



TAUNTON
— SCHOOL —

HEALTH AND SAFETY

POLICY

Policy Lead – Environmental, Health and Safety Manager

Committee – Compliance Committee

Adopted by Governors – Autumn 2024

Last Review – April 2026

Review Schedule - Annually or following a change in legislation

To be read and signed as understood by all staff as part of induction.

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Statement of intent

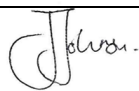


“The standard you walk past, without taking action, is the standard you have accepted”

This policy applies to anyone on the Taunton School Campus whether they are staff, pupils, parents, visitors or contractors. Some staff and committees also have specific responsibilities on top of these that are listed below.

Our commitment to the health and safety of anyone on our campus is of paramount importance to our functioning and reputation. This policy sets out our dedication to creating a maintaining safe working and learning environment.

We will:

- Ensure that a rolling whole School H&S plan is maintained and adequately resourced to cover all health and safety issues in order to provide and maintain a productive and safe working and learning environment. This plan is to also ensure that workplace standards are subject to planned inspections and drills/training, and that suitable remedial lessons/actions from these are implemented.
- Comply with all statutory requirements set out in the Legal and Compliance documents listed below.
- Develop a culture of continuous improvement with the aim to prevent accidents and cases of ill health by assiduous monitoring, risk assessment and controls relating to health and safety hazards in the workplace, providing appropriate health surveillance where necessary.
- Ensure that all reported accidents or near-miss reports are investigated thoroughly and that suitable actions are implemented to prevent reoccurrence.
- Provide safe plant, equipment, machinery and safe working arrangements.
- Ensure adequate welfare and occupational health facilities are available throughout the school.
- Establish and maintain suitable and sufficient safety arrangements for the use, handling, storage, transport and disposal of all substances and articles that are considered hazardous to health.
- Set maintenance and emergency procedures and safe systems of work to protect individuals and the environment.
- Regularly review policies to ensure their compliance and effectiveness.
- Consult and engage with all staff and representatives in health and safety decisions.
- Ensure that employees who have specifically assigned health, safety and environmental responsibilities and are suitably trained and competent to carry out their work and delegated tasks by clear instruction.
- Appoint a full-time competent person as the Health, Safety, Environmental and Emergency Manager to support the executive team and staff. Where necessary, additional support will also be provided through competent external consultants.

Head/CEO: James Johnson	
COO: Jenny Agnew	
Chair of Governors: Mark Anderson	

Date: 23 April 2026

1. Legal and Compliance framework

This policy has due regard to all relevant legislation identified in the Taunton School Register of applicable Health and Safety Legislation.

It also has due regard to national guidance including, but not limited to, the following:

- HSE HSG65 (Third Edition 2013) 'Managing for health and safety'
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2018) 'Health and safety on educational visits'
- DfE (2017) 'Storing and Disposing of hazardous chemicals in schools'
- HSE 'Leading Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and further education'
- UK Health Security Agency (2025) 'Health protection in children and young people settings, including education'

2. Roles and Responsibilities for Health and Safety

The following roles have been assigned responsibilities within the school's Health and Safety Management System (HSMS).

The Governing Body

As the employer, the Board of Governors has overall accountability for the health and safety of school staff and pupils and visitors and contractors onsite.

The Governing Body delegate the responsibility for planning and guiding the development, implementation and review of the Taunton School H&SMS to the Executive Leadership Team (ELT).

Governors will retain responsibility for fire safety within the school, as defined in The Regulatory Reform (Fire Safety) Order 2005.

Governors will:

- Ensure that the School Executive Leadership has a clear plan and budget for effective health and safety management.
- Ensure that policies and procedures based on the plan for mitigating and managing health and safety risks and in place and communicated.
- Receive and analyse reports/dashboards on health and safety management systems via the Compliance Committee at all Main Board meetings.
- Ensure that this policy is reviewed annually to ensure its suitability.

A governor with responsibility for oversight of health and safety matters will be appointed and either be a member or Chair the Compliance Committee.

The Executive Leadership Team

Day-to-day running of ALL aspects of the school is delegated to the Executive Leadership Team (ELT), comprising of the CEO, COO and School Heads.

They will establish, develop and plan the implementation of the Taunton School Health & Safety Policy and its HSMS.

The CEO will assist Governors to direct the overall management and development of this policy, defining its aims and communicating the responsibilities associated with the management of H&S within the school.

The CEO will chair the school's H&S Committee meeting, report to Governors on H&S performance against the rolling plan and delegate elements of day-to-day responsibility for the health, safety and

security organisation to the COO and respective School Heads. See Figure 1: Health and Safety Meetings Structure on page 15 of this document.

The COO and School Heads will have day-to-day management responsibility for ensuring that arrangements are in place for the management of health, safety and security.

Senior Management Teams (SMT and SSMT)

Senior Management Teams (SMT and SSMT) will ensure that H&S is considered and included in all parts of Taunton School policies, development plans and operational activities.

Senior Management Teams will be assisted by Heads of Department and other staff who have responsibility for areas and shall be supported by the School EH&S Manager or external consultants when necessary.

Managers and Heads of Departments

Managers and Heads of Department are responsible for the implementation of specific H&S policies and procedures and the control of identified risks in their areas of responsibility. Supported by the Environmental, Health & Safety Manager, they will:

- Conduct and maintain suitable and sufficient risk assessments for their areas of responsibility and tasks carried out, reviewed these as necessary following significant changes. There is a separate school policy that covers the requirements and conduct of risk assessments.
- Ensure work methods and systems of work give suitable instructions for safe working practices and are compliant in identifying potential hazards and the precautions to be taken. Ensure that control measures identified by risk assessment are implemented, maintained and monitored for their effectiveness;
- Arrange the provision of all necessary training and instruction and its recording in HR documentation.
- Ensure that work equipment is used and maintained properly and safely (normally in consultation with the Estates Manager).
- Ensure that required personal protective equipment (PPE) is provided and used correctly.
- Ensure that incident reporting procedures are understood and followed.
- Carry out thorough accident investigations and plan the implementation of necessary actions to prevent reoccurrence.
- Ensure all staff and sub-contractors are suitably competent to carry out their prescribed task and that the necessary licenses/certificates of competence are in force
- Ensure that current Statutory Notices, the H&S Policy and Insurance Certificates are displayed and maintained in prominent locations in their area.

Educational Visits Coordinator

Educational Visits Coordinators are responsible for coordinating the H&S for external trips in accordance with the school's Educational Trips and Off-Site Visits Policy.

They will be responsible for coordinating learning activities outside the classroom and supporting members of staff in the planning, managing and safety arrangements for off-site visits. They are to follow the requirements of the school's Risk Assessment Policy.

Director of HR

The Director of HR will support Managers and Heads of Department to identify, organise and record staff H&S training as appropriate to their roles.

They will arrange H&S induction training, maintain records of training and ensure staff are aware of their personal responsibilities defined within this policy.

Director of Commercial Enterprises

The Director of Commercial Enterprises is responsible for the H&S of all areas for which they have specific management responsibility including Taunton School Enterprises (TSE) and the following areas: catering standards, events, residential, sports club, facilities and transport when under Taunton School Enterprises lead.

Catering Manager

The Catering Manager is responsible for the safe operation of the school's catering facilities and will ensure that risk assessments are conducted and maintained for activities, tasks, equipment and substances used.

All catering staff will be provided with the necessary instruction and training and information to work in accordance with safe working procedures and latest food safety guidelines.

Head of Operations and Facilities

The Head of Operations and Facilities is responsible for building security, safe site traffic movements, operation and maintenance of school vehicles, pest control and all domestic services. They will ensure that risk assessments are carried out and maintained for activities, tasks, equipment and substances used.

They are also to oversee the implementation of the school's security policy and the onsite movement of vehicles.

All facilities staff will be provided with the necessary instruction and training and information to work in accordance with safe working procedures and latest applicable safety guidelines.

Events and Residential Manager

The Events and Residential Manager is responsible for ensuring that the premises used by the hirer during residential lets and external functions are safe and that those hiring school facilities know their H&S responsibilities.

They will ensure that risk assessments are carried out and maintained for venues, activities, tasks and equipment.

Swim School and Sports Club Manager

The Swim School and Sports Club Manager is responsible for the safe operation of the swimming pools and sports club facilities.

They will ensure that risk assessments are conducted and maintained for activities, tasks, equipment and substances used.

All sports staff will be provided with the necessary instruction and training and information to work in accordance with safe working procedures and latest applicable safety guidelines.

Director of Estates

The Director of Estates is responsible for the safety of all areas for which they have management responsibility including maintenance, grounds, onsite contractors and those affected by Estates work.

They will ensure that required maintenance and statutory examination and testing of plant and equipment (e.g. electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety) is scheduled, carried out and remedial actions planned and implemented in a timely manner.

They are to ensure that risk assessments are conducted and maintained for activities, tasks, equipment and substances used.

All maintenance and grounds staff are to be provided with the necessary instruction and training and information to work in accordance with safe working procedures and latest applicable safety guidelines.

Environmental, Health & Safety Manager

The school will appoint an Environment, Health & Safety and Fire Manager (EH&S). Given the significance of their responsibility, while the post holder reports to their line management, they have the authority to demand direct access to the CEO and/or H&S Governor/Chair of Compliance if concerned that a compliance issue is failing, inadequately resourced or not receiving proper attention.

Acting as the school's competent person, they are to provide authoritative advice and guidance on H&S, fire safety and the practical implementation of all relevant H&S legislation, guidance and industry best practices to support the maintenance and development of the H&S management system.

They will provide termly H&S reports to and advise on:

- The state of the implementation of the rolling H&S Plan. This will include goal setting, deciding priorities, establishing adequate systems and performance standards and supported by realistic short and long-term objectives;
- H&S policies, procedures, and guidelines in compliance with UK legislation, regulations, and best practices. These includes existing activities and new acquisitions or processes;
- The promotion of a positive and proactive H&S culture through continuous improvement and maturity modelling. This includes helping managers to ensure that an effective H&S policy is implemented;
- The day-to-day implementation and monitoring of health, safety and fire policies and plans.
- Performance reviews, inspections and audit of the H&S management system in preparation for external inspections.

Housekeeping Manager

The Housekeeping Manager is responsible for the safe operation of the school's housekeeping facilities, including cleaning and laundry services.

They will ensure that risk assessments are conducted and maintained for activities, tasks, equipment and substances used.

All housekeeping staff will be provided with the necessary instruction and training and information to work in accordance with safe working procedures and latest applicable safety guidelines.

Health & Wellbeing Centre Manager

The Health & Wellbeing Centre Manager is responsible for the implementation of the First Aid & Medication Administration Policy that will identify procedures and arrangements for the management of health-related matters including the control of health infections and occupational health matters.

They are to arrange the maintenance of health records, provide advice and support to the HR department on first aid training requirements and attend the weekly health and safety cluster meeting to review incidents and prepare summary reports safety meetings.

House Parents

House Parents play a crucial role in the health and safety of students, including creating a safe, nurturing environment. House Parents have responsibility for students in their care throughout all periods of the day and night in term-time. In particular they shall:

- Ensure all students in their care are aware of the action to be taken in the event of a fire-alarm and undertake a fire evacuation drill within the first three days of the Autumn Term and at least once per term including during a sleeping period. Record and report all drills and incidents to SharePoint.
- Undertake the role of Fire Marshall for their boarding house and ensure fire controls are monitored and implemented in accordance with the Fire Safety Policy. Organise and take responsibility for weekly fire safety checks, record and report to SharePoint.
- Ensure entrances to the Boarding House are always secure and that window restrictors are in place and functional.
- Take responsibility for ensuring that equipment and appliances, such as showers, cookers, washing machines, tumble dryers and the like, are kept clean including tumble dryer lint filters, as part of responsible daily use.
- Report all boarding house hazards, defects, unsafe conditions or concerns to the Estates Team using the Maintenance ticket system. Hazards representing imminent danger are to be treated as urgent and reported accordingly.
- Ensure all student activities and events arranged by the House are undertaken and organised to ensure the health and safety of those involved and, where necessary, on the basis of a suitable and sufficient risk assessment.

Radiation Protection Advisor (RPA)

The school will appoint a Radiation Protection Advisor (RPA) who will complete a bi-annual routine inspection/audit of the areas that contain ionising equipment and substances.

Taunton School has appointed Tony Butterworth of Safety and Health Services, University of Bristol to act as the school's Radiation Protection Advisor and Radioactive Waste Advisor.

Tel: 07747 600386

email: a.r.butterworth@bris.ac.uk

The RPA will advise on potential issues arising from any materials and equipment and will be consulted before the commissioning or movement of Ionising equipment.

A prior risk assessment and local rules will be completed in consultation with the RPA before commissioning of any equipment that applies to IRR17.

Radiation Protection Supervisor (RPS)

The School's Radiation Protection Supervisor (RPS) is responsible for liaison with the appointed Radiation Protection Advisor to ensure compliance with the Ionising Radiation Regulations 2017 (IRR17), the Environmental Permitting Regulations 2016 and the local rules made to comply with these regulations.

Taunton School has appointed Luke Waller (Head of Physics) as the school's Radiation Protection Supervisor.

email: luke.waller@tauntonschool.co.uk

All Staff

ALL staff will be regularly reminded of their responsibilities to:

- Take reasonable care of their own health, safety and well-being.

- Familiarise themselves with the detail of the H&S Policy on induction and subsequently to refresh and check their understanding,
- Familiarise themselves with and comply with the Fire Safety Policy and emergency procedures in case of a fire or other emergency
- Co-operate fully with the school on all matters relating to their health, safety and well-being at work.
- Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that have been provided in the interest of their health and safety at work.
- Report promptly, in the first instance to their Line Manager and on SharePoint, any accidents, injury, significant near miss, incident of violence and aggression and cases of work-related illness.
- Report to the relevant responsible 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.
- Correctly and safely use personal protective equipment, work equipment, safety devices and control measures that have been provided for their H&S at work.
- Observe safety rules, policies and guidance, and always adhering to safe working procedures.
- Attend prescribed H&S training and instruction and drills and to carry out their work activities in accordance with the training and instruction provided.

Visitors and Other Users of the Premises

Visitors will be required to sign in and always wear a red 'Visitors' identification badge and be accompanied by an appropriate staff member.

In the event of a fire, emergency or the activation of a fire alarm while on the premises, visitors and accompanying members of staff will make their way to the nearest fire assembly point.

If an incident occurs involving a visitor, it must be reported using the applicable incident report form on SharePoint.

Where applicable, adequate consideration must be given to visitors and members of the public in risk assessments, including the provision of suitable and sufficient control measures.

Visitors will be provided with a 'Visitors Safeguarding and Emergency Leaflet' to provide information and instructions on health, safety, safeguarding and security requirements.

External Contractors

The control of contractors used for works associated with areas of the school will be managed by the applicable Director, Manager or Head of Department who will ensure that they are appropriately selected and competent in terms of task and health and safety requirements.

Contractors will be provided with a 'Contractors Booklet' to provide information and instructions on health, safety, safeguarding and security requirements aimed at preventing endangering pupils, staff or other visitors on site.

The applicable Director, Manager, Head of Department, or school representative will ensure that any temporary rules, such as exclusion from parts of the premises are made known to all contractors.

If working on the school site, contractors will be required to sign in upon arrival and before any works takes place prior to each working session. Contractors will be required to sign out at the end of each working session on site.

Parents

Parents are seen as part of our community and are welcome therefore to visit the campus. We expect them to observe sensible safety and security procedures to ensure that they remain safe and that their actions do not endanger any other members of the school community.

Pupils

Our pupils will be expected to exercise personal responsibility for the H&S of themselves and others, comply with H&S rules and follow instructions from staff given in an emergency.

Pupils must not wilfully misuse, neglect or interfere with facilities and equipment provided for H&S.

Asbestos Duty Holder

The school will be the duty holder as specified in the Control of Asbestos at Work Regulations 2012 (as amended).

The Director of Estates will maintain the Asbestos Policy, Asbestos Management Plans and the arrangements for annual review to update the Asbestos Register.

3. Arrangements for Health and Safety

Planning and Implementing

The Board of Governors require planning and reporting mechanisms to be in place to provide assurance that policy requirements are in place, maintained and implemented effectively to provide compliant standards of Environment, H&S performance.

The school has health, safety and risk specific policies that provide instruction and guidance to staff on the H&S arrangements for the management of H&S.

Policies will be monitored, reviewed, maintained and available to view on the school's SharePoint Health and Safety Risk Assessment pages.

Policies will be subject to annual review and the policy list shall be amended as necessary following any changes to the policies.

Health and Safety Management Plan

The school's Health and Safety Management Plan will be based on the actions identified by H&S Audits and periodic inspections required by legislation whether carried out internally or by external consultants and will include improvement recommendations and action plans for their implementation. As well as material items, it also includes the recording of all required individual and collective training/drill exercises and their completion when due.

The EH&S Manager will be responsible for maintaining and monitoring the action plan although the full ownership and scrutiny of the plan rests with the Whole School H&S Committee.

Consultation and Communication with Staff

Health and safety matters will be regular items on agendas of school meetings.

Matters raised will be discussed, recorded and actioned accordingly.

Methods of communicating health and safety information will include, but not limited to:

- The use of H&S Notice Boards.
- SharePoint health and safety information and guidance pages.

- Appropriate Collective Briefings
- Visible Leadership of Senior Executive Managers and Governors in walking around the campus.
- Governors Assurance Checklist

Risk Assessments

The legal responsibilities for conducting risk assessments rests with Managers and Heads of Departments as part of their normal duties.

Specific risk assessments will be required for the following departments and will be completed with support from the EH&S Manager when required:

- Science - Head of Science with latest CLEAPSS advice and guidance;
- Sports Activities and PE - Directors of Sport;
- Drama - Heads of Drama;
- Art - Heads of Art;
- Music - Heads of Music;
- Design & Technology - Heads of Design & Technology;
- Science - Heads of Science;
- Trips and visits - Deputy Head Co-Curricular and Educational Visits Coordinators (EVCs);
- Ammunition and firearms - Combined Cadet Force Commanding Officer;
- Boarding - Boarding House staff;
- Unsupervised activities - Deputy Heads.

Although most risk assessments will be straightforward, it is recognised that for instances of complex risk it may be necessary to request assistance from the EH&S Manager or competent external advice.

Outcomes from risk assessments will include the identification of hazards and the implementation of adequate control measures to minimise harm to people and the environment. Where significant residual risks remain, or where adequate control cannot be achieved, the matter will be escalated for action at the appropriate level.

Risk assessments will be stored centrally on SharePoint and reviewed annually by their owners. The EH&S Manager and the Head of HR are responsible for ensuring staff are trained in the school's risk assessment process.

The status of risk assessments will be regularly reviewed by the H&S Committee.

Pupil Access to Risky Areas

Areas of high risk are identified in a whole school risk assessment that is reviewed annually by the COO.

Any near misses or incidents, which occur in this area, will be investigated and reviewed by the H&S Committee.

School Trips and Off-Site Visits

School trips and visits, including residential visits, are the responsibility of the Heads of Schools in accordance with their educational visits policy.

Permission will be given by, or on behalf of, the relevant School Head for staff to take pupils on a school trip and all trips with heightened risk shall be authorised by the CEO.

It will then be the responsibility of the Educational Visits Coordinator (EVC) and the member of staff organising the trip or off-site visit to comply with the school educational visits policy.

The EH&S Manager will not normally be involved in school trips but may provide advice and guidance when necessary.

Incident Reporting and Investigation

We are committed to the principle that all incidents must be reported and that a thorough investigation be carried out by competent persons to identify the root causes of incidents, the actions required to prevent reoccurrence and to monitor the effectiveness of control measures put in place.

Our Incident Reporting and Accident Investigation Policy will identify the roles and responsibilities and the procedures for reporting and investigation following an incident.

The Environmental, Health and Safety Manager will act as the appointed person to report notifiable incidents to the Health & Safety Executive or applicable local Enforcing Authority in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences 2013 (RIDDOR) Regulations (as amended).

KPIs will be reported to each Compliance Committee meeting and the Committee will refer any of these to the Main Board in their What Matters report. These KPIs are to include Accidents/Incidents (Major and Minor), LTA - Loss Time Due to Accidents, Near Misses and RIDDOR. Where appropriate, the category associated with these should be reported as well eg Sports/Head Injury, Slips, Trips/Falls, etc.

First Aid

The school will ensure that it has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.

Full details of the school's first aid arrangement are provided in the First Aid and Medication Administration Policy and First Aid Risk Assessment.

The numbers of first aiders and the type/level of necessary training are determined by the First Aid Risk Assessment.

HR arrangements will ensure that:

- Staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Medicines are only administered at the school when express permission has been granted for this.
- Medicines are appropriately stored.
- Effective infection control is promoted.

First aiders will:

- Administer first aid in accordance with their training but will call for immediate support from the Health & Wellbeing Centre nurses when necessary.
- Attend refresher training to ensure their training is up to date.
- Following use of first aid provisions, arrange for it to be replenished or replaced by contacting the Health & Wellbeing Centre.

Emergency Procedures

Emergency procedures and plans will provide robust arrangements that will be implemented to secure the safety and well-being of everyone within Taunton School and to protect Taunton School's assets.

Management arrangements for dealing with critical emergencies are contained in the documented Taunton School Emergency Plan.

Emergency procedures will be made available to all staff and pupils through appropriate instruction and training and a summary provided to all contractors and visitors to the school specific to their planned activity.

Members of staff with additional responsibilities in the event of a fire will be provided with the necessary instruction and training to carry out their role.

Personal Emergency Evacuation Plans will be conducted for vulnerable persons following notification.

Emergency arrangements will be practised and recorded when completed at the start of each term.

Fire Safety

Arrangements for fire safety provision and the responsibilities of all staff and those with additional responsibilities in the event of a fire are provided in the school's Fire Safety Policy.

Fire procedures will be communicated to all staff in the Fire Safety Handbook, through emergency plans and arrangements displayed across the school campus and are included in the induction of all new starters.

In the event of a fire:

- **Fire First Responders** will investigate the causes of alarm and, in consultation with Senior Members of Staff at assembly points, will manage a fire alarm situation until resolved internally or on arrival of the emergency services.
- **Fire Wardens** will help to ensure everyone evacuates buildings in a safe and timely manner.

COSHH

For guidance applicable to all employees of, workers for, and pupils of the School when using substances hazardous to health, please refer to the schools separate Control of Substances Hazardous to Health (COSHH) Policy.

Invacuation, Lockdown and Evacuation

Arrangements for the safety provision of pupils, staff and visitors and the responsibilities of all staff and those with additional responsibilities in the event of a fire are provided in the school's Invacuation, Lockdown and Evacuation Policy. This will be exercised to the periodicity given in the whole school H&S Plan. Suitable and appropriate plans and procedures will be made available to all staff and visitors through instruction and training.

Training and Instruction

Appropriate health and safety training and instruction will be provided to improve competence, performance, and job satisfaction and specifically to:

- Ensure staff can undertake their duties in an effective and efficient manner, in accordance with Health and Safety legislation, guidance and best practices.
- Promote and develop a positive working environment, where safe and healthy working environments and working practices contribute towards effective and efficient operational processes.
- Support the Taunton School Strategy.
- Reduce any risk of staff, pupils, contractors and visitors etc. being injured or made ill because of school activities.
- Meet the school's legal duty of care to protect the H&S of our staff, pupils, contractors, visitors and anyone else who may be affected by the school's activities.

Health & Safety Meetings

The following meetings will be held to raise and discuss health and safety matters.

Compliance Committee Meeting

The Compliance Committee will oversee and monitor H&S risks and the health and the progress of the H&S management plan.

Health and Safety Committee Meeting

The Health and Safety Committee will meet termly and shall be chaired by the CEO.

Each part of the school will be represented on the H&S Committee and anyone wishing to raise a H&S concern should contact one of its members.

Minutes of the meeting will be distributed to the Committee Members and the Governor with responsibility for oversight of H&S matters. They will be available to all staff on request.

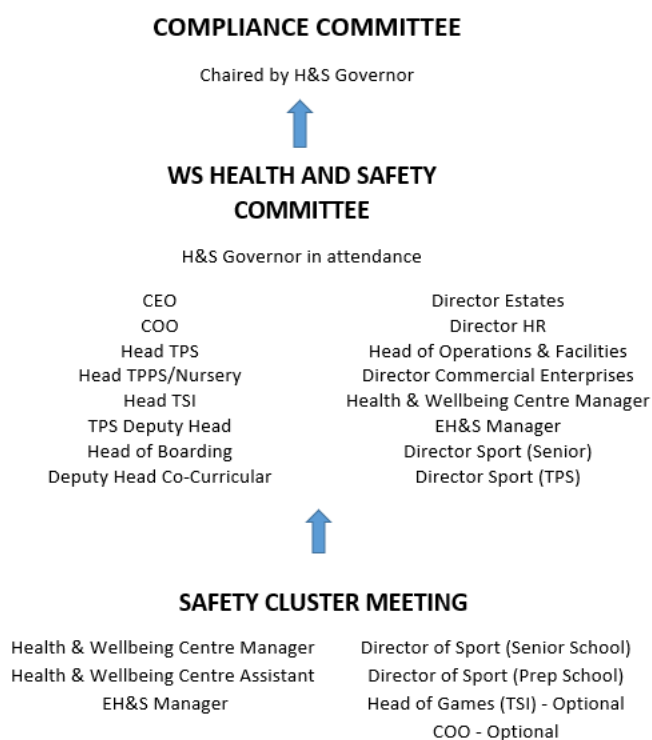
The role of the H&S Committee will be to:

- Own the Whole School H&S Plan
- Discuss matters concerning H&S, including any changes to legislation, policy and guidance.
- Monitor the effectiveness of H&S management within the school.
- Review incident trends and discuss preventative measures and actions.
- Discuss H&S training needs.
- Monitor the implementation of professional advice.
- Review and update safety policy guidance.
- Assist in the development of safety rules and safe systems of work.
- Monitor communication and publicity relating to H&S in the workplace.
- Receive the termly H&S report from the EH&S Manager.
- Receive and review reports on H&S from other groups.

Safety Cluster Meeting

This group will meet weekly to review accidents and near misses and report on significant issues.

Figure 1: Health and Safety Meetings Structure



4. Measuring Performance

Measuring and Monitoring Performance

The school will use active and reactive measurement techniques to feedback performance information to support the monitoring of its health and safety management system.

Active Measurement and Monitoring

Active measuring and monitoring techniques employed by the school to monitor the design, installation and operation of health and safety management arrangements will include:

- A biennial audit by the EH&S Manager, monitored and reviewed at H&S Committee meetings.
- Routine inspection tours of the school premises, carried out by senior leaders and staff.
- Health surveillance to prevent harm to health.
- Planned functional checks to plant and equipment.
- Governors Dashboard of H&S KPIs

Reactive Measurement and Monitoring

Reactive measuring and monitoring techniques employed by the school will include:

- Investigating accidents, incidents and associated statistical analysis.
- Reviewing the outcomes from accident and incident investigations.
- The monitoring and review of:
 - Actions and recommendations from external audits.
 - Cases of ill health and sickness absence records.
 - Findings from occupational health surveillance.

- Claims data, including claims settled with payment.
- Enforcement action from external regulators, including improvement and prohibition notices and, where relevant, prosecutions.

5. Audit and Review

Audit

Audit is an essential part of our safety management system and will involve making judgements about adequacy of performance.

Periodic audits will aim to establish that:

- Appropriate management arrangements are in place and effective.
- Adequate risk control systems exist, are implemented, and consistent with the hazard profile of our school.
- Appropriate precautions are in place and effective.
- Opportunities for improvement are identified and actioned.

H&S audits will be conducted by the EH&S Manager, supported by competent advice as necessary.

Internal reviews of performance will be undertaken at all levels within the school.

Information to support reviews may be taken from the activities undertaken to measure performance including the outcomes of audits, inspections and more informal monitoring activities.