



Abbots Bromley School

11. HEALTH AND SAFETY POLICY

1Statutory Policies	11 Health and Safety
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Website	Yes

***This Policy, which is applicable to all students in the school including those in the Early Years Foundation Stage, has been drawn up having regard to the following piece of DoFE Guidance:
- Health & Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (February 2017)***

Governors' Policy Statement

The Custos and all Members of School Council attach the utmost importance to the safety, health and welfare of its employees, students and visitors. They bear ultimate responsibility for Health and Safety at Abbots Bromley School but on a day-to-day basis this is delegated at local level to the Principal and the Bursar.

School Council will ensure that sufficient financial provision is made available to support this policy. The School will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations.

The Principal and the Senior Leadership Team will take steps so far as is reasonably practical, to ensure that Abbots Bromley School is a safe and healthy environment where students can study, live and play; academic and support staff can work and volunteers, parents, visitors, contractors and lettings are welcomed safely.

The Principal along with the other members of the Senior Leadership Team consult on a regular basis with all staff with regards to health and safety issues through the Health and Safety Committee, which meets at least termly and includes representation from School Council.

A safe and healthy school can only be achieved with the full co-operation of all academic and support staff, volunteers, parents, visitors, contractors and lettings. Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the School owes a duty of care.

Breaches of Health and Safety procedures are likely to be treated as a disciplinary issue.

All employees must:

- Exercise their awareness, alertness, self-control and common sense at work.
- Obey all the safety procedures, including the wearing of protective clothing and the use of protective devices as specified by the School.
- Report promptly to their Head of Department or designated Line Manager all hazards, potential hazards, defects in equipment and any shortcomings in the School's work systems or procedures.

Arrangements for Health and Safety

Policy in Action:

Abbots Bromley School has a duty of care to those engaged in its work (students, all members of staff, parents, visitors and volunteers) in respect of their health, safety and welfare. It is our aspiration to look after each other and those with whom we come into contact during our daily activities.

Our objectives are to:

- fulfil the strategic aims of Abbots Bromley School in a safe way, so far as is reasonably practicable;
- plan all activities (be they every day, or one-off events), pre-empt foreseeable risks and take steps to prevent or reduce any perceived risk;
- provide and maintain a safe and healthy environment for our students, parents, employees, volunteers, contractors, and members of the public;
- provide and maintain safe plant and equipment;
- ensure safe use, storage, and handling of hazardous substances;
- provide appropriate information, instruction, and supervision of employees and volunteers so that they may remain safe at all times;

- ensure that employees and volunteers are competent to do the tasks that they are appointed to do and are given adequate training where necessary;
- prevent accidents and cases of ill health;
- consult with employees on matters affecting their safety and health;
- review this policy and the arrangements for implementing it at regular intervals.

At a local level, all staff members of Abbots Bromley School, whether teaching or support staff, are responsible not only for the education and welfare of young people, but also for ensuring that all activities undertaken on site (or off-site for specific activities) are carried out in a safe manner. As a community our aim therefore is to always seek to carry out all our tasks in a safe way.

Risk Assessment

All employees at Abbots Bromley School ensure that when planning activities, any risks that are significant and foreseeable are eliminated or reduced to an acceptable level. All of this will be noted in a dated risk assessment and passed to senior managers for approval, prior to an activity taking place. Based on such risk assessments, management decisions will be made in consultation with the responsible staff as to the safety of each task.

Where there is insufficient competency in-house to ascertain whether the correct level of safety is in place, an external person or authority will be consulted. Specialist contractors or volunteers who have proven professional expertise in health and safety can provide a local resource to assist within their sphere of competence.

Risk Management - Areas of Increased Risk

In general, a school environment can be categorised as a low risk. However, some activities conducted by the School and some areas of the School site have been identified as areas of increased risk.

They are:

- Science Department
- Domestic Science Room
- Equestrian Centre (outsourced)
- Swimming Pool
- Sports Hall
- Sports pitches, netball courts and tennis courts
- Play Areas
- Creative Arts Department
- Dance Studio
- Performing Arts areas
- Kitchen, Laundry and Cleaning Departments
- Maintenance Department
- Grounds Department
- School Trips and Outings

Whilst these areas are of particular importance this list is not exhaustive and **all** Heads of Faculty should ensure that their Faculty Handbook includes a statement setting out how the department deals with Health and Safety issues.

Staff identified as having authority for Health and Safety in their particular area of responsibility should undertake appropriate risk assessments to:

- Identify hazards
- Evaluate the risks associated with those hazards giving consideration as to who might be harmed and how
- Design and implement an action programme for removing or controlling the risk
- Record the significant findings of the risk assessment

- Monitor and review performance

Staff who wish further guidance are advised to read the pamphlet “Five Steps to Risk Assessment” which can be viewed at www.hse.gov.uk/risk/practice.htm.

Personal Responsibility

All School employees, students (as can reasonably be expected for their age) and all other persons entering onto the School’s premises or who are involved in School activities are responsible for exercising care in relation to themselves and others who may be affected by their actions.

Those in charge of visitors (including contractors) should ensure that the visitors adhere to the requirements of the School Health and Safety policy where appropriate. Specifically, you must:

- Make sure that all work is carried out in the approved way and in accordance with School policy;
- Protect yourself and others by wearing the personal protective equipment provided, and by using any guards or safety devices provided;
- Obey all instructions emanating from the Principal, Bursar or Site Manager in respect of Health and Safety;
- Warn your immediate supervisor and ultimately the Health and Safety Coordinator or the Principal/Bursar of any new hazards to be introduced or newly identified risks found in present procedures;
- When appropriate, give your visitors (including contractors) a named contact within the School with whom to liaise. All visitors to the School should report to Reception to sign in;
- Offer any advice and suggestions that you think may improve Health and Safety;
- Report all fires, incidents and accidents immediately to the Bursar, who will alert the Principal;
- Familiarise yourself within the location of fire-fighting equipment, alarm points and escape routes, together with fire procedures;
- If you are in any doubt about any matter of Health and Safety, consult your Head of Faculty, the Site Manager, Bursar or the Principal.

Specific Responsibility for Health and Safety

Every member of staff with a supervisory role is responsible for ensuring, in accordance with the law, the Health and Safety of employees, students and other persons in their area of responsibility and also anyone else who may be affected by their work activities. The Principal formally delegates to specific members of staff the responsibility for Health and Safety as follows:

Area/Activity	Responsible Person
General Public Areas	Site Manager
Main Staff Room	Head of Senior School
Science Rooms	Head of Science Faculty
Medical Centre	Senior Nurse
Music Department	Head of Creative Arts Faculty
Food and Nutrition	Site Manager
Art Department/Photo Lab	Head of Creative Arts Faculty
Swimming Pool	Subject leader PE /Site Manager
Sports Hall, Changing Rooms, Stores and Office	Subject leader PE / Site Manager
All-Weather Pitch, Tennis and Netball Courts	Subject leader PE /Site Manager
IT Network and Hardware	Digital Marketing and Communications Manager / Bursar
Computer Rooms	Subject leader for ICT / Digital Marketing and Communications Manager /
Thompson Hall	Site Manager
Dance Studios and accompanying areas	Directors of Dance School

Area/Activity	Responsible Person
Sixth Form Common Rooms	Head of Sixth Form
Library	Director of Academic Studies
Classrooms / teaching rooms	Individual teachers / Heads of Faculty
Photocopier Areas	Bursar
Duke of Edinburgh Award Activities and Rooms	Duke of Edinburgh Coordinator
Boarding Areas	Head of Boarding
Prep School	Head of Prep School
Kitchens including preparation and storage areas	Catering Manager
Cleaning Cupboards	Domestic Supervisor
Marketing Office	Marketing and Admissions staff
Bursary	Bursar
Maintenance Department	Site Manager
Gardens and Grounds	Site Manager
School Trips and Outings	Educational Visits Co-ordinator
Contractors	Host (often likely to be the Site Manager)
Visitors	Host (often likely to be the Principal, Heads of Schools, Admissions or Bursar)
Road Safety	Bursar

It is the responsibility of the above nominated responsible person:

- To carry out and record risk assessments for their area of responsibility and activities that occur within their area of responsibility;
- Notify the Bursar any planned, new or newly identified significant hazards in their areas and also of the control measures needed to avert any risks involved;
- To report to Principal/Bursar any breach of the safety arrangements;
- When the responsible person is going to be absent for significant periods adequate substitution must be made in writing to the Principal/Bursar. For short periods of absence the persons named above are required to nominate a deputy.
- To report all serious accidents, dangerous occurrences and near misses to the Principal/Bursar.
- Ensuring COSHH and Working at Height regulations are adhered to within their area of responsibility.
- To minimise the risk of death or injury due to fire by ensuring:
 - Fire Notices are appropriately displayed;
 - Fire extinguishers are in the correct location and tags still intact;
 - Any missing fire signs are reported to the Maintenance Supervisor.

Whilst leadership will come from those named above, it is everybody's responsibility to take care of themselves and of others affected by their activities.

Employees and Volunteers, Students, Parents and Visitors should:

- co-operate with leaders and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy).

A positive safety culture is created by everybody playing their part and not by the efforts of one person alone. It is a self-conscious process that must be maintained and does not happen by chance. Life is a risk and no activity is always 100% safe but we will aim for continual improvement of our care.

Whilst we recognise that we all have a duty to manage risks to safety and health, so far as is reasonably practicable, we also acknowledge that certain areas offer greater risk and for these we offer additional guidance by way of additional policies or procedures. An outline is below:

Whole School Policy Area Guidance

<u>1</u>	<u>Accessibility Policy</u>	Guidance on a template plan to ensure the accessibility of education to students with special educational needs and/or disabilities
<u>2</u>	<u>Accident Reporting (RIDDOR)</u>	Requirements for recording accidents and reporting them to enforcing authorities
<u>3</u>	<u>Administering Medication</u>	Process and restrictions on administering medication to pupils
<u>4</u>	<u>Anti-bullying Policy</u>	Guidance on how to prevent and tackle bullying in schools.
<u>5</u>	<u>Asbestos</u>	Requirements for managing asbestos within buildings, arranging for works and maintaining records
<u>6</u>	<u>Child Protection and staff behaviour policy</u>	Guidance on a template policy including code of conduct for staff.
<u>7</u>	<u>Competent Advice</u>	Requirement for health and safety advice from competent persons (internal and external)
<u>8</u>	<u>Control of Access, Security & CCTV</u>	Guidance so that schools can prepare their own policy to take account of their own circumstances and to reflect the needs of their own community
<u>9</u>	<u>Construction Work (CDM)</u>	Guidance on the role of the Client under the Construction (Design and Management) Regulations covering all construction work
<u>10</u>	<u>Contractor Management</u>	Guidance on the selection and appointment of any persons employed on contracting activities
<u>11</u>	<u>Control of Substances Harmful to Health (COSHH)</u>	Requirements for the usage, storage and generation of hazardous substances
<u>12</u>	<u>Display Screen Equipment</u>	Guidance on usage of computer equipment, associated furniture/workplace needs and provision of eye tests
<u>13</u>	<u>Educational visits (EYFS and non EYFS)</u>	Guidance for each area on the process for assessing, approving and undertaking of educational visits
<u>14</u>	<u>Electrical Safety</u>	Guidance on usage maintenance of electrical systems and portable appliance testing
<u>15</u>	<u>Emergency Situations</u>	Guidance on areas for consideration when planning for school contingency plans
<u>16</u>	<u>E-Safety</u>	Requirements for usage and monitoring of electronic based systems by students and staff
<u>17</u>	<u>First Aid</u>	Requirements for the provision and implementation of first aid for students and staff
<u>18</u>	<u>Fire safety, procedures and risk assessment</u>	Guidance on fire risk assessment requirements, the testing of fire protection systems and management of evacuations; also the keeping of records
<u>19</u>	<u>Gas Safety - including LPG</u>	Guidance on the storage, usage and maintenance of gas systems
<u>20</u>	<u>General Workplace Safety</u>	Guidance on general requirements including lighting, temperature control, maintenance of workplace conditions and welfare activities
<u>21</u>	<u>Hot Works</u>	Process for controlling all hot work activities such as welding, brazing, etc.
<u>22</u>	<u>Human Flu Pandemic</u>	Guidance on contingency planning for a human flu pandemic
<u>23</u>	<u>Infection Control</u>	Guidance on notification and control of infection outbreaks
<u>24</u>	<u>Letting and Hiring</u>	Guidance on usage of school premises by third parties
<u>25</u>	<u>Lightning Protection</u>	Requirements for testing, maintenance and usage of contractors on lightning protection equipment
<u>26</u>	<u>Manual Handling</u>	Guidance on safe techniques and areas for consideration when undertaking manual handling
<u>27</u>	<u>Minibus Use</u>	Guidance on the management and usage of vehicles including driver competence

<u>28</u>	<u>New and Expectant Mothers</u>	Requirements for the notification, assessment and monitoring of new and expectant mothers
<u>29</u>	<u>Noise</u>	Guidance on the assessment of noisy activities and the provision of noise control measures
<u>30</u>	<u>Occupational Health</u>	Guidance on the areas for consideration when assessing the needs of pupils and staff
<u>31</u>	<u>Radon</u>	Guidance on the identification, access to information and control of exposure to radon
<u>32</u>	<u>Risk Assessment</u>	Process for identification of hazards, assessment of risk and implementation of control measures
<u>33</u>	<u>Safety Training (including induction)</u>	Guidance on general training requirements and the need for record keeping
<u>34</u>	<u>Security, workplace safety and lone working</u>	Guidance on a template policy for schools to ensure the safety and security of their premises.
<u>35</u>	<u>Smoking</u>	Guidance on smoking within school premises and on school activities
<u>36</u>	<u>Special Education Needs (SEN) and Learning Difficulties</u>	Guidance on areas for consideration when providing educational needs to pupils
<u>37</u>	<u>Stress</u>	Guidance on the management of the workplace and activities to control stress
<u>38</u>	<u>Sun Protection</u>	Guidance on protection of students and staff to UV exposure when undertaking outside activities
<u>39</u>	<u>Swimming Pools</u>	Guidance on maintenance of pools and managing pool bases activities
<u>40</u>	<u>Vehicles and on-site movements</u>	Guidance on the control of school premises when dealing with all vehicle/pedestrian movements
<u>41</u>	<u>Water Quality (including Legionella)</u>	Requirements for the testing and maintenance of water systems, including the use of third parties for specialist activities
<u>42</u>	<u>Work Experience for Pupils</u>	Guidance on topics for consideration when arranging programmed work experience activities
<u>43</u>	<u>Working at Heights</u>	Requirements for deciding on the management of activities at height, including access arrangements

Significant Teaching Risk Areas

All checklists are prompts for Heads of Faculty / Subject Leads or equivalent on the areas for consideration when carrying out teaching area risk assessments. They are not risk assessments in themselves.

PE

Science

Design and Technology

Art

Drama

Home Economics

Support (maintenance, caretaking, grounds)

General Statement of Health and Safety Policy

Part 1

As governors of Abbots Bromley School we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as governors of Abbots Bromley School by appointing, the Vice Chairman with responsibility for overseeing health and safety as part of his general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Principal. However, as governors, we have specified that that the school should adopt the following framework for managing health and safety:

- The governor overseeing health and safety attends the meetings of the school's health and safety committee termly and receives copies of all relevant paperwork.
- A report on health and safety covering: statistics on accidents to students, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Estates Committee meeting.
- The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the committee chairman wishes to bring to the Board's attention.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- These reports (as per point above) are considered by the Estates Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Catering Manager arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year, together with regular external deep cleaning and pest control services, and that the Bursar reports on all these aspects to the Estates Committee.
- The school has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Estates Committee.
- An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the Estates Committee.

- The school has a competent person undertake a risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place.
- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at height training'. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits and to selected members of the non-teaching staff.

All members of staff are responsible for taking reasonable care of their own safety, that of students, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Principal, the Bursar and other members of the School Leadership Team in order to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the bursar.

All employees are briefed on where copies of this statement can be obtained on the school's intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.

Signed:

Mrs Pauline Norvall

Custos, for and on behalf of the Board

Part 2: Organisation

This part of the School's Health and Safety Policy deals with the organisation, planning, implementation, and operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. An diagram has been prepared to assist in the understanding of the health and safety structure within the School, which is shown at the end of this section.

1. School Council (Board of Governors)

The School Council has overall collective responsibility for health and safety within Abbots Bromley School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the School Council in carrying out its duties.

2. Principal

The Principal will assist the School Council in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Principal will also report to the School Council on health and safety performance and assist the School Council in implementing changes in the Policy which the School Council has approved.

3. Bursar

The Bursar will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety

- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction

The Bursar also act as the School Safety Co-ordinator, whose duties include:

- advising the Principal on maintenance requirements
- co-ordinating advice from specialist safety advisors and producing associated action plans
- monitoring health and safety within the School and raising concerns with the Principal
- compliance with the Construction (Design and Management Regulations)
- attending the School Health and Safety Committee

4. Heads of Faculty / Subject Leads

The Heads of Department will ensure, as far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) - Head of Science
- Sports activities – Subject Lead for PE
- Art (including harmful substances and flammable materials) - Head of Faculty
- Music - Director of Music
- Outdoor lessons - Director of Academic Studies
- Trips and visits - Educational Visits Co-ordinator

They will also be responsible for identifying, organising (and maintaining records) of training which are relevant to their area of control.

5. Estates Department

The Site Manager will assist the Bursar with the implementation of the following:

- Building security
- Prevention of unsupervised access by students to potentially dangerous areas (in co-operation with others as appropriate)
- Registration and control of visitors
- Site traffic movements
- Maintenance of School vehicles
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for grounds maintenance activities

6. External Health and Safety Advisors

The Bursar will arrange as appropriate for external consultants to advise on matters of health and safety within the School. Such provision may include:

- Structural surveyors are retained to give advice on the external fabric of the school.
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.
- Gym and fitness equipment and machinery used in both design and technology and in the maintenance department are serviced annually.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department. In addition, the Catering Manager arranges for:
 - An external professional to take swabs of all knives, chopping boards and other kitchen equipment three or four times a year and report on those findings.

- An independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.
 - Professional advice from a dietician on healthier food, menu planning and special diets as needed.
 - Professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc. twice a year.
 - Appropriate pest control measures to be in place.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
 - In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers [and panic buttons are tested annually by a qualified contractor.
 - An external health and safety consultant reports annually on the arrangements for health and safety in all lessons, support areas, public spaces, sports and swimming facilities.
 - The school has a suitable and sufficient risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place.
 - The school maintains an asbestos register and the Bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan. He is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
 - The school's radiation protection supervisor (RPS), is responsible for liaison with the radiation protection advisor of Staffordshire County Council for ensuring compliance with the Ionising Radiation Regulations 1999 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.

7. School Health and Safety Committee

All employees and volunteers should be appropriately informed and consulted on issues that may affect their health and safety. To do this, we have a Health and Safety Committee which meets no less than once a term. The Governor who is responsible for overseeing health and safety attends and chairs these meetings. The minutes of the meetings will be widely circulated and posted on the Senior and Prep School Staff Room Notice Boards. The other members of the Committee include:

- Principal
- Site Manager
- Head of Prep School
- Head of Senior School
- Head of Boarding
- Head of Science Faculty
- Head of Creative Arts Faculty
- Subject Lead for PE
- Digital Marketing and Communications Manager
- Representative from the Medical Centre
- Representative from the Maintenance Team

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the school;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements;
- monitor the implementation of professional advice;
- review health and safety policy guidance and updating it;

- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff.

8. The School Nurse

The School Nurse will be responsible for:

- Maintaining an accident book and reporting notifiable accidents to the Health and Safety Executive
- Keeping statistics and preparing summary reports for the School Health and Safety Committee
- Escorting students to hospital (and informing their parents)
- Checking that all first aid boxes and eye wash stations are replenished

9. Staff

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify their Subject Lead / Head of Faculty of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:-

- follow the Policy;
- take reasonable care for the health and safety of themselves and others who may be affected
- follow requirements imposed on the School or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed
- carry out all reasonable instructions given by managers / senior staff
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

Diagram Showing the Organisation for Health and Safety

Governors and Trustees

Overall responsibility For Health And Safety at Board level through the Estates Committee and School Council

Named Governor

Responsibility for oversight of Health and Safety and in attendance at Health and Safety Committee meetings

Principal

Responsible for day to day operations and organisation of Health and Safety

Bursar

School Safety Co-Ordinator responsible for management of safety and security of site.
Regulatory compliances
Chair of Health and Safety Committee

External

Professional Advisors

Members of the Health and Safety Committee

Named Governor
Principal
Bursar
Site Manager
Head of Prep School
Head of Senior School
Head of Boarding
Head of Science Faculty
Head of Creative Arts Faculty
Subject Lead for PE
Digital Marketing and Communications Manager
Representative from the Medical Centre
Representative from the Maintenance Team