



HEALTH AND SAFETY POLICY

Date last adopted: 19th September 2023

Date for next adoption: Autumn Term 2024

Reviewed by: FGB Committee

1. INTRODUCTION

The Governing Board is responsible for all aspects of the school’s management including legal responsibility for health and safety. The aim of this policy is to create and maintain a healthy and safe working environment throughout the entire site.

2. OBJECTIVES

- 2.1 As an employer, the school is required by law to protect the health, safety and welfare of its employees, pupils, guests and visitors, from harm. The school, as is reasonably practicable, aims to maintain any equipment, place or premises under its control in a safe condition.
- 2.2 A working environment will, so far as is reasonably practicable, be maintained safe and without risk to health. Suitable facilities and arrangements will be maintained for the welfare of all personnel.
- 2.3 All personnel will receive, as is necessary, suitable safety training to promote an awareness of known hazards.
- 2.4 Formal systems for inspection, monitoring and auditing are employed to reflect the diversity and scale of the school activity based on systematic assessment of risks.
- 2.5 The school will promote the welfare of all persons at work and maintain appropriate arrangements.
- 2.6 Suitable correct safety equipment or personal protective equipment (PPE) will be made available where identified to reduce risk. It will be incumbent upon the appropriate staff to ensure that protective or safety equipment is used and maintained in a correct manner.
- 2.7 Where identified training will be provided to staff and safe operating procedures (SOP) will be established to promote a safe method of working. Consultations will take place with all the parties concerned in order to produce comprehensive safe operating procedures. All Codes of Practice and safe operating procedures will be kept under constant review and will be amended or replaced as and when it is considered necessary. A SOP register will be kept and used for reference and training.
- 2.8 The school will consistently review and improve risk reduction across all areas of the business.

3. RELEVANT LEGISLATION

- The Health & Safety at Work etc Act 1974 (HSWA)
- Management of Health & Safety at Work Regulations 1999 (MHSWR)

These and all other key legislation and regulations affecting educational establishments, have been adopted.

The school also adheres to the non-statutory “Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers and Governing Bodies” 2013.

4. PERSONAL RESPONSIBILITY OF THE WHOLE SCHOOL COMMUNITY

4.1 Policy Statement

- 4.1.1 The school recognises the importance of health, safety and welfare in the successful operation of all activities. It also believes in the active participation of every person within the organisation in order to achieve and maintain the highest practicable standard of risk assessment and accident prevention.
- 4.1.2 It is the school's view that accidents are not inevitable and that with reasonable precautions and a positive approach by **all concerned**, the majority of accidents can be avoided.
- 4.1.3 The school therefore, relies on the initiative, teamwork and full co-operation of all levels of personnel. The HSWA recognises this and makes it the legal duty of every person to take

reasonable care for the health, safety and welfare of her/himself and of all persons with whom s/he may come into contact.

4.2 Specific responsibilities

- 4.2.1 The **Head**, in conjunction with the **Facilities Manager**, will have day-to-day responsibility for health and safety matters across the school. They will delegate health and safety responsibility to specific team leaders.
- 4.2.2 All **Staff** are required to read and familiarise themselves with the school's health and safety information contained in the Staff Handbook and conform to the practices and procedures published therein. (This includes health and safety on school visits).
- 4.2.3 All **Pupils** are expected to:
 - a) exercise personal responsibility for the safety of themselves and their classmates both in and out of school.
 - b) observe standards of dress consistent with safety and/or hygiene;
 - c) observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency;
 - d) to use and not wilfully misuse, neglect or interfere with things provided for their safety.
- 4.2.4 **Visitors** (including delivery men from specific companies) are required to observe the safety rules of the school. In particular, **parents** helping out in school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned.

4.3 Contractors and hirers

- 4.3.1 Outside **contractors** working on the premises are required to ensure safe working practices by their own employees, and follow HSE guidance. Contractors must follow the school's health and safety policy and procedures.
- 4.3.2 **Hirers** of the premises are responsible for health and safety and safe practices during their period of the hire, activity taking place and the areas being used, through the nominated 'person in charge'. It is a condition of the hire agreement that the hirer complies with all safety directives made by the school and that no equipment is introduced, alterations to notices or installations are made, which may create a hazard to those using the premises.

5. FORMAL SYSTEMS FOR INSPECTION, MONITORING AND AUDITING

The school follows HSE guidance by carrying out risk assessments, regular inspections, planned safety checks and required servicing across site.

5.1 Formal systems and procedures:

The following formal systems and procedures are in place and followed:

Risk assessments; are recorded on the risk assessment register they identify hazards and the likelihood of harm being caused by a task, action or equipment and record implemented control measures in place or planned to reduce the risk.

Inspections Schedule; This document lists identified tasks, frequency and check sheets needing completion. Completed check sheets are filed and under the management of the Facilities Manager.

Planned Preventative Maintenance; This document records all safety and servicing carried out, next planned dates, and preferred contractors whom carry out these tasks. It also holds contractors exchange of information. This is document is accessible by all staff but managed by the Facilities Manager.

HS2 and training index; These documents hold records of training completed as identified within risk assessments to reduce risk. Training can be internal, external or a requirement of both. Records of individuals training is also stored on their Genie suite area.

5.2 Health and Safety Committee:

This committee meets termly. Minutes are recorded and reported to the Finance/Resources Committee of the Governing Board.

Attendees include:

- Facilities Manager (Chair)
- Head
- Junior School Head
- SLT representative
- Administrative staff from Senior and Junior Schools
- Nurses team representative
- Grounds team representative
- Maintenance team representative
- Catering and cleaning team representative
- Caretaking team representative
- Events team representative
- Boarding House Mistress or a team representative
- Head of PE or a team representative

RELATED POLICIES

- Fire Safety Policy
- First Aid Policy
- Risk Assessment Policy
- Safeguarding and Child Protection Policy
- Security Policy
- Lone Working Policy