Abbey Gate College

POLICY: Health & Safety	
Scope	**Whole College**
Responsibility	**Estates Manager**
Reviewed & Updated	**September 2026**
Governor Approval	**James Goddard**
Board Level Approval	**Gareth Lee**

CONTENT HYPERLINKS

Policy Statement (1)
Policy Statement (2)
Key Personnel

Procedures (1) – Overview
Procedures (2) – No Smoking & Nut-Free Site

Roles & Responsibilities (1) – Estates Manager
Roles & Responsibilities (2) – Health & Safety Assistant

Roles & Responsibilities (3) – Staff Health & Safety Committee
Roles & Responsibilities (4) – Governors' Estates & Compliance Sub-Committee

Policy Statement (1)

The Board of Deeside House Educational Trust Ltd recognises that it has a legal duty of care towards protecting the health and safety of its employees, pupils and others who may be affected by the College's activities. In order to discharge its responsibilities the Board will:

1) bring this Policy and the College's Health & Safety Handbook to the attention of all employees
2) ensure risk assessments are carried out and regularly reviewed to identify proportionate and pragmatic solutions to reducing risk
3) communicate and consult with employees on matters affecting their health and safety
4) comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
5) eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
6) encourage staff to identify and report hazards so that all can contribute towards improving safety
7) ensure the reporting, recording and investigation of accidents, incidents, near misses and occupational disease so that lessons are learned, and remedial actions are implemented to reduce the risk of recurrence
8) ensure that emergency procedures are in place at all locations for dealing with health and safety issues
9) maintain the premises, provide and maintain safe plant and equipment
10) only engage contractors who are able to demonstrate due regard to health & safety matters
11) provide adequate resources to control the health and safety risks arising from work activities
12) provide adequate training and ensure that all employees are competent to do their tasks
13) provide an organisational structure that defines the responsibilities for health and safety
14) provide information, instruction and supervision for employees
15) regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement
16) ensure that where risks cannot be eliminated, they will be minimised by substitution, the use of physical controls or, safe systems of work or as a last resort through use of personal protective equipment.

In a similar way, employees have a responsibility to be mindful of their own personal health and safety and that of fellow employees, pupils and other persons who might be affected by their work activities. All employees also have a duty to cooperate with their employer to ensure good safety management and to report immediately any new hazards identified. All employees, therefore, must carry out their activities in accordance with training, procedures (including the use of appropriate safety devices), risk

assessments, and reporting protocols laid down in the College's Health and Safety Handbook.

The overall responsibility for Health and Safety in Abbey Gate College is with the Head and specific duties, roles and responsibilities are delegated as detailed below and also in the Health and Safety Handbook.





Mr G Lee - Chair of Governors **Mr C Jenkinson - Head**

Policy Statement (2)

1) This policy applies to all members of the Abbey Gate College community, including those in our EYFS setting.
2) Abbey Gate College implements this policy through adherence to the procedures set out in the rest of this document.
3) This policy is made available to all interested parties in accordance with the *Provision of Information* policy. It should be read in conjunction with the College's *Health & Safety Handbook*.
4) Abbey Gate College is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the College's *EDI* policy document.
5) This policy is reviewed at least annually, or as events or legislation changes require, by the College Leadership Team and the Governing Body. The deadline for the next review is no later than 12 months after the most recent review date indicated above.
6) The most recent updates were made on account of personnel changes.

Key Personnel

1) Craig Jenkinson: Head
2) Dianne Coakley: Estates Manager
3) Corinna Travis: Head of Infant & Junior School
4) Sarah Tomlins: Health & Safety Assistant (Infant and Junior School)
5) Andy Austen: Senior Deputy, Health & Safety Assistant (Senior School) incl. EVC
6) Patricia (Trish) Sheckley: Lead First-Aider & Counsellor
7) Gareth Lee: Chair of Governing Body
8) James Goddard: Chair of Estates Committee

Procedures (1) – Overview

Detailed arrangements for Health and Safety are set out the College's Health & Safety Handbook. A hard copy is kept by the Estates Manager.

These detailed arrangements cover the following:

ORGANISATION FOR HEALTH & SAFETY

1) Constitution of the Staff Health & Safety Committee
2) Health & Safety Assistants
3) Heads of Departments
4) Estates Manager
5) Teachers
6) Educational Visits Coordinator (EVC)
7) Lead First Aider
8) Pupils
9) Employees
10) Rules Covering Gross Misconduct
11) Contractors
12) Visitors and Hirers
13) AP Hettle Andrews (Health and Safety Consultants)

SUMMARY OF RESPONSIBILITIES

14) Risk Assessments
15) Consultation with Employees
16) Building, Plant and Equipment Maintenance
17) Asbestos
18) Safe Handling and Use of Substances
19) Competency for Tasks
20) First Aid and Accidents
21) Monitoring
22) Fire
23) Educational Visits
24) Contractors and Safety
25) Work Experience

ARRANGEMENTS

26) Asbestos
27) Control of Contractors
28) Communication and Consultation
29) Design & Technology
30) Disabled Persons including Pupils with Special Educational Needs (SEN)
31) Display Screen Equipment (DSE)
32) Driving
33) Educational Visits
34) Electricity
35) Fire
36) First Aid
37) Gas Installations and Appliances
38) Hazardous Substances (COSHH)
39) Infection Control

40) Legionnaires Disease
41) Lone Working
42) Manual Handling
43) New and Expectant Mothers
44) Noise
45) Portable Appliance (PAT) Testing
46) Personal Protective Equipment
47) Physical Education
48) Radiation/Radon Gas
49) Risk Assessments
50) Science
51) Stress Management
52) Supporting Pupils with Medical Needs
53) Work At Height
54) Work Experience Placement

APPENDIX A: Ladders and Stepladders
APPENDIX 2: Manual Handling

If staff have any questions about Health & Safety at Abbey Gate College they should speak to their line manager, the Estates Manager, or a Health & Safety Assistant.

Procedures (2) – No Smoking & Nut-Free Site

In line with the National Smoking Ban in schools, the College enforces a strict non-smoking policy on its premises and in school vehicles. This includes replica/electronic cigarettes.

As such, at each entrance to the school premises, and on school vehicles such as a school bus or minibus, there is at least one no smoking sign which:

- is at least A5 size
- displays the no smoking symbol (a graphic representation of a single burning cigarette enclosed in a red circle at least 70 millimetres in diameter with a red bar across it)
- contains, in characters that can be easily read by persons using the entrance, the words '**No smoking: it is against the law to smoke in these premises'** (or 'in this school').

The no smoking symbol alone (without the words) may also be displayed in other parts of the school, particularly any likely to be used by the public/visitors after their initial entry. The Estates Manager is responsible for ensuring that the appropriate signage is in place. Any contravention of the No Smoking Ban should be reported to the Head immediately.

Additionally, because the College has students and staff with severe nut allergies, the site is a nut-free environment. Signs are displayed at various points to inform and to remind.

Roles & Responsibilities (1) – Estates Manager

1) To have delegated responsibility, working with the Head, for the effective management of Health & Safety within the College, fostering a culture of continuous improvement and openness.
2) To work constructively and productively with the Estates Team and the College's Health & Safety Assistants, with oversight of day-to-day practices specifically at pupil and staff level.
3) To work collaboratively with our external Health and Safety consultant to ensure regular audits and reviews are taking place, and any actions arising from their advice are dealt with in a timely manner.
4) To be responsible for all Health and Safety-related policies to ensure compliance with all relevant legislation and that they are effectively implemented.

The Estates Manager will further ensure that, with appropriate delegation as applicable through the College's Head Caretaker and Head Gardener:

1) All school buildings and grounds are maintained in a safe condition;
2) All electrical installations, gas appliances, pressure systems/vessels, lifting equipment, fire detection and alarm systems, and emergency lighting systems are inspected and maintained in line with statutory requirements;
3) The work of contractors in line with the Construction (Design and Management) Regulations 2015 (CDM) is controlled and supervised;
4) A reactive maintenance system (via the online maintenance task reporting system) is maintained for defects within the College buildings or on school grounds and any hazardous defects are prioritized for early action;
5) Action plans resulting from internal and external audits and reviews are implemented; Statutory examinations are planned, completed and recorded,
6) Health and safety notices are displayed;
7) Fire fighting equipment and fire detection systems are maintained in good working order with the required tests being carried out as referenced in the Fire Policy;
8) The Asbestos Management Plan is reviewed and updated at least annually and arrange for the required annual inspections to take place, condition reports received and acted upon accordingly;
9) A bi-annual Legionella Risk Assessment is completed by a competent contractor, and monthly checks are carried out satisfactorily.
10) A bi-annual tree management survey is completed as per the "Tree Management Policy" in relation to the following acts:
    a. The Forestry Act (1967)
    b. The Wildlife and Countryside Act (1981, as amended CROW Act 2000)
    c. Conservation of Habitats and Species Regulations 2010
11) Premises, plant, equipment and school vehicles are maintained in a safe condition,

12) Contractors are managed safely on site and all our legal obligations are met and within their area of responsibility ensure that:
    a. they implement our Health and Safety Policy,
    b. they supervise their staff to ensure that they work safely,
    c. they communicate and consult with staff on health and safety issues,
    d. health and safety rules are followed by all,
    e. risk assessments are completed and kept up to date, communicated to the relevant persons and any resulting actions identified to minimise risk completed in a timely fashion.
    f. their staff complete any health and safety training required of them to enable safe performance of their duties,
    g. they encourage staff to report hazards and raise health and safety concerns,
13) Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff;
14) Any safety issues that cannot be dealt with are referred to the Head for action;
15) Safe systems of work are developed and implemented;
16) Accidents, incidents, ill health and 'near miss' incidents at work are reported to the Site Health & Safety Assistant (and/or Lead First Aider if appropriate);
17) Personal protective equipment (PPE) is readily available and maintained, and relevant staff are aware of the correct use of this and the procedures for replacement;
18) Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.

Roles & Responsibilities (2) – Health & Safety Assistants

It is the responsibility of the Health & Safety Assistants to:

1) Be familiar with the content of the College's Health and Safety Policy and Health and Safety Handbook.
2) Promote health and safety within their area of remit and to be proactive in recognising hazards and risks and to assist in the development of risk assessments and safe operating procedures to address or eliminate such risks.
3) Alert the employer to hazards at work and other health and safety issues, including risk reports submitted by College employees
4) Support the development, preparation, implementation and review of health and safety policies, procedures and guidance
5) Support the delivery of strategic health and safety initiatives and projects
6) Provide advice and guidance on basic health and safety issues and best practice to College employees
7) Attend Staff Health & Safety Committee meetings and internal or external audits as necessary
8) Act as the Fire Reporting Officer for the site, as referenced in the Fire Policy
9) Liaise with office staff to maintain and review staff fire lists and other paperwork required, as referenced in the Fire Policy

10) Keep up-to-date with all relevant health and safety legal requirements including attending appropriate training, reading literature, and signing up to the e-bulletin issued by the HSE.
11) Act as focal point for all staff in relation to reporting of accidents, ill health, incidents and "near miss" incidents, and act upon the reports received in a timely manner.
12) Raise matters of concern in respect of health and safety with the Head and Estates Manager.
13) Intervene directly (if safe to do so) if any such matter presents an imminent and serious danger to any person.
14) Liaise with the EVC on requirements of educational visits and associated risk assessments
15) To work with the Estates Manager and advise the College Leadership Team in specific relation to COVID-prevention measures, informed by on-going updates at national and regional level.

Roles & Responsibilities (3) – Staff Health & Safety Committee

The Senior Deputy Head chairs the termly meetings of the Health & Safety Committee. This Committee's proceedings are reported directly to the Governing Board's 'Estates & Compliance' sub-committee and minutes are circulated to the Leadership Team, Governing Body and all employees via school systems.

The members are:

- The Senior Deputy Head/Head of Co-Curricular Education/EVC/Health & Safety Assistant – Senior School (Chair)
- The Estates Manager
- The Head of Infant & Junior School (Health and Safety Assistant)
- The Lead First Aider & Counsellor
- The Head of Art & Design
- The Head of Drama
- The Heads of Physical Education
- The Head of Science
- Department Technicians

The purposes of the Committee are:

- Consider any reports of factual information provided by inspectors of the enforcing authority appointed under the Health and Safety at Work Act.
- Consider reports or recommendations which safety representatives may wish to submit.
- Assist in the development of safety rules and safe systems of work, by consulting with employees on matters concerning health and safety.
- Consider and comment on the effectiveness and adequacy of employee training in health and safety matters.
- Consider and comment on the adequacy of health and safety information and its communication within the College.

- Consider any other matters affecting the health and safety of staff and pupils as the Committee may deem appropriate, including:
    - any significant accidents, incidents, cases of ill health, or defects including 'RIDDOR' reports;
    - progress on recommendations from the annual external Health & Safety audit;
    - monitoring the effective implementation of the health and safety policy and annually update the contents of the safety policy.

Recommendations for the agenda are:

1) Minutes of last meeting
2) Matters arising
3) Accidents/incidents/ill health (summary sheet to be completed) plus serious defects since last meeting
4) Departmental Heads' Reports
5) Report on site/facilities matters
6) Matters raised by employees/others
7) Policy compliance, recommendations of consultants/others – progress report
8) Reports on Risk Activities and Visits
9) Any other business
10) Date of next meeting

Roles & Responsibilities (4) – Governors' Estates & Compliance Sub-Committee

The Board of Governors has a strategic role in the management of health and safety.

They will ensure that:

1) a positive Health and Safety culture is nurtured throughout the school.
2) any decisions give due regard to Health and Safety.
3) adequate resources are available for the implementation of Health and Safety.
4) an effective management structure for the implementation of Health and Safety is established.
5) there is active participation of employees in improving Health and Safety performance.
6) Health and Safety performance of the school is reviewed at least termly by the Estates Committee and matters requiring attention of all governors are brought to full Board Meetings.
7) standards for health and safety are set across all areas.
8) a health and safety plan of continuous improvement is created and monitored for progress against agreed targets at termly Estates Committee meetings.
9) a risk management programme is developed and implemented across the school.
10) senior management are competent to fulfil their health and safety responsibilities and that effective training programmes have been put into place.
11) a system of communication and consultation between staff and the Estates Manager and Head is established via the Staff H&S Committee, and that matters raised by the H&S Committee are considered for action.
12) the Terms of Reference for the H&S Committee will be reviewed at least every 3 years.

13) monitoring systems are in place to ensure the effectiveness of the school's risk control.
14) health and safety policies and procedures are reviewed at least annually, or sooner depending on the results of internal and external audits or changes in legislation.
15) actions required by enforcing authorities are programmed and included within health and safety plans to ensure legal compliance.