



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

**Health and Safety  
Committee**

**Ashford School**



**United Learning**  
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<b>Document Control</b>	
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# 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 Part 3 of 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 (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. Terms of Reference

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

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

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

### 7. Standing Agenda Items

- 7.1 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 defects since the last meeting
- 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
- Matters raised by employees/others
- Policy compliance – assessed against Group H&S Policies and [Legal Register \(HS\) Policy](#)
- 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



## 8. Schools Part of a Formal Cluster

8.1 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.

## 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. These will be reviewed and commented upon where necessary. The reviewed file will be uploaded to the [Schools Data](#) page of United Hub’s Health and Safety pages, which is accessible by the school’s Health and Safety Coordinator, the Deputy Health and Safety Coordinator and, for schools part of a cluster, the Executive Business Manager. Additional permissions can be added to this area by written request to the [Group Health and Safety Manager](#).

9.2 Departmental reports should be retained locally in accordance with the periods defined in the [Document Retention \(HS\) Policy](#).

## 10. Status of Health and Safety Committee

10.1 While the function of a health and safety committee is a Group requirement, in recognition of pre-existing demands placed upon staff time, it does not need to take place in a forum of its own. If Sites wish to combine the Health and Safety Committee with another Committee, for example, SLT, this is entirely acceptable provided that:

- The mandatory attendees are present
- The standing agenda items are covered
- Minutes are taken and a copy returned to central office

## 11. Summary of Requirements

- All Schools must have a health and safety committee that meets every term
- Minutes of the meetings are to be sent to the Group Health and Safety Manager

## 12. Local Arrangements

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

M Hall	Headmaster
S Greig	Bursar
C Neesham	Deputy Head of Prep School
D Geering	Chair, Board of Governors
C Ingman	Facilities Manager
F Russell	Head of Bridge Nursery
A Hampson	Head of Nursing
A Barnett	Head of DT, Senior School
D Cusani	Director of Sport
A Appleton	Teaching/Boarding Staff, Senior School



M Worrell	Head of Science, Senior School
P Ridley	Head of Science, Prep School
A Areeson	Compliance Officer

Minutes from the Committee can be found on the [Schools Data](#) page on United Hub and are stored locally in the facilities folder under Health and Safety in SharePoint.




### 13. Declaration of Adoption

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

**Head  
Teacher**

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



.....01/02/2022.....

**Governor for  
Health and  
Safety**

.....Deborah Geering.....



.....01/02/2022.....

