

**Title:** Health and Safety Management Arrangements

**Parent:** General Statement of Health and Safety Policy

**Procedure Ref:** HS/PR-001/v3

**Date of Issue:** October 2024

**Procedure Author:** WRM

#### **Amendment Record**

Any amendments made to the Health and Safety Management Arrangements will be recorded below with information on changes made.

Where significant changes are to be made which could impact on the business or St Francis School, we will consider the reasons for change, potential problems and how it will be implemented.



### **I. Health and Safety Management**

The General Statement of Health and Safety Policy sets out our commitment to provide and maintain safe working conditions for our employees and others who may be affected by our activities.

We will ensure that the objectives of this statement are communicated to our employees, initially through our induction training and our Health and Safety Handbook. We will also monitor progress towards these objectives at senior management level and we will review them annually in consultation with our employees and other interested parties.

The policy is supported by our health and safety management system which details our arrangements for the effective management of our significant risks and exposures. This includes detailed policies and procedures, our process for assessing risk, and our arrangements for emergencies, fire and first aid etc.

We have appointed Workplace Risk Management Ltd. as our external risk management advisors who are responsible for providing the framework for our management system, giving expert advice and for monitoring our progress towards the standards we have set ourselves; WRM also serve as our competent persons.

To meet the objectives of our health and safety policy we have established and implemented clear responsibilities for health and safety; see the organogram in Part 2.

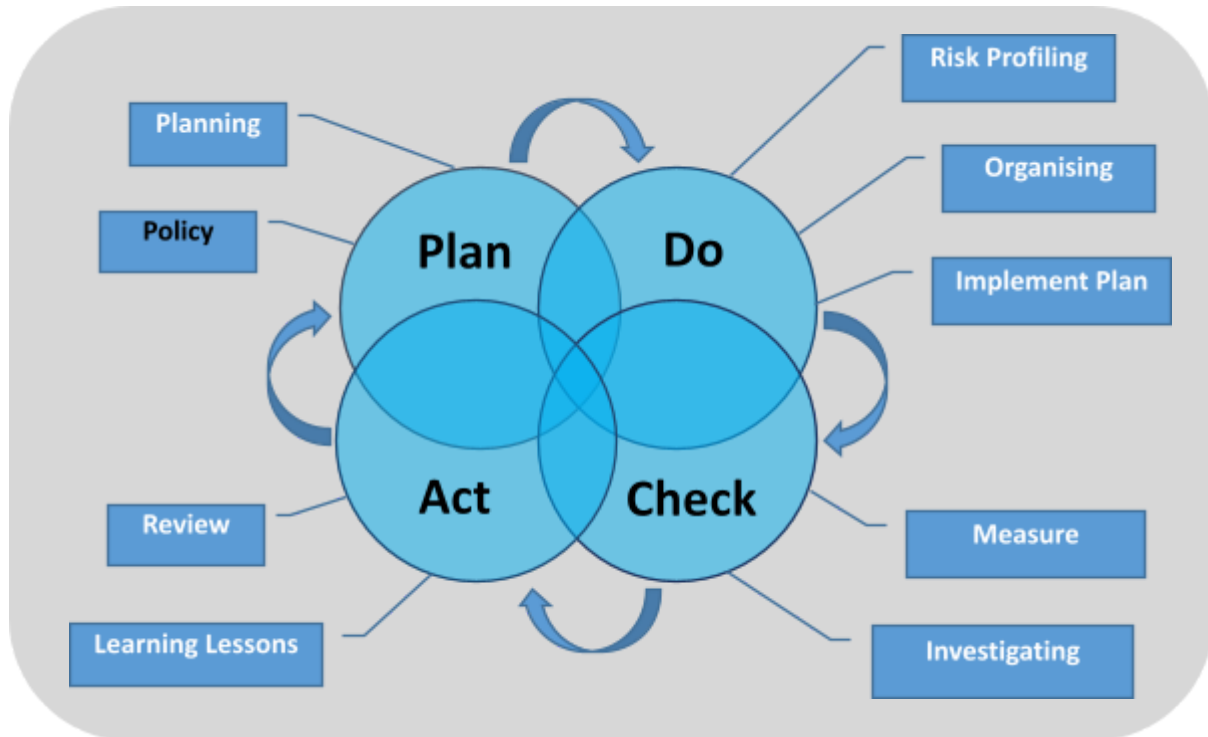
We are aware that senior managers within the school are individually and collectively responsible for health and safety. Therefore, specific responsibility for health and safety has been assigned to the Estate Manager. We have appointed the Headmaster as the person with overall responsibility for health and safety.

The Headmaster is supported by the Estate Manager who is responsible for managing health and safety matters on Estate Manager will manage our health and safety programme, ensuring that all the essential elements of the system are implemented, monitored and reviewed. However, we are aware that we can only meet our objectives through the efforts of our employees; therefore, we have established clear lines of communication and encourage our employees to cooperate with us in achieving our objectives. We have established a clear policy on consultation.

We recognise that the key to successful health and safety management is to ensure each employee is competent to carry out their responsibilities. To this end we have developed and implemented a training policy which clearly defines who is responsible for training and identifies what training each individual need, based on the results of our risk assessments. Each individual's training requirements are identified in a training matrix, and this is supported by general responsibilities contained in the Health and Safety Handbook and individual work instructions for specific tasks and processes.

**David Lee**  
**Headmaster**

St Francis School has a legal duty to put in place suitable arrangements to manage health and safety. The diagram below summarises St Francis Schools model of managing health and safety (HSG65). This is not a once-and-for-all action, the cycle will need to be repeated as part of ongoing health and safety management.



Health and safety documentation is arranged in 4 parts:

1. General Statement of Health and Safety Policy.
2. Health and Safety Management Arrangements:  
This contains everyone’s health and safety roles and responsibilities.
3. Health and Safety Policies and Procedures:  
This contains the practical guidance on how to implement specific health and safety policies.
4. Health and Safety Forms and Records:  
Forms and records which are to be used in conjunction with the specific policies and procedures.

**Where can I get help?**

<p><b>Teresa Brearley</b> Operations Director mobile 07854 576 006 e-mail <a href="mailto:teresa@workplace-rm.com">teresa@workplace-rm.com</a></p>	<p><b>Simon Brearley</b> Managing Director mobile 07807 493820 e-mail <a href="mailto:simon@workplace-rm.com">simon@workplace-rm.com</a></p>
<p>Workplace Risk Management Ltd., 30-32 Main Street, Nailstone, Nuneaton, Warwickshire, CV13 0QE</p>	
<p><b>T: 0845 260 4242 W: <a href="http://www.workplace-rm.com">www.workplace-rm.com</a></b></p>	

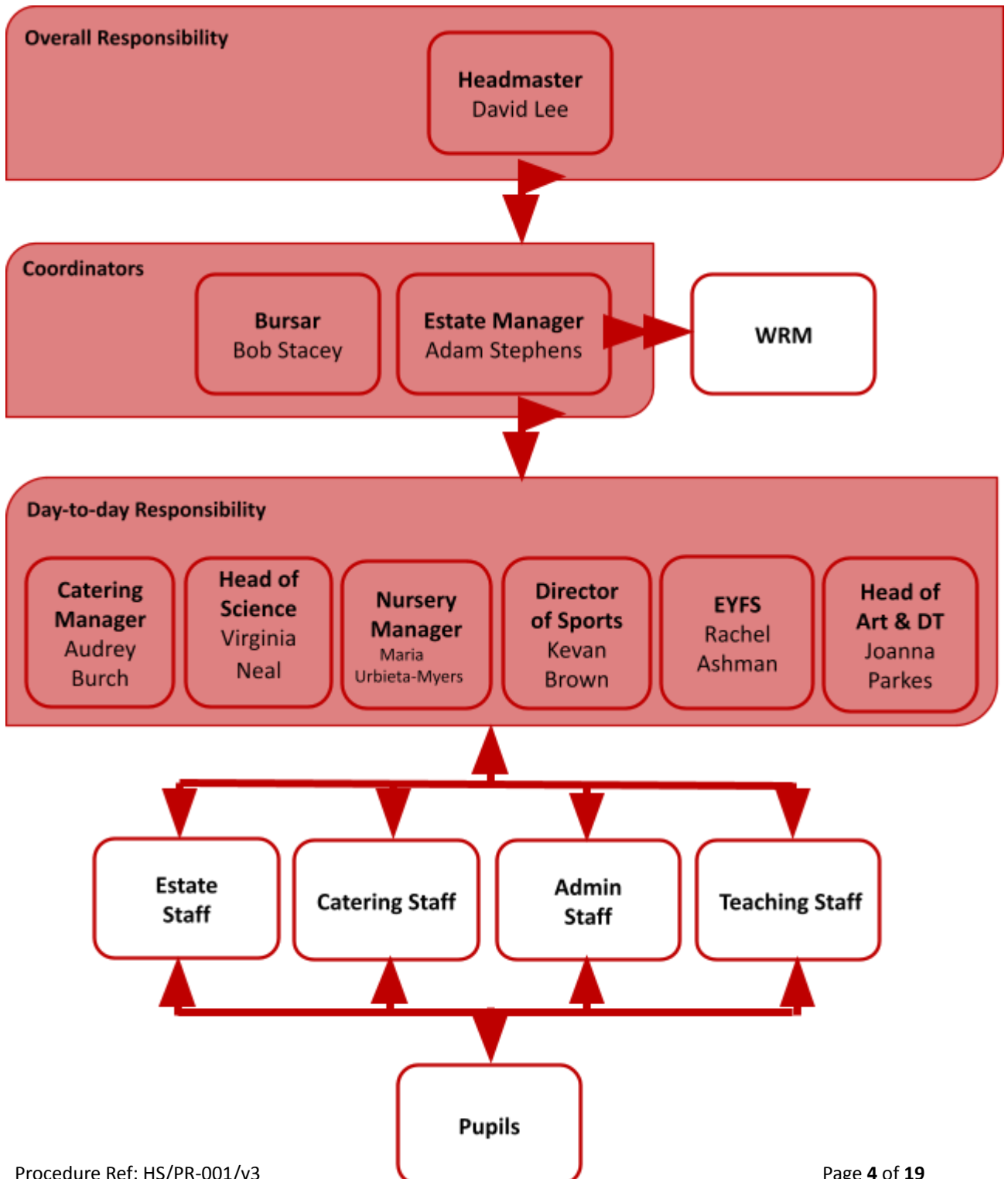
You can contact the above people if you need help with any health and safety or fire safety issue.

To enable us to provide support and advice to you as soon as possible, you should contact us immediately in the event of any of the following:

- Fire,
- Accident;
- Visit by your local Environmental Health Officer; or
- Visit by your local Fire Officer.

## II. Organisation

The simple organisational chart below shows the school's arrangements for managing health and safety. This document is provided purely for health and safety purposes and does not necessarily represent the organisation for other business activities. It is supported by the specific responsibilities detailed on the following pages.



### III. Responsibilities for health and safety

The following responsibilities have been assigned to competent people to enable us to meet the objectives of our health and safety policy.

<b>Person with overall responsibility:</b>	Headmaster
<b>Appointed Health and Safety co-ordinator:</b>	Estate Manager Bursar
<b>Person(s) with day to day responsibility:</b>	Catering Manager Head of Science Nursery Manager Director of Sports Head of EYFS Head of Art & DT

#### Key

HM	Headmaster
EM	Estate Manager
BR	Bursar
CM	Catering Manager
HoS	Head of Science
NM	Nursery Manager
DoS	Director of Sports
EYFS	EYFS
HAT	Head of Art & DT

Specific Policies & Procedures	Individual Responsibilities								
	H M	E M	B R	C M	H o S	N M	D o S	E Y F S	H A T
Accident & Incident Reporting & Investigation	✓	✓	✓	✓	✓	✓	✓	✓	✓
Asbestos		✓							
Construction Project (Construction (Design and Management)		✓							
Consultation	✓	✓	✓	✓	✓	✓	✓	✓	✓
Contractor Management		✓							
Control of Substances Hazardous to Health		✓		✓	✓				✓
Disability Discrimination	✓	✓	✓	✓	✓	✓	✓	✓	✓
Drugs & Alcohol Misuse		✓	✓	✓	✓	✓	✓	✓	✓
Display Screen Equipment (DSE) at Work		✓	✓	✓	✓	✓	✓	✓	✓
Electrical Safety		✓							
Emergency Arrangements	✓	✓	✓	✓	✓	✓	✓	✓	✓

	Individual Responsibilities								
	H M	E M	B R	C M	H O S	N M	D O S	E Y F S	H A T
<b>Specific Policies &amp; Procedures</b>									
Enforcement Authority Visits	✓	✓	✓	✓	✓	✓	✓	✓	✓
First Aid at Work		✓	✓	✓	✓	✓	✓	✓	✓
Gas Safety		✓							
Health Safety & Welfare in the Workplace	✓	✓	✓	✓	✓	✓	✓	✓	✓
Information, Instruction and Training	✓	✓	✓	✓	✓	✓	✓	✓	✓
Legionella Management		✓							
Lifting Operations and Lifting Equipment		✓							
Lone Working		✓	✓	✓	✓	✓	✓	✓	✓
Manual Handling		✓	✓	✓	✓	✓	✓	✓	✓
New and Expectant Mothers		✓	✓	✓	✓	✓	✓	✓	✓
Managing Stress in the Workplace		✓	✓	✓	✓	✓	✓	✓	✓
Occupational Health		✓	✓	✓	✓	✓	✓	✓	✓
Permit to Work		✓							
Personal Protective Equipment (PPE)		✓		✓	✓				✓
Provision and Use of Work Equipment		✓	✓	✓	✓	✓	✓	✓	✓
Risk Assessment	✓	✓	✓	✓	✓	✓	✓	✓	✓
Transport Safety		✓							
Working at Height		✓							
Young persons at Work		✓	✓	✓	✓	✓	✓	✓	✓

**Headmaster**

The Headmaster has overall responsibility for the formulation and implementation of the school's health and safety policy, and in particular for:

1. Ensuring that the necessary arrangements are in place for managing health and safety effectively, and that senior managers are accountable for health and safety.
2. Considering health and safety during the planning and implementation of business strategy.
3. Ensuring there are sufficient resources for meeting the objectives of the health and safety policy.
4. Ensuring arrangements are in place for consultation with employees and that they are involved in decisions relating to health and safety, and that progress in relation to health and safety is communicated to them.
5. Including health and safety on the agenda of Governors meetings.
6. Ensuring arrangements are in place to monitor and review health and safety performance across the school, including accidents and incidents; and ensuring that the necessary amendments are made to relevant policies, procedures and processes.
7. Reviewing the objectives of the health and safety policy on an annual basis.

Signature: 

Date: 29<sup>th</sup> October 2024



### **Estate Manager**

The Estate Manager is responsible for, in addition to any duties set out in this document or elsewhere, the day to day management of health and safety and ensuring that the objectives of the health and safety policy are implemented, and in particular:

1. Ensuring that health and safety is considered prior to the implementation of new processes.
2. Ensuring that suitable policies and procedures are provided and implemented to meet the objectives of the health and safety policy.
3. Ensuring that there is a training policy in place so that employees are competent for their respective roles and their health and safety responsibilities.
4. Ensuring that arrangements are in place for the elimination or control of risks in relation to health and safety.
5. Ensuring that appropriate procedures are in place for the purchase, maintenance and use of work equipment, and that the health and safety aspects are fully assessed.
6. Ensuring suitable emergency arrangements are in place in relation to fire, accidents and first aid.
7. Ensuring that contractors are competent for the work they carry out, to operate an effective permit to work system, and to monitor contractors' performance.
8. Ensure that reports and recommendations provided by enforcement bodies, external consultants and other such bodies are evaluated and actioned without delay.
9. Monitoring performance in relation to health and safety and reporting to the Headmaster of and Bursar progress against the objectives of the health and safety policy.
10. Reviewing accidents and other incidents in relation to health and safety and reporting to the Headmaster and Bursar on the outcome of these investigations.

11. Informing the Headmaster and Bursar of any situation which may affect or incur adverse publicity for the School.

Signature:



Date: 29<sup>th</sup> October 2024

### **Bursar**

The Bursar is responsible for, in addition to any duties set out in this document or elsewhere, the day to day management of health and safety and ensuring that the objectives of the health and safety policy are implemented, and in particular:

1. Ensuring that health and safety is considered prior to the implementation of new processes.
2. Ensuring that suitable policies and procedures are provided and implemented to meet the objectives of the health and safety policy.
3. Ensuring that there is a training policy in place so that employees are competent for their respective roles and their health and safety responsibilities.
4. Ensuring that arrangements are in place for the elimination or control of risks in relation to health and safety.
5. Ensuring that appropriate procedures are in place for the purchase, maintenance and use of work equipment, and that the health and safety aspects are fully assessed.
6. Ensuring suitable emergency arrangements are in place in relation to fire, accidents and first aid.
7. Ensuring suitable controls are in place for the effective management of contractors.
8. Ensure that reports and recommendations provided by enforcement bodies, external consultants and other such bodies are evaluated and actioned without delay.
9. Monitoring performance in relation to health and safety and reporting to the Headmaster and Estate Manager of progress against the objectives of the health and safety policy.
10. Reviewing accidents and other incidents in relation to health and safety and reporting to the Headmaster and Estate Manager on the outcome of these investigations.

11. Informing the Headmaster and Estate Manager of any situation which may affect or incur adverse publicity for the School.

Signature:



Date: 29<sup>th</sup> October 2024

### Department Managers

The Department Managers are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular

1. Monitoring and reviewing the implementation of the health and safety policy.
2. Ensuring that responsibilities for health and safety are clearly allocated, and that the correct level of competence and training is identified for each type of employee.
3. Ensuring employees under their control comply with relevant health and safety legislation and follow approved procedures and systems of work.
4. Ensuring that risk assessments are provided for all significant work activities and the results of these assessments are implemented and communicated to employees.
5. Ensuring that the arrangements for fire, first aid, accidents and emergencies are implemented.
6. Ensuring that the health and safety management system is implemented.
7. Ensuring personal protective equipment is provided, worn and maintained, where applicable.
8. Implementing the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated.
9. Ensuring that the arrangements for communication, cooperation and consultation are maintained.
10. Investigating accidents and incidents and ensure that any improvements identified in relation to working practices are implemented, and informing the Estate Manager and Bursar immediately of any significant failures.
11. Monitoring health and safety standards on site at regular intervals and ensure remedial action is implemented.
12. Ensuring that employees receive adequate training, information, instruction and supervision to discharge to their specific health and safety responsibilities.

13. Promptly informing the Estate Manager and Bursar of any significant health and safety failure.
14. Providing the Estate Manager and Bursar with regular reports on health and safety performance, including recommendations for improvements.
15. Ensuring that health and safety records and documentation are complete and are systematically stored.

### **Employees**

It is the duty of all employees to take all reasonable care for the health and safety of themselves, and any other persons who may be affected by their acts or omissions at work. They must also co-operate with senior managers and other employees in fulfilling our objectives and statutory duties. In particular, they must:

1. Comply with the training, information and instruction they have been given.
2. Not attempt to carry out hazardous work or use hazardous machinery unless they have been trained and authorised to do so.
3. Carry out their work safely and without undue risk to themselves, colleagues and others who may be affected by their actions, and not intentionally interfere, misuse or ignore arrangements, controls and items provide for health and safety purposes.
4. Check tools and equipment before using them, and not to use equipment which they know to be faulty.
5. Ensure that any damaged equipment is reported immediately to their manager/supervisor and removed from service until it is repaired.
6. Not bring any equipment, tools, radios, etc. onto school premises without first obtaining permission from their supervisor/manager.
7. Conduct themselves in a responsible manner while on school business, be alert for hazards and refrain from any form of horseplay.
8. Comply with the arrangements for emergencies and fire as they have been instructed.
9. Use the personal protective equipment, clothing or safeguards provided and ensure that personal protective equipment is stored correctly and kept in good condition.
10. Co-operate with management, colleagues, safety representatives and advisors promoting safe working practices.

11. Keep their work areas tidy and clear of hazards.
12. Report accidents, incidents and hazards they observe to their manager/supervisor.

**Note:** These responsibilities are covered in the Employee Health and Safety Hand Book and 'Health and Safety Training Cards'.

### First Aiders

First Aiders are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

1. Being familiar with the emergency procedures and ensuring suitable and sufficient notices are displayed detailing the procedures.
2. Maintaining a valid first aid at work certificate issued by an HSE approved first aid training centre.
3. Attending appropriate additional courses to maintain their expertise as required remain up to date on the latest treatments.
4. Being aware of the various hazards likely to be the cause of injury and the appropriate first-aid treatment necessary.
5. Taking charge when someone is injured or falls ill, and providing treatment or advice within the limits of their training and experience and referring any cases of doubt to a hospital or doctor.
6. Checking that appropriate and sufficient first-aid boxes are sited about the premises and they are properly stocked and maintained.
7. Checking that appropriate and sufficient eye wash facilities are sited about the premises and maintained.
8. Recording details of all accidents and treatments in the appropriate incident log.
9. Ensuring the Relevant Manager is advised of all accident and incidents to ensure the appropriate investigations can be completed.

**Workplace Risk Management Ltd (Health and Safety Consultants)**

Workplace Risk Management Ltd, in agreement with management, provides the following services:

1. Development of our documentation throughout the period of our contract and keeping it updated for:
  - Changes in Health and Safety legislation relevant to us; and
  - Organisational changes which affect our management system.
2. A general risk assessment in the first part of the contract that forms the basis of our risk management programme and helps us plan our future actions to reduce risk.
3. A consultant visits, to train senior managers and to support our implementation of this Policy by:
  - Assisting us to complete specific risk assessments;
  - Providing further training, as agreed, on relevant agreed topics;
  - Reviewing and auditing our health and safety procedures and legal compliance; and
  - Providing advice on implementing changes and system procedures.

Workplace Risk Management is also contracted to:

4. Fulfil the role of 'Competent Person', providing advice and assistance on Health and Safety issues.
5. Provide for us a telephone advisory service - available 24 hours per day, 365 days of the year.
6. Provide crisis help if we have a serious accident or incident involving the Enforcement Authorities.
7. Provide briefings to help keep us up to date with new and forthcoming legislation

Signed: *Simon Brearley*

Date: October 2024

Simon Brearley – Managing Director WRM

**IV. Specific Policies Revision Contents Table**

Specific Policies:	Ref No.:	Issue Date:	Revision Date:
Accident & Incident Reporting & Investigation	HS/PO-003/v1	October 2024	October 2026
Asbestos	HS/PO-004/v1	October 2024	October 2026
Construction Project (Construction (Design and Management))	HS/PO-037/v1	October 2024	October 2026
Consultation	HS/PO-006/v1	October 2024	October 2026
Contractor Management	HS/PO-007/v1	October 2024	October 2026
Control of Substances Hazardous to Health	HS/PO-008/v1	October 2024	October 2026
Disability Discrimination	HS/PO-009/v1	October 2024	October 2026
Drugs & Alcohol Misuse	HS/PO-010/v1	October 2024	October 2026
Display Screen Equipment (DSE) at Work	HS/PO-011/v1	October 2024	October 2026
Electrical Safety	HS/PO-012/v1	October 2024	October 2026
Enforcement Authority Visits	HS/PO-013/v1	October 2024	October 2026
First Aid at Work	HS/PO-014/v1	October 2024	October 2026
Gas Safety	HS/PO-015/v1	October 2024	October 2026
Health Safety & Welfare in the Workplace	HS/PO-033/v1	October 2024	October 2026
Information, Instruction and Training	HS/PO-030/v1	October 2024	October 2026
Legionella Management	HS/PO-018/v1	October 2024	October 2026
Lifting Operations and Lifting Equipment	HS/PO-019/v1	October 2024	October 2026
Lone Working	HS/PO-020/v1	October 2024	October 2026
Manual Handling	HS/PO-021/v1	October 2024	October 2026
New and Expectant Mothers	HS/PO-022/v1	October 2024	October 2026
Managing Noise at Work	HS/PO-023/v1	October 2024	October 2026
Managing Stress in the Workplace	HS/PO-029/v1	October 2024	October 2026
Occupational Health	HS/PO-024/v1	October 2024	October 2026
Permit to Work	HS/PO-025/v1	October 2024	October 2026

Personal Protective Equipment (PPE)	HS/PO-026/v1	October 2024	October 2026
Provision and Use of Work Equipment	HS/PO-027/v1	October 2024	October 2026
Risk Assessment	HS/PO-028/v1	October 2024	October 2026
Transport Safety	HS/PO-031/v1	October 2024	October 2026
Working at Height	HS/PO-033/v1	October 2024	October 2026
Young persons at Work	HS/PO-034/v1	October 2024	October 2026

### **Amendment Record – Specific Policies**

Any amendments made to the Specific Policies will be recorded below with information on changes made.

Where significant changes are to be made which could impact on the business or St Francis School, we will consider the reasons for change, potential problems and how it will be implemented.



**V. Specific Procedure Revision Contents Table**

Specific Procedure:	Ref No.:	Issue Date:	Revision Date:
Accident & Incident Reporting & Investigation	HS/PR-003/v1	October 2024	October 2026
Asbestos	HS/PR-004-v1	October 2024	October 2026
Construction Project (Construction (Design and Management)	HS/PR-037/v1	October 2024	October 2026
Consultation	HS/PR-006/v1	October 2024	October 2026
Contractor Management	HS/PR-007/v1	October 2024	October 2026
Control of Substances Hazardous to Health (COSHH); Acquisition & Storage	HS/PR-008.1/v1	October 2024	October 2026
Control of Substances Hazardous to Health (COSHH); Use & Storage	HS/PR-008.2/v1	October 2024	October 2026
Control of Substances Hazardous to Health (COSHH); DSEAR	HS/PR-008.3/v1	October 2024	October 2026
Disability Discrimination	HS/PR-009/v1	October 2024	October 2026
Drugs & Alcohol Misuse	HS-PR-010/v1	October 2024	October 2026
Display Screen Equipment (DSE) at Work	HS/PR-01/-v1	October 2024	October 2026
Electrical Safety	HS/PR-012/v1	October 2024	October 2026
Emergency Arrangements	HS/PR-033.4/v1	October 2024	October 2026
Enforcement Authority Visits	HS/PR-013/v1	October 2024	October 2026
First Aid at Work	HS/PR-014/v1	October 2024	October 2026
Gas Safety	HS/PR-015/v1	October 2024	October 2026
General Workplace Safety Arrangements	HS/PR-033.1/v1	October 2024	October 2026
General Workplace Inspections	HS/PR-033.3/v1	October 2024	October 2026
Information, Instruction and Training	HS/PR-031/v1	October 2024	October 2026
Legionella Management	HS/PR-018/v1	October 2024	October 2026
Lifting Operations and Lifting Equipment	HS/PR-019/v1	October 2024	October 2026
Lone Working	HS/PR-020/v1	October 2024	October 2026

Manual Handling	HS/PR-021/v1	October 2024	October 2026
New and Expectant Mothers	HS/PR-022/v1	October 2024	October 2026
Managing Noise at Work	HS/PR-023/v1	October 2024	October 2026
Managing Stress in the Workplace	HS/PR-029/v1	October 2024	October 2026
Occupational Health	HS/PR-024/v1	October 2024	October 2026
Permit to Work	HS/PR-025/v1	October 2024	October 2026
Personal Protective Equipment (PPE)	HS/PR-026/v1	October 2024	October 2026
Provision and Use of Work Equipment	HS/PR-027.1/v1	October 2024	October 2026
Pallet Racking	HS/PR-027.2/v1	October 2024	October 2026
Risk Assessment	HS/PR-028/v1	October 2024	October 2026
Slips and Trips	HS/PR-033.2/v1	October 2024	October 2026
Transport Safety	HS/PR-031/v1	October 2024	October 2026
Working at Height	HS/PR-032/v1	October 2024	October 2026
Young persons at Work	HS/PR-034/v1	October 2024	October 2026

### Amendment Record – Specific Procedure

Any amendments made to the Specific Procedure will be recorded below with information on changes made.

Where significant changes are to be made which could impact on the business or St Francis School, we will consider the reasons for change, potential problems and how it will be implemented.

## VI. WRMonline

All of the above documentation is held on your on-line Health & Safety Management system, WRMonline.

WRMonline is an online health and safety management tool that will be used for:

- Recording accident, incident and disease details;
- Access to health and safety policies, procedures, forms etc.;
- Health and Safety reporting, i.e. monthly workplace checklists;
- Clear view of outstanding actions;
- Record keeping, i.e. statutory inspections,
- Recording and monitoring employee training records etc.;
- Access to a Health and Safety assistance.

WRMonline has multisite logging and reporting capability with configurable hierarchical access to ensure that employees can only see information that is pertinent to them.

If you have not received your WRMonline login information, please let us know by calling 0845 260 4242, or email [teresa@workplace-rm.com](mailto:teresa@workplace-rm.com)