



**United Learning – Health and Safety Topic Policy**

**Health and Safety Committee**

**Ashford School**



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Document Control	
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Name of Responsible Committee	Group Board
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Target Audience:	All school and central office locations

## United Learning

### Health and Safety Topic Policy – Health and Safety Committee

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## 1. Scope

- 1.1 This Policy forms part of the health and safety arrangements detailed in the '*United Learning Group Health and Safety Management Policy*'. It outlines the arrangements in place to achieve compliance with the duties contained within the Health and Safety at Work etc Act 1974, and the Management of Health and Safety at Work Regulations 1999. It also serves to fulfil the requirements of the United Learning LGB Handbook.
- 1.2 It is applicable to all schools and central office locations, herein referred to as United Learning Sites.

## 2. Implementation

- 2.1 The requirements of this Policy must be implemented within 12 weeks of the date of publication.

## 3. Purpose of the Health and Safety Committee

- 3.1 The Health and Safety Committee exists for a number of reasons:
- To review the measures taken to ensure the health and safety of employees, students, and visitors
  - To promote cooperation between senior management and employees in instigating, developing and carrying out measures to ensure health and safety at work
  - To serve as a mechanism for consultation with employees

## 4. Membership of the H&S Committee

- 4.1 The membership of the H&S Committee is comprised of a number of standing members, and optional members

### 4.2 Standing Members

- Head Teacher (ideally as Chair)
- Health and Safety Coordinator (Clerk)
- Business Manager/Bursar (commonly serves as the H&S Coordinator as well)
- Premises/Facilities Manager
- First Aid Manager/Lead
- Teaching Staff Representatives (see below)
- Governor with Responsibility for Health and Safety
- Safety Representatives (as per the [Group Consultation \(HS\) Policy](#))

### 4.3 Teaching Staff Representatives

- In a Primary environment, there should be a representative from the teaching staff on the Committee.



- In a secondary environment, the Heads of Department from the higher-risk subjects, e.g. Sport, Science, Design and Technology. There is no requirement for lower-risk subjects to be represented specifically provided there is someone who can speak on their behalf.

#### 4.4 Optional Members

- Deputy Health and Safety Coordinator
- School Nurse (where employed)
- Any other member of staff who may wish to attend
- Student Representative

### 5. H&S Committees in Schools Within a Cluster

5.1 Where schools are part of a formal cluster, it may be possible to combine H&S Committee meetings provided that all the relevant attendees for each school are present. For larger clusters, this may not be practicable due to the number of people involved and geographical challenges.

5.2 For schools that are part of a formal cluster with an Executive Business Manager (EBM) working at cluster level, the EBM may serve as clerk to the Health and Safety Committee to coordinate these meetings between the cluster's schools to ensure the most efficient use of time.

5.3 The purposes of the committee (Section 3, above) must always be kept in mind and H&S Committee meetings should only be combined where fulfilment of these purposes is not compromised.

### 6. Terms of Reference

6.1 Sites may find it helpful to draw up terms of reference for the Health and Safety Committee, though this is not a Group requirement.

### 7. Frequency of Health and Safety Committee Meetings

7.1 The Health and Safety Committee must meet once per term (in a three term year).

7.2 H&S Committee meetings may be combined with other school meetings, e.g. SLT, provided that the required agenda items are covered and relevant persons are present.

### 8. Standing Agenda Items

8.1 The H&S Committee should discuss any matters of merit relating to the health and safety of Site users. This must include:

- Accidents/incidents/ill health – review of incidents since the last meet and any significant actions arising
- Information around any significant premises issues arising since the last meeting
- Legal Register and Action Plan – review and comment
- Group H&S Annual Return – review and comment (T1 only, to consider return provided in T3 of previous year)



- Review of Premises/Facilities Report
- Departmental Heads Reports (Secondary), Reports from Teaching, Facilities, Support (Primary)  
*Note: there are templates available on the A-Z pages of United Hub.*
- Update on training/competency developments
- Any matters raised by employees/union representatives/others
- Policy compliance – assessed against Group H&S Policies
- Record of Consultation – both of Group and local policies (refer to [Group Consultation \(HS\) Policy](#) for more details)
- Any other business
- Date of next meeting

## 9. Minutes of the Meeting

- 9.1 Minutes of the H&S Committee meeting must be drawn up and sent to the [Group Health and Safety Manager](#) within ten working days of the meeting.
- 9.2 A proportion of these (no less than one set per school, per year) will be reviewed for content and compliance with this policy, and commented upon where necessary.

## 10. Summary of Requirements

- All Schools must have a health and safety committee that meets every term
- Committee must adhere to the standing agenda and list of attendees
- Minutes of the meetings are to be provided to the Group Health and Safety Manager

## 11. Local Arrangements

At **Ashford School**, the H&S Committee is comprised of the following Members.

<b>M Hall</b>	<b>Headmaster</b>
<b>S Greig</b>	<b>Bursar/Health and Safety Co-Ordinator</b>
<b>C Neesham</b>	<b>Deputy Head, Prep School</b>
<b>D Geering</b>	<b>Chair, Board of Governors</b>
<b>T Luckhurst</b>	<b>Estates Manager</b>
<b>F Russell</b>	<b>Head of Bridge Nursery</b>
<b>A Hampson</b>	<b>Head of Nursing</b>
<b>D Cusani</b>	<b>Director of Sport</b>
<b>M Worrell</b>	<b>Head of Science and Technology, senior school</b>
<b>P Ridley</b>	<b>Head of Science, prep school</b>



**J Ball**

**Grounds and Gardens Manager**

**A Areeson**

**Compliance Officer**

Minutes from the Committees are stored locally in the senior school facilities Share Point health and safety folder.

## **12. Declaration of Adoption**

This Policy has been reviewed by the senior leadership team and has been formally adopted.

**Head  
Teacher**

.....Michael Hall.....



.....07/12/2023.....

**Governor for  
Health and Safety**

.....Deborah Geering...



.....07/12/2023.....



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