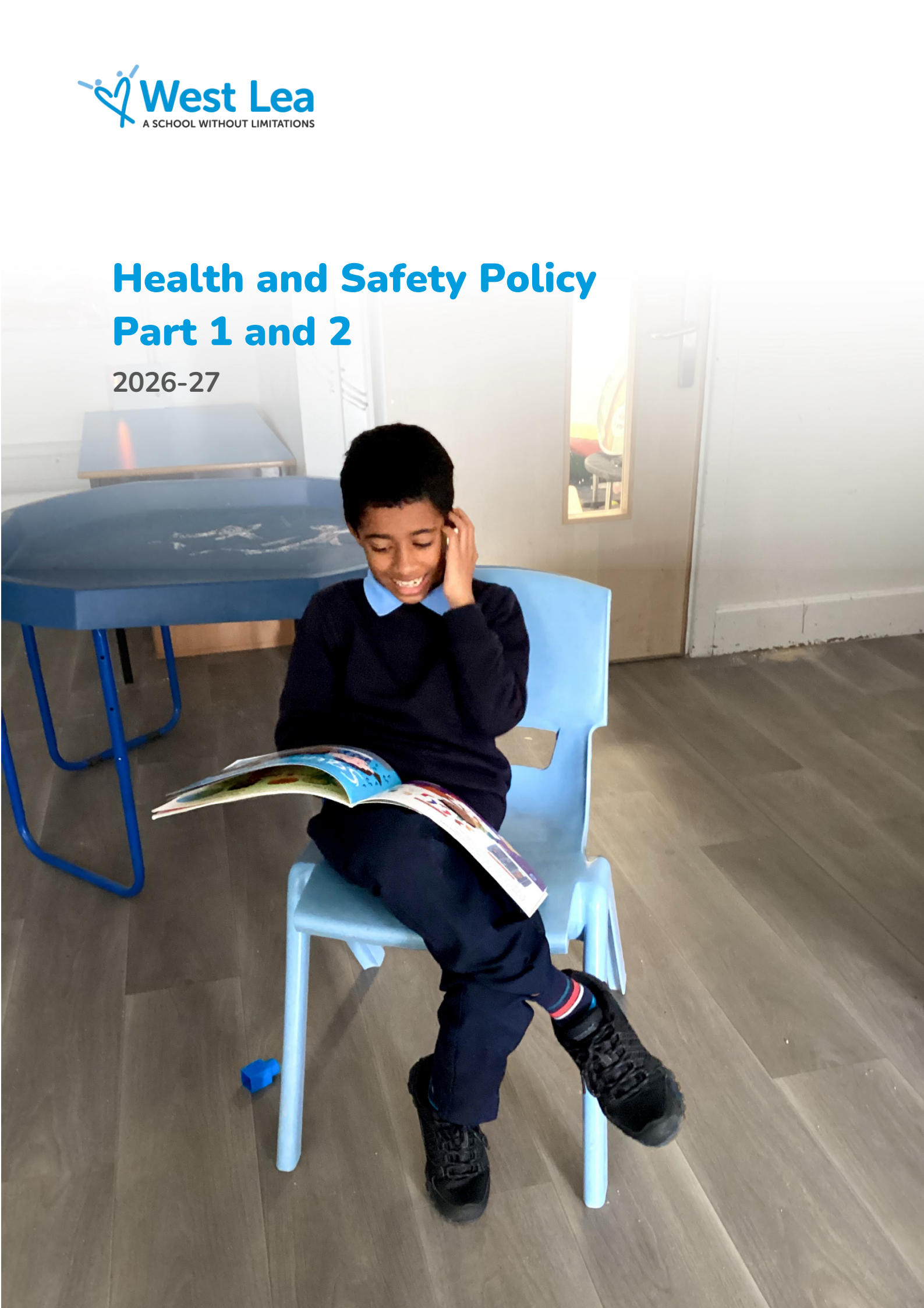
West Lea
A SCHOOL WITHOUT LIMITATIONS

Health and Safety Policy Part 1 and 2

2026-27



Author	Kevin Clarke – Culham Consulting Limited	**Date of first issue**	01/2019
Owner	Kevin Clarke – Culham Consulting Limited	**Date of latest re-issue**	09/2026
Version	1.3	**Date approved by Governors**	
Reviewer	Kevin Clarke – Culham Consulting Limited	**Date of next review**	

CONTENTS

PART 1. HEALTH AND SAFETY POLICY STATEMENT

PART 2. ORGANISATION AND RESPONSIBILITIES

AMENDMENT RECORD

All amendments to this Health and Safety Policy will be recorded below, along with information on the changes made.

Date	Section	Details of amendments	Changes made by:
January 2019	ALL	New Version and General Update	Kevin Clarke Culham Consulting Limited
January 2021	ALL	Annual review and Update	Kevin Clarke Culham Consulting Limited
September 2021	ALL	Amendment to reflect changes in management and structure	Kevin Clarke Culham Consulting Limited
September 2022	ALL	Amendment to Chair of Governor to Co-Chairs	Ellena Kelley
December 2025	ALL	General review and update	Kevin Clarke Culham Consulting Limited

PART 1 – HEALTH AND SAFETY POLICY STATEMENT

The Board of Governors of West Lea School attach great importance to the health, safety and welfare of all those who form part of the School community, whether they be members of staff, pupils, visitors or contractors. The Board of Governors are committed to reducing accidents, incidents and ill-health and looks for ways to improve continuously.

All staff at West Lea School are aware they have health and safety responsibilities, and all are expected to play an active part in ensuring the highest health and safety standards for School pupils, employees, visitors, customers and contractors are established and maintained. All those engaged to work at the School are expected to comply with the requirements detailed in this Policy.

The Policy highlights the need for all staff to be alert to risks and hazards and to seek to minimize these by planning work carefully and responsibly. The development of a safe mind set amongst those who work and study here is at the heart of the School's commitment to ensure that the highest standards of health and safety are met at all times.

All employees of the School are further expected to be constantly aware of the risks inherent in the management, care and education of children and to take all reasonable steps to identify, minimize and manage those risks. Those who are entrusted with positions of supervision, whether on School property or during trips and activities, should ensure pupils conduct themselves in accordance with all health and safety requirements and encourage them to approach their life at the School responsibly, being alert to risks and hazards.

This Health and Safety Policy is based on the requirements laid down in the Health and Safety at Work Act 1974 (HSAW), regulations made under this Act, Approved Codes of Practice and Guidance.

All who work at the School should make themselves familiar with the content of all School Policies, paying particular attention to their own areas of responsibility and operation.

They are also expected to apply the Policy conscientiously and thoroughly; where the meaning or expectation of any part of this material is unclear to an employee, it is expected that he or she will seek clarification of that material. Should any member of staff identify an area where improvement could be made, they should without delay contact their Line Manager, the Chief Executive or the Health, Safety and Welfare Manager who holds responsibility for the coordination and management of health and safety.

Paul Quinn
Chief Executive
September 2026

Nigel Asbridge and Marion
Rodin – Co-Chair of Governors

PART 2 – ORGANISATION AND RESPONSIBILITIES

INTRODUCTION

This document confirms the responsibilities for the implementation of the Health and Safety Policy of West Lea School. The Board of Governors of West Lea School have collective responsibility for health and safety. The Governor with specific responsibility for reporting on health and safety matters is Jackie Wheeler.

Whilst the overall responsibility for health and safety rests with senior management, it is the responsibility of every employee to play their part in providing and maintaining a safe place of work.

MANAGEMENT OF HEALTH AND SAFETY

The School has developed a Health and Safety Policy to ensure high health and safety standards are achieved whilst also meeting the educational, community and commercial needs of the School. Details of the organisation and responsibilities are contained within this section and cover the following:

- The responsibilities of all staff
- The responsibilities of School bodies or committees, including the Board of Governors, the Senior Leadership Team (SLT) and the Health and Safety Committee
- The responsibility of individuals, including various levels of management

By assessing each item of the Health and Safety Policy on a regular basis and acknowledging the status of each item, the School will ensure momentum is maintained and continuous improvement sought.

ONGOING HEALTH AND SAFETY IMPROVEMENTS

The School is committed to ongoing improvement and seeks to implement all items raised from annual audits and specific departmental inspections. It also includes the actions arising from key risk assessments, incident investigations and changes to operating procedures.

This plan identifies:

- The recommendations with priorities
- The proposed action and the person assigned to implement the action
- Proposed completion dates.

The plan is updated when recommendations are implemented. It is reviewed regularly by the Health and Safety Committee to ensure that recommendations are progressed and to amend the actions and timescales where appropriate.

PART 2 – ORGANISATION AND RESPONSIBILITIES

ORGANISATION

The organisational arrangements for managing health and safety in the School are described in the following pages of this document.

RESPONSIBILITIES OF ALL STAFF

All School employees have a legal duty to look after their own health and safety and that of others who may be affected by their acts or omissions. They also have legal duties to co-operate with the School to enable the School to comply with any imposed duties and to properly use anything provided in the interests of health, safety and welfare.

All employees have the following specific duties:

- To read and understand the School Health and Safety Policy and comply with the prescribed arrangements and objectives
- To take reasonable care of their own safety and the safety of students, visitors and others
- Not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety
- To co-operate with School management to ensure compliance with health and safety legislation and best practice
- To use any machinery, equipment, substances, vehicles or safety devices in accordance with any training in the use of the equipment and instructions
- To report all accidents and incidents, hazards, dangerous occurrences and damage to plant, equipment etc., which they consider to be a serious and immediate danger to health and safety to their Head of School, Line Manager or the Chief Executive
- To use the necessary protective clothing and equipment
- To observe and follow all safe working practices
- To be actively involved in the employee consultation process.

DUTIES OF THE BOARD OF GOVERNORS

The Board of Governors have collective responsibility for the oversight of health and safety within the School. They will monitor the effectiveness of the implementation of the Health and Safety Policy and any associated procedures and will direct that it should be revised as and when necessary. The Board of Governors will also provide strong health and safety leadership and will ensure all decisions reflect the commitment to provide a safe environment for all and will seek the active participation of employees and pupils in improving health and safety.

The aims of the Board of Governors are to:

- Prevent accidents and ill-health arising from the School's activities, so far as is reasonably practicable
- Ensure compliance with all relevant health and safety legislation
- Ensure a safe environment is provided for all users of the School
- Actively promote and be fully involved in continuously improving health and safety.

PART 2 – ORGANISATION AND RESPONSIBILITIES

In particular, the Board of Governors will ensure, so far as is reasonably practicable that:

- Sufficient and appropriate financial and other necessary resources are made available to meet health, safety and welfare requirements
- The effectiveness of the School's risk management is assessed regularly
- Health and safety is duly considered at each Board of Governors meeting and when making senior management appointment
- A Governor is appointed with specific responsibility for reporting to them on health and safety
- Health and safety receives as much attention and strategic importance as any other aspect of the School's management
- The Senior Leadership Team are aware of their role and responsibilities in the effective management of health and safety and in providing leadership throughout the School
- The Senior Leadership Team have suitable training and instruction to enable them to take immediate action to prevent breaches in health and safety
- Arrangements are in place to ensure employees are given adequate information, instruction, training and supervision to allow them to carry out their tasks safely.

HEALTH & SAFETY COMMITTEE

The Committee comprises of the following staff members:

Jackie Wheeler – Health, Safety and Welfare Manager
William Fosuhene – Site Manager
Jayne Fagg – Operations Manager
Kevin Clarke – Culham Consulting Limited – External Health and Safety Adviser The Committee will meet on a regular basis; the duties of the Committee include:

- Overseeing the implementation of the Health and Safety Policy in controlling risks so far as is reasonably practicable
- Assessing and leading the development of the 'Safety Culture' of the organisation, encouraging in particular an understanding of the importance of health and safety and personal responsibility
- Agreeing priorities, plus responsibilities, timescales and resources required for the development of Policies and Procedures in order to comply with legislation and the promotion of best practice throughout the organisation
- Directing and co-ordinating developments and revisions to Policies and Procedures
- Identifying matters that should be discussed at Board of Governors meetings.

HEALTH AND SAFETY WITHIN EACH CAMPUS

Each Member of Teaching Staff has responsibility for ensuring that high health and safety standards exist within each classroom and department and should ensure measures appropriate for the department, discipline or activity are consistently implemented. In the event give cause for concern, Teaching Staff should contact their Head of School, the Chief Executive, or Health, Safety and Welfare Manager.

PART 2 – ORGANISATION AND RESPONSIBILITIES

INDIVIDUAL RESPONSIBILITIES

Governor Responsible for Reporting on Health and Safety

The Appointed Governor responsible for reporting directly to the Board of Governors of West Lea School on health and safety is Marion Rodin. Responsibilities include, so far as is reasonably practicable, the following:

- Seeking to ensure that health and safety is given priority and importance by the Board of Governors in its deliberations
- Chairing the Health and Safety Committee
- Consulting with the Chief Executive and Health and Safety Adviser
- Attending the Health and Safety Committee and seeking to ensure the Committee is working effectively to fulfil its responsibilities
- Receiving copies of all RIDDOR and major incident and accident reports and monitoring that appropriate action has been taken by the School
- Monitoring the School's Policies and Procedures to ensure they operate effectively.

Chief Executive

The Chief Executive is appointed by the Board of Governors as having oversight for health and safety in all academic and co-curricular elements of the School and will work closely with all Managers to ensure the successful day to day management of health and safety.

The Chief Executive's responsibilities include so far as is reasonably practicable:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Promoting a proactive and continuing interest in health and safety matters throughout the School
- Providing positive and visible leadership to establish a strong health and safety culture throughout the organisation
- Regularly consulting with the Designated Safeguarding Lead
- Seeking to ensure the co-operation of all staff at all levels as regards working to this Policy
- Seeking to ensure that any changes in curriculum and also changes in systems of work on the pastoral side are considered for health and safety implications.

Directors of Education

The Directors of Education are responsible to the Chief Executive for the implementation of the School's Health and Safety Policy relating to academic activities within each Campus, which includes:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Monitoring the effectiveness of the Health and Safety Policy in relation to academic, pastoral and co-curricular activities and reporting to the Chief Executive as appropriate

- Consulting with the Chief Executive
- Seeking to ensure the co-operation of all academic and pastoral staff at all levels as regards working to the management system
- Seeking to ensure that all Heads of Schools understand and are supported in their responsibilities and are given both the time and the encouragement to implement them
- Seeking to ensure that all activities, both educational and co-curricular, are carried out safely using the processes in the management system, especially including the pro-active use of risk assessments.

Heads of Schools

The Heads of School report directly to the Chief Executive for the implementation of the School's Health and Safety Policy relating to academic activities within each Campus, which includes:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Being an active member of the Health and Safety Committee
- Monitoring the effectiveness of the Health and Safety Policy in relation to academic, pastoral and co-curricular activities and reporting to the Chief Executive as appropriate
- Consulting with the Chief Executive
- Seeking to ensure the co-operation of all academic and pastoral staff at all levels as regards working to the management system
- Completing termly reviews of health and safety in each Campus
- Seeking to ensure that all teaching staff understand their responsibilities and are given both the time and the encouragement to implement them
- Seeking to ensure that all activities, both educational and co-curricular, are carried out safely using the processes in the management system, especially including the pro-active use of risk assessments.

PART 2 – ORGANISATION AND RESPONSIBILITIES

Operations Managers

The Operations Managers reports directly to the Chief Executive and have the following responsibilities, so far as is reasonably practicable:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Working closely with the Chief Executive to seek to ensure risk reduction is promoted in all areas and disciplines of the School
- Supervising the operation of health and safety practices in key areas, including seeking to ensure that managers understand and accept their responsibilities
- Monitoring the effectiveness of the management system as regards estates and administrative work
- Ensuring risks are properly managed in order to minimise the liabilities to West Lea School
- Seeking to ensure that health and safety responsibilities are clearly defined and allocated to the appropriate staff members
- Seeking to ensure in conjunction with the Health and Safety Adviser that the Health and Safety Policy is reviewed and updated on a regular basis, and that the document is available to employees
- Seeking to ensure all employees are adequately trained and experienced to carry out their Health and Safety responsibilities
- Ensuring liabilities are adequately covered by both Public and Employers Liability Insurance.

Health, Safety and Welfare Manager

The Health, Safety and Welfare Manager has been assigned specific responsibility to oversee various aspects of health and safety on a day to day basis and to ensure all are aware of the roles they need to play in managing and monitoring health and safety.

The Health, Safety and Welfare Manager's responsibilities include so far as is reasonably practicable:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Working closely with the Chief Executive, Operations Managers and Heads of Schools to seek to ensure risk reduction is promoted in all areas and disciplines of the School
- Preparing and monitoring the production of risk assessments for various operational and extra-curricular activities
- Supervising the operation of health and safety practices in key areas, including seeking to ensure that managers understand and accept their responsibilities
- Ensuring risks are properly managed in order to minimise the liabilities to West Lea School
- Working with the Health and Safety Adviser to ensure Policies and Procedures are consistently implemented
- Seeking to ensure all employees are adequately trained and experienced to carry out their Health and Safety responsibilities
- Ensuring liabilities are adequately covered by both Public and Employers Liability Insurance.

PART 2 – ORGANISATION AND RESPONSIBILITIES

Designated Safeguarding Lead

The Designated Safeguarding Lead reports directly to the Chief Executive for monitoring and evaluating implementation of the School's compliance with the Independent Schools Statutory Regulations (and associated Government Guidance) and with Data Protection law. The role includes:

- Reading and understand the School's Health and Safety Policy and checking compliance with the prescribed arrangements
- Being a member of the Health and Safety Executive Committee
- Monitoring the quality of documented procedures in relation to Safeguarding (ISSRs Parts 3&4) and Health, Safety and Security (ISSRs Parts 3&5), to ensure procedures and practices reflect legal compliance as a minimum
- Consultation with the Chief Executive, Chief Executive and Heads of Schools
- Ensuring that procedural changes in academic, pastoral and co-curricular activities are considered for their health, safety and child protection implications.

Site Manager

The health and safety responsibilities of the Site Manager role include:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements.
- Actively promoting hazard awareness and safe working practices
- Undertaking and reviewing risk assessments (e.g. safe systems of work) for all work activities, including areas such as: use of machines and work equipment, COSHH, Noise, Hand Arm Vibration, Manual Handling, Working at Height
- Leading regular discussion within the Chief Executive regarding potential health and safety issues and resolving or reporting matters as appropriate.

Other Functional Managers

This section refers to the managers of functions not specified above. Their health and safety responsibilities include:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Actively promoting hazard awareness and safe working practices within their Departments and teams
- Undertaking and reviewing risk assessments and designing appropriate risk control systems (e.g. Safe Systems of Work) for all work activities
- Providing information, instruction and training to staff, seeking to ensure in particular that they understand their responsibilities for health and safety
- Supervising the activities of staff seeking to ensure they are complying with School policies and safe working practices and monitoring the operation of control measures within the department
- Leading regular discussion amongst their team regarding potential health and safety issues and resolving or reporting matters as appropriate.

PART 2 – ORGANISATION AND RESPONSIBILITIES

Teaching Staff

Teaching Staff will be responsible for ensuring that all agreed and necessary health and safety measures are observed and applied.

In addition to their normal supervisory role they will have specific duties to:

- Read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Inform, instruct and train pupils as necessary in the identification and avoidance of hazards and the safe performance of their work
- Seek to ensure that health and safety rules and procedures are, where appropriate, observed e.g.: use of guards and other safety equipment, wearing of protective clothing, safe handling of hazardous substances including observing COSHH Assessments
- Seek to ensure that any unsafe practices are identified and appropriate remedial action is taken
- Recommend any necessary improvements or changes to seek to eliminate hazards and to seek to identify and eliminate potential accidents
- Continually stimulate a knowledge, interest and awareness of health and safety by discussions with colleagues and pupils.

School Medical Staff

The School Medical Staff will ensure occupational health matters, such as policies, procedures and facilities required to maintain a healthy working environment, plus responses to major medical situations e.g. epidemics.

Health and safety responsibilities include:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Ensuring all medicines are correctly stored and administered and access to anything harmful is restricted
- Maintaining accurate records of all accidents and illness
- Reporting serious injuries and illness to the Chief Executive when appropriate.

PART 2 – ORGANISATION AND RESPONSIBILITIES

External Health and Safety Adviser

Health and safety advisers act in a purely advisory capacity, communicating directly with the Chief Executive. Responsibilities include the following:

- Carrying out a detailed Annual Health and Safety Audit, reporting the results to the Chief Executive who will present to the Board of Governors Meeting
- Providing competent health and safety advice where requested
- Ensuring West Lea School is updated with any changes in health and safety legislation
- Investigating incidents when requested.

STATUTORY REQUIREMENTS

Visits by Enforcing Authorities

The Health and Safety at Work Act is enforced by inspectors appointed by the Health and Safety Executive (HSE) who have the discretion to visit the School at any time to confirm that the regulations are being properly applied. It is School policy that all members of staff co-operate fully with Enforcing Authority Inspectors, affording them such information as is necessary for them to carry out their duties.



community
kindness
learning for life
innovation
inclusion