



Health & Safety Policy

Issued by:	Estates Manager / Bursar
Last review:	November 2024
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Location:	Website Staff Portal

Health & Safety General Policy Statement

As Governors of the school we recognise our collective responsibility under the Health & Safety at Work Act 1974 for providing so far as reasonably practicable, a safe and healthy environment for all of our employees, pupils, contractors, visitors (including parents) and others that could be affected by our activities, In our role as employer we attach high priority to ensuring that all operations within the school, both educational and support, are delivered in an appropriate manner. The Governors are committed to promoting the welfare of all in our community.

The Governors will take the necessary steps to ensure that the school, as far as reasonably practicable are meeting their Health & Safety objectives. These are,

- 1.1 The creation of an Organisation Structure along with a positive Health & Safety culture, which supports the control of risk at all levels within the school, particularly at Senior Management level.
- 1.2 Using a systematic approach, identify and control risk to prevent injury, ill health & loss prevention.
- 1.3 Provide and maintain a healthy and safe working and teaching environment along with systems of work to protect all employees, pupils, and visitors to site, including members of the public who may not be fully aware of all aspects of the school's environment, from foreseeable work hazards.
- 1.4 Ensure that all employees and pupils are provided with the relevant information, instruction, training, and supervision to enable them to undertake their work in a safe and efficient manner.
- 1.5 Ensure that a strong understanding of safety awareness and risk control is developed amongst all employees and pupils which, as a result will create individual responsibility for Health and Safety at all levels which will be responsive to internal and external change.
- 1.6 Ensure the effective control of all external contractors' activities whilst on the school premises.
- 1.7 Arrange for the effective establishment of a Health & Safety Committee which covers all appropriate areas of work along with special hazards. This will include a Health & Safety Governor.
- 1.8 Provide adequate resources to ensure that the Health & Safety Objectives laid out in this policy are met.
- 1.9 This policy is intended to be used as a practical working document with its contents publicised fully, brought to the attention of all employees, and is reviewed and revised periodically as necessary.
- 1.10 As a Board we delegate responsibility for overseeing the organisation and efficacy of Health & Safety to the Head of St Mary's & St. Margaret's.

1.11 Day-to-day responsibility for the operation of Health & Safety at both Schools is also vested with the Head supported by the Head of Prep at St. Margaret's. They will be supported by the Bursar and Director of Estates along with the Estates Manager working as the designated Health & Safety representative and St. Margaret's Health & Safety Coordinator.

1.12 All members of staff are responsible for taking reasonable care of their own safety, that of the pupils, visitors, volunteers, and contractors. They are responsible for co-operating with the Heads, the Bursar, and other senior leaders to enable the Governors to comply with its health and safety duties.

All members of staff are responsible for reporting any accidents, near misses or significant risks to the Bursar in accordance with the Recording and Reporting Accidents and Incidents Policy.

Signed:



Date: 25/10/2024

Svante Adde

Chair of Governors, for and on behalf of the board

2 Management Structure

This section details the specific responsibilities of all members of both schools towards health & safety. Individual responsibilities are detailed in the following subsections:

2.1 Board of Governors

2.2 Head supported by St. Margaret's Head of Prep

2.3 The Bursar

2.4 Deputy Heads

2.5 Heads of Departments

2.6 House Parents

2.7 All employees

2.8 Specialist advisors

2.9 Hirers, Contractors & others

2.1 Board of Governors

2.1.1 It is the Governors responsibility to provide, so far as reasonably practicable, a safe and healthy environment for all our employees, pupils, contractors, visitors (including parents) and others that could be affected by our activities.

2.1.2 The Governors should provide clarity of vision and strategic direction for the schools.

2.2 The Head supported by the Head of Prep at St. Margaret's

The Head will be responsible to the Governors for the safe functioning of all school activities and will:

2.2.1 Monitor the effectiveness of the health & safety policy with regards to both academic and non-academic work and report back to the Governors where necessary.

2.2.2 Consult with the Bursar on all relevant health and safety matters

2.2.3 Ensure the co-operation of all staff at all levels with reference to the health and safety policy.

2.2.4 Be responsible for ensuring that Members of the Leadership Team, Heads of Departments, Teaching Staff, and Administration staff fully understand their responsibilities and are allowed the time and encouragement to pursue them effectively.

2.2.5 Ensure that all accidents and near misses are thoroughly investigated with the results of these investigations discussed at the Health & Safety Committee meeting.

2.3 The Bursar

2.3.1 The Bursar will provide a termly report to the Governors, with the minutes from the Health & Safety Committee meeting.

2.3.2 The Bursar will ensure that there are adequate resources available for the provision of Health & Safety and monitoring.

2.3.2 The Bursar, supported by the Director of Estates, Estates Manager and St. Margaret's Health & Safety Coordinator will ensure that all reported Health & Safety issues are actioned upon in a timely manner.

2.4 Deputy Heads

The Deputy Heads will be responsible to the Head to ensure that this policy is not only implemented but that all procedures are fully understood by all members of staff.

2.4.1 Ensuring that all Teachers working under them have a full understanding of the practical aspects of the health and safety policy and the various legal requirements that apply within their areas of responsibility.

2.4.2 Ensuring that these teachers are aware of the degree of priority that these matters carry and are provided with the time and encouragement to pursue such matters.

2.4.3 Notifying the Head of any matters within the health & safety policy that they feel could be beyond their competence to deal with.

2.4.4 Report any accidents or near misses via the schools online reporting System (Smartlog) in line with the Recording and Reporting Accidents & Incidents Policy.

2.4.5 Ensuring that the academic and boarding house staff for which they are responsible, co-operate fully with all fire practices and emergency drills.

2.5 Heads of Department

Heads of Departments will be responsible to the Leadership Team for the following.

2.5.1 Ensuring that their departments are run in line with the standards laid out in this policy and within the minimum legal standards and other appropriate standards set out by the school.

2.5.2 Ensuring that the teachers working under them fully understand both the practical aspects along with any other applicable legal requirements that apply within their area of responsibility.

2.5.3 Ensuring that all Teachers working under them have a full understanding of the practical aspects of the health and safety policy and the various legal requirements that apply within their areas of responsibility.

2.5.4 Notifying the Head of any matters within the health & safety policy that they feel could be beyond their competence to deal with.

2.5.5 Report any accidents or near misses via the schools online reporting System (Smartlog) in line with the Recording and Reporting Accidents & Incidents Policy.

2.5.6 Ensuring that the staff for which they are responsible co-operate fully with all fire practices and emergency drills.

2.6 House Parents

2.6.1 Ensuring that all House staff have a full understanding of the practical aspects of the health and safety policy and the various legal requirements that apply within their areas of responsibility.

2.6.2 Ensure that the boarding house risk assessment is reviewed annually as a minimum unless there are any significant changes that could prevent new hazards and that all house staff are fully aware of the control measures that they have put in place.

2.6.3 Liaise with the school Health Centre to ensure that the pupils' medical requirements are adequately catered for.

2.6.4 To administer medication to students and ensure that adequate records are kept in conjunction with the school Medical Centre.

2.6.5 To plan fire evacuation drills at the start of each term, one during the day and one during unsociable hours in conjunction with the Director of Estates and Estates Manger with records being kept.

2.6.6 To ensure that a member of the house staff undertakes the relevant weekly, monthly, and termly health and safety checks on the school's compliance software, Smartlog.

2.7 Employees

2.7.1 The employees of the school must ensure that they take reasonable care of themselves and any other persons who may be affected by their actions. They must also be fully aware of their duties under Section 7 and 8 of the Health & Safety at Work Act 1974. It is every employee's duty to ensure that they not only understand but also support

and implement the school's health and safety policy whilst setting a personal example through their safe behaviour.

2.7.2 All personal protective equipment and safety devices that are provided for protection must be worn.

2.7.3 Employees must observe and adhere to all safety rules and regulations both statutory and set out by the school.

2.7.4 Report any accidents or near misses via the schools online reporting System (Smartlog) in line with the Recording and Reporting Accidents & Incidents Policy.

2.7.5 Report any damages or defective equipment to their line manager immediately.

2.7.5 Ensure that they are familiar with the emergency evacuation procedures for their area.

2.8 Specialist Advisors

External advisers and consultants are brought in as necessary including in the following circumstances:

2.8.1 Complete surveys and inspections of the fabric of the school, its plant, equipment, and systems of work.

2.8.2 Inspect adherence to health and safety in catering and cleaning of the food preparation and eating areas (this is an annual inspection by the EHO)

2.8.3 Complete fire risk assessments annually with an action plan of any remedial works

2.8.4 Undertake regular legionella and water quality sampling

2.8.5 To sample and remove any asbestos containing materials where needed

2.8.6 To provide training in areas such as first aid as well as more specialist training such as minibus driving, technicians, tractor driving competency training amongst others.

2.9 Hirers, Contractors & Others

2.9.1 On occasions that the premises are used for purposes which are not under the direction of the Head, the responsibility for safe practices will fall to the principal person in charge.

2.9.2 The Estates Manager along with the Director of Estates will endeavour to ensure that all contractors, hirers, and others are conducting themselves in such a manner that all statutory and advisory safety requirements are adhered to and met.

2.9.3 All contractors on site will be provide with the contractors on site policy and must present their RAMS and a copy of their public liability in advance.

2.9.4 Under the Health & Safety at Work Act 1974, all contractors undertaking work on the school premises are required to ensure the safe working practices of their employees whilst giving due regard to the safety of all persons using the premises in accordance with sections 3-4 of HASAWA 1974.

2.9.5 Any residential or consumer lettings will act in accordance with the schools' relevant risk assessments for areas to be used will be completed in advance used in unison with the risk assessment provided by the hirer. Both the hirer and the school will retain a copy of each with the information on each disseminated down where appropriate.

2.9.6 Should a contractor neglect their health and safety duties and create hazardous conditions, the Bursar along with the Head may request the contractor is removed from site. In the event that both the Bursar and Head are not on site, this will fall to the next appropriate person.

3 The Health & Safety Committee

The Health & Safety Committee will meet once per term and will be made up from the following members,

- Governor
- Head
- Head of Prep
- Bursar
- Deputy Head Pastoral
- Senior Deputy Head
- Director of Estates
- Estates Manager
- Health & Safety coordinator
- EVC
- Relevant HOD's
- Lead Nurse
- Director of HR

Day to day Health & Safety matters should be dealt with by the schools routine reporting procedures vis Heads of Departments.

The Health & Safety Committee will address the schools overall Health & Safety policy, analyse any trends in accidents/near misses and look at its future strategy. They are not to consider the minutia of day-to-day health & safety matters.

4 Consequences of Non-compliance

Any breaches of this policy may put the students and staff of both St. Mary's and St. Margaret's along with visitors to site, at unnecessary risk and would therefore be considered as serious. This would be dealt with under the school's disciplinary procedure.

5 Communication, review, and maintenance

This policy will be communicated to all employees as part of their induction programme. This policy will be held on the website of both schools. Staff will be informed if there are any changes to the policy. The policy will be reviewed annually to ensure that it remains robust or if there are any significant changes in operation.