsibility below. When they have delegated responsibility below those persons have authority to enforce the School's Health & Safety Policy in the areas or in respect of the functions for which they are responsible. They must notify the Head and the school's Health & Safety Coordinator of any new or special risks arising in their areas and also of any precautions that have to be taken to minimise the risk and they must report to the Health & Safety Coordinator any breach of safety regulations.

Where persons with delegated responsibility are absent for long periods, adequate substitution must be made in writing with copies to the Head and such employees and other persons as may be affected.

4.1 Senior Staff Members

Every Senior Staff Member is responsible for ensuring as far as is reasonably practicable the safety of staff, pupils and other persons in their designated area. In particular, the responsibilities listed in section 1 above are delegated to senior staff for their designated areas. A list of senior staff of specific areas, their rooms and telephone numbers and the Department for which they are responsible is below:

Initial	Name	Department/Role	Extension	Room
BCF	Ben Freeman	Headmaster	754	Ground Floor, 171
NK	Nicholas Karelis	Bursar	758	Bursary, 171
DO	Debi Oosthuizen	Design & Technology	765	DT Room, ET
MM	Maria Nikitidou	Music	762	Music Room, ET
NS	Nicki Soames	Upper School	N/a	3N, 171
AC	Emily Jenkins	Curriculum Coordinator	N/a	2E, M2.11, 169
SR	Rachel Cooke	Curriculum Coordinator	N/a	3R, M2.06, 171
AD	Anthony Dalton	Physical Education	756	PE Office, 169
AF	Alan Fielding	Catering	155	Kitchen, 169
TW	Thomas Willis	ICT	764	Bursary, 171
NB	Nicola Blenkinsopp	SENCo	759	SEN Offices, ET
CG	Catherine Gomez	Deputy Head (Pastoral)	760	Dept Head Office, 171
SM	Susannah Moore	Art	N/a	169/171 2 nd Floor
KC	Katie Cousins	Deputy Head (Academic)	764	The Snug, 1 st Floor Link

4.2 Health & Safety Coordinator

Primary: Nicholas Karelis, Bursar

Deputy: Zack Kurt, Estates Manager

The Health & Safety Coordinator is responsible for ensuring that:

- Senior staff regularly review and monitor standards of safety in their specified areas and undertake appropriate remedial action if shortcomings are identified;
- Senior staff implement the School's arrangements for Health and Safety including:
 - The completion and regular review of risk assessments for areas (e.g. classrooms), activities (e.g. drama productions), educational visits, and specific hazards (e.g. manual handling and employee pregnancy);
 - Taking appropriate action where significant risks are identified;
 - Identifying H&S training needs and arranging appropriate training for their staff;
- Senior staff advise / inform the Head, through the H&S Coordinator, of:
 - The measures needed to carry out work safely if deficiencies are identified;
 - Any breaches of health and safety regulations;
 - If any new or special risks are about to be introduced into the school.

- All departments have:
 - Annual completion of the Departmental H&S Self Evaluation Forms
 - Actions necessary to fulfil recommendations made in:
 - Fire Safety Risk Assessment Reports
 - H&S Audit Reports, e.g. CLEAPSS
 - H&S SEF Action Plans
- In conjunction with the relevant senior staff member:
 - Completing the annual review of the school's H&S Strategic (Baseline) Risk Register and Action Plan to address significant risks;
 - Investigating all serious accidents, incidents, dangerous occurrences, and significant 'near misses' and ensuring appropriate remedial action is taken; and ensuring they are recorded;
 - Investigating complaints/concerns by employees regarding health, safety and welfare matters and ensuring appropriate remedial action is taken;
 - Reporting 'notifiable dangerous occurrences' to the HSE within the required timescales, in accordance with RIDDOR.
- Disseminating safety advice given by specialist advisers or enforcement officers to the appropriate senior staff in order that they can take appropriate actions;
- Having a significant and effective role on the school's H&S Committee.
- To assist in this work, the specialist advisers in the remainder of this section have been appointed.

4.3 Fire Officer

Fire Officer (Building): Nicholas Karelis, Bursar

Fire Officer (Assembly Point): Ben Freeman, Headmaster

Deputy Fire Officers: Zack Kurt, Estates Manager, & Tom Willis, IT Technician

The Fire Officer is responsible for advising the Head on all matters relating to fire drills. He is also responsible for:

- Coordinating termly fire evacuation drills from all school buildings (including remote sites such as sports fields) and ensuring that any areas where improvements could be made are highlighted immediately and suitable remedial action implemented;
- Upon the completion of a fire evacuation drill, advising the staff when they, the pupils and any visitors or contractors may re-enter the buildings;
- Keeping records of all fire evacuations or drills including date, time of the evacuation, time taken to evacuate the buildings and time taken to complete a full roll-call, as well as any problems encountered;
- Reporting the findings of all fire evacuations and drills, particularly any problems and remedial measures to the school's H&S Committee;
- Ensuring that all staff are briefed on the fire evacuation procedures when they join the school, and receive refresher training at regular intervals;

Fire Wardens have been appointed to assist the Fire Officer and 'Key Duty Holders' have been appointed and given responsibility for specific aspects of fire safety. See the school's Fire Policy for specific details of the wardens and their responsibilities.

4.4 Emergency Officer

Emergency Officer: Ben Freeman, Headmaster

Deputy Emergency Officer: Nicholas Karelis, Bursar

The Emergency Officer is responsible for advising on all matters relating to emergency evacuation. He is also responsible for:

- Carrying out a threat assessment for the school.
- Devising a 'Threat Plan' (within the Critical Incident Policy) which covers:
 - Plans for continued checking and vigilance for the school
 - An evacuation procedure
 - A violent intruder / lock down procedure
 - A procedure for search and re-entry
 - Details of the local Police Crime Prevention Officer (CPO) and records of advice given
 - Details of appropriate staff and pupil training
 - In the event of an emergency evacuating the premises and at the appropriate time making the decision to re-occupy.

4.5 Electrical Safety Supervisor

Bursar, Nicholas Karelis

Is responsible for overseeing arrangements for portable electrical equipment testing on an annual basis, for ensuring that the fixed wiring test is carried out every 5 years and for ensuring that comprehensive records of portable electrical equipment are maintained.

4.6 Educational Visits

Educational Visits Coordinator: Nick Lane

Is responsible for advising the Head on matters relating to educational visits; ensuring that all educational visits and school trips are planned; and ensuring that all staff organising school visits are competent, plan visits properly and conduct appropriate risk assessments in accordance with school policy.

4.7 First Aid

Deputy Head: Catherine Gomez

Assisted By: Sandra Allen, School Receptionist & Office Administrator

Is responsible for advising the Head on matters relating to First Aid and the arrangements made by the school to meet the requirements set out in the First Aid Policy.

It is the responsible person's (or the Bursar in cases of absence) to report all notifiable accidents to the HSE. The Deputy Head is also responsible for ensuring adequate provision of First Aid boxes and defibrillators are kept, and they are all well stocked and in working order.

4.8 Contractors

Primary: Bursar, Nicholas Karelis

Secondary: Estates Manager, Zack Kurt

Is responsible for ensuring all contractors working within the building follow the appropriate Health & Safety guidelines both statutory and enforced by the School.

4.9 Accessibility Coordinator

Primary: SEN Coordinator, Nicola Blenkinsopp

Secondary: Bursar, Nicholas Karelis

Is responsible for advising the Head on matters relating to and ensuring that progress with the school's Accessibility Plan is monitored and reviewed. Is responsible for ensuring that the school adheres to Schedule 10 of the Equality Act of 2010.

5. Other Functions

5.1 Fire Wardens

The persons named below are the appointed Fire Wardens with responsibility for their designated areas within the Fire & Emergency Policy:

Tom Willis	Kate Hebblethwaite	Shirley Wang
Sandra Allen	Georgie Kennedy	Alan Fielding
Debi Oosthuizen	Sasha Jones	Charlotte Griffiths

In the event of an evacuation, they are responsible for:

- Helping everyone to leave the areas / buildings they are responsible for quickly and safely,
- Checking all rooms within their areas / buildings, including offices, staff rooms, cloakrooms and workrooms, to ensure everyone has left,
- Using firefighting equipment, if the fire is small, it is safe to do so, and they have been trained to use fire-fighting equipment,
- If it is safe to do so, shutting down any equipment that has been left on, and closing any doors that have been left open / not closed properly,
- Reporting the status of their area to the Fire Officer (Building).

5.2 Key Duty Holders (Fire)

The persons named below are 'Key Duty Holders' with special responsibility for certain aspects of Fire Safety.

Headmaster - Ben Freeman

Bursar - Nicholas Karelis

Estates Manager - Zack Kurt

IT Technician - Tom Willis

Deputy Head (Academic) - Katie Cousins

Deputy Head (Pastoral) - Catherine Gomez

The aspects of fire safety that must be specifically allocated to a named Key Duty Holder are:

- Documenting and updating the school's 'Fire Safety Policy' and 'Emergency Action Plan';
- Updating the school's 'Fire Risk Assessment Action Plan' as tasks are completed;
- Documenting 'Personal Emergency Evacuation Plans' (PEEPs) for relevant staff and pupils;

- Training staff, pupils and contractors working regularly on the Trust's premises, e.g. caterers and cleaners, in fire safety procedures;
- Providing essential fire safety information to visitors, contractors, self-employed staff and people who hire the school facilities;
- Putting in place and regularly monitoring fire safety procedures to ensure they are in place and working. This will include checking:
 - Escape routes - kept clear, not obstructed, clear of combustible items (e.g. coats) and displays,
 - Fire doors - not damaged, fit/close correctly, not wedged/hooked open, will open easily
 - Alarm activated door closers - ensure they activate when alarm sounds
 - Firefighting equipment, e.g. extinguishers and fire blankets - in place, not damaged, appropriate to the area, serviced in last 12 months
 - Fire alarm systems - daily check of fire alarm panels, alarm systems serviced and tested quarterly by engineer, call points and detector heads not damaged/covered/obstructed, call points tested weekly so that each individual call point is tested at least once a year and all call points in higher risk areas are tested once a term,
 - Emergency lighting - serviced and tested quarterly by engineer, not damaged / covered / obstructed, each light tested for functionality at least once a month
 - Fire signage - in place on all exit routes and by each extinguisher, not damaged / covered / obstructed

5.3 Display Screen Assessor

Primary: ICT Technician, Tom Willis

Secondary: Bursar, Nicholas Karelis

Is responsible for undertaking assessments on Display Screen Equipment (DSE) workstations and ensuring that any necessary remedial actions are completed.

5.4 Control of Legionella

Primary: Bursar, Nicholas Karelis

Secondary: Estates Manager, Zack Kurt

Is responsible for advising the Head on the status of the school's Legionella Control, regular monitoring, engaging external contractors in producing a risk assessment and keeping records in accordance with the Control of Legionella regulations.

5.5 Control of Asbestos

Primary: Bursar, Nicholas Karelis

Secondary: Estates Manager, Zack Kurt

Is responsible for advising the Head on the status of the school's Asbestos Management Plan, regular monitoring, and keeping records in accordance with the Control of Asbestos regulations.

5.6 Control of Substances Hazardous to Health (COSHH)

Primary: Bursar, Nicholas Karelis

Secondary: Estates Manager, Zack Kurt

Is responsible for ensuring policy relating to COSHH is current and staff are trained, in addition to auditing departments to ensure compliance. Is responsible for advising the Head on the status of the school's COSHH compliance.

5.7 Driving

Primary: Bursar, Nicholas Karelis

Secondary: Estates Manager, Zack Kurt

Is responsible for ensuring documentation is in place for all school drivers and the Driver Register is up to date on an annual basis. Is responsible for ensuring the Head is aware of who all drivers are, and has signed the driver register annually.

6. Individual Responsibility

All members of the school and persons entering these premises are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors should ensure, where appropriate, that the visitors obey the safety rules of the school and are aware of who to approach for advice. Visitors are informed of the fire procedures and assembly point. All contractors are shown the asbestos register and sign that they have read and understood it.

Health & Safety Law posters are located across the site, but responsibilities are repeated below for the benefit of employees.

What Employers Must Do

- Decide what could harm people and take precautions to stop it happening. This is called a risk assessment. Explain how risks will be controlled, in a way you can understand.
- Let you know who is responsible for making this happen.
- Involve you and your health and safety representatives in deciding what could harm you in your job and in taking precautions.
- Give you the health and safety training you need to do your job, free.
- Provide you with any suitable equipment and protective clothing you need, free and ensure it is properly looked after.
- Provide you with toilets, washing facilities and drinking water.
- Provide adequate first aid facilities.
- Report injuries, diseases and dangerous occurrences at work to the Incident Contact Centre: 0845 300 99 23
- Have insurance covering liability for injury or disease caused to employees by their work. Display a copy of the current certificate of insurance where you can easily read it or access it electronically.
- Work together with any other employers or contractors sharing the workplace, or providing employees (such as agency workers), so that everyone's health and safety is protected.

What Workers must do:

- Use any work items your employer has given you, as you have been trained to do.

- Take reasonable care of your own health and safety and other people's.
- Co-operate with your employer on health and safety.
- Tell someone (your employer, or the person responsible for health and safety) if you think something is wrong, and the work or protective measures are giving rise to serious health and safety risks.

7. Reporting

All staff are responsible for reporting accidents, near misses or concerns directly to the Health & Safety Coordinator. Accidents are recorded by the Head's PA and held in the school office. Accident statistics are reported termly to the governors. Near Misses or Concerns are recorded via a form on the Health & Safety page of the school's intranet (Frog).

8. Monitoring

8.1 Health & Safety Action Plan

The School has a Health & Safety Action plan which acts as a working document to address all Health & Safety issues within the building. This document is owned by the Bursar and is updated weekly.

This plan combines and triangulates issues from various input sources such as the Fire Risk Assessment, Self-Evaluation Forms and external audits to provide a full list of all tasks required, deadlines and those responsible.

8.2 Health & Safety Committee

The Health & Safety Committee is the internal body that monitors Health & Safety within the School. It is a forum for raising issues, tracking performance and setting best practice. The committee is chaired by the Bursar and meets termly.

8.3 Finance & General Purposes Committee

The Finance & General Purposes Committee is a committee within the governing body of the school which oversees all non-financial risks to the school, including Health & Safety. The committee meets termly, and reports back to the governing body.

8.4 Audits

The Health & Safety Coordinator audits teaching spaces on a yearly cycle. This produces a snapshot view of compliance. Actions are then transferred to the Health & Safety Action Plan.

From time to time, the school commissions external auditors to review the health & safety of the school. Actions from such reports are transferred to the Health & Safety Action Plan.

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