

## Health and Safety Policy (Trust including EYFS)

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**Forward**

The St Bede's School Trust Sussex Health and Safety Policy is issued in accordance with Section 2(3) of the Health and Safety at Work, etc. Act 1974 and is composed of three parts:

- |                |   |  |
|----------------|---|--|
| <b>Part 1:</b> | <b>Statement of intent</b>                      | Sets out the Trust's commitment to maintaining the health, safety and welfare of all persons affected by its activities and undertakings                                 |
| <b>Part 2:</b> | <b>Organisation, roles and responsibilities</b> | Details the duties and responsibilities of the Board of Governors, staff, pupils, and contractors and the consultation and communication structure for health and safety |
| <b>Part 3:</b> | <b>Health and Safety Arrangements</b>           | Provides a summary of the health and safety systems and procedures implemented within the Trust. The contents of this section can be found on MyBedes.                   |

Health and safety is everyone's responsibility, and the success of this Health and Safety Policy and the embedding of a positive safety culture throughout the Trust is very much contingent upon the co-operation and involvement of all members of the Trust community. To achieve this, everyone to whom this policy is directed is requested to understand the Trust's expectations, meet their responsibilities and duties and undertake their activities in accordance with the health and safety systems and procedures implemented within the Trust.

This policy takes in to account the requirements of the 2014 Department for Education Guidance Document – Health and Safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies.

Comments on this document, requests for further information or clarification on any aspect of its contents should be made to the Health and Safety Manager.

A copy of this publication along with associated documents and further information may be viewed and printed from MyBedes.

Peter Goodyer  
CEO

**Part 1 – Statement of Intent**

The Governors of St Bede's School Trust Sussex (hereafter referred to as the Trust) and the CEO / Head of the Senior School (hereafter referred to as the CEO) are committed to providing a safe and healthy environment for all members of the Trust community and to complying with all statutory health and safety obligations, including providing a safe and healthy working environment, safe equipment and safe systems of work.

As the Directors of the employing organisation, the Board of Governors is responsible for the formulation, development and implementation of the Health and Safety Policy and expects the cooperation and support of all employees and pupils in order to meet this objective.

The Trust recognises and accepts its responsibilities for providing a safe and healthy environment for;

- Employees engaged in the Trust's work or business activities
- Pupils whilst they are engaged in activities which are under the supervision of the Trust
- Other persons who have access to the Trust's property or may be affected by the work and undertakings of the Trust such as parents, visitors, tenants, contractors and members of the public

The Trust will ensure that effective consultation takes place with all members of staff on health and safety matters and that individuals are consulted before making any significant changes to their health and safety arrangements, or to any health and safety functions allocated to them.

The Trust has employed a Health and Safety Manager as a 'Competent Person' but where necessary, will seek additional specialist advice to determine the risks to health and safety and the precautions required to deal with them.

The Trust will provide suitable and sufficient information, instruction, training and supervision to all employees in respect of the risk to their health and safety.

This Policy applies to the Board of Governors, all Trust staff, pupils, visitors, and contractors. The Board of Governors requires the cooperation and the support of all staff to maintain high standards of health and safety in all the Trust's activities.

Signed:  Date: 16.12.19 G Watkins  
Chair of Governors

Signed:  Date: 13.12.2019 P Goodyer  
CEO

## **Part 2 – Organisation, Roles and Responsibilities**

This section lists the health and safety duties and responsibilities of the Trust, staff, pupils and contractors and details the communication channels and consultation arrangements for health and safety matters.

### **2.1 Board of Governors**

As Directors of the employing organisation, the Governors have overall responsibility for health and safety throughout the Trust community and in particular shall;

- Nominate a Governor with specific responsibility for overseeing health and safety management within the Trust.
- Allocate sufficient resources to ensure the management of health and safety is adequate, including the implementation of the Health and Safety Policy.
- Ensure arrangements and procedures are in place and implemented for all applicable health and safety legislation.
- Ensure that the CEO and Bursar are competent to undertake delegated duties to ensure the management of health and safety is adequately resourced, including implementation of the health and safety policy.
- Include health and safety as an agenda item at every Board of Governors meeting and receive a report on health and safety matters summarising reportable injuries, dangerous occurrences, significant incidents and near misses which have occurred in the preceding period.
- Bi-annually review and agree any amendments to the Trust's Health and Safety Policy

### **2.2 CEO**

The CEO, on behalf of the Board of Governors is responsible for the management of Health and Safety throughout the Trust community. In particular, the CEO shall;

- Identify Senior Managers and competent persons who can undertake delegated duties to ensure the management of health and safety is suitable and sufficient, including the implementation of the Health and Safety Policy.
- Allocate resources to ensure management of health and safety can be adequately resourced including the implementation of the Health and Safety Policy and health and safety training needs.
- Abide by the duties and responsibilities detailed under the All Employees section.
- Abide by the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers and Supervisors section.

### **2.3 Deputy Heads of the Senior and Prep Schools and Director of Summer School**

These posts are senior academic positions and in particular they shall;

- Ensure all academic staff under their responsibility are familiar with applicable safety rules, fire evacuation procedures, safe systems of work, risk assessments, other policies and also their duties and responsibilities as detailed in the Health and Safety Policy, and ensure relevant training processes are in place and if necessary exercise the appropriate disciplinary procedures if staff fall short of these requirements.
- Identify competent persons who can undertake delegated duties to ensure the management of health and safety is adequate, including the implementation of the Health and Safety Policy.
- Ensure academic heads of department carry out suitable and sufficient risk assessments within their sphere of work and where hazards are identified, ensure that appropriate control measures are implemented.

- Ensure off site trips are organised and arranged in accordance with the Trip Policy including undertaking of suitable and sufficient risk assessments.
- Attend and participate in the health and safety related policies and procedures put to them for consideration.
- Fulfil duties and responsibilities detailed under the All Employees section.
- Fulfil duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers, Supervisors section.

#### **2.4 Director of Safeguarding, Deputy Designated Safeguarding Leads**

The Director of Safeguarding and the Deputy Designated Safeguarding Leads, are responsible for leading, coordinating and monitoring the quality of support and care provided to the students and in particular, they shall;

- Support and advise staff on safeguarding responsibilities.
- Refer concerns and liaise with East Sussex Safeguarding Children Board and Children's Access Point.
- Maintain detailed and accurate written records of child protection concerns.
- Monitor and report on compliance with the Safeguarding Policy.
- Ensure staff have access to and understand the Trust Safeguarding Policy.
- Ensure that all staff including part time and temporary, and volunteers are suitably inducted and receive regular refreshment training in safeguarding procedures.
- Attend and participate in the Health and Safety Committee Meetings.
- Fulfil the duties and responsibilities detailed under the All Employees section.
- Fulfil the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers, Supervisors section.

#### **2.5 HMs and Deputy HMs**

Housemasters (HMs) and their deputies have responsibility for pupils in their care throughout all periods of the day and night. In particular, they shall;

- Ensure that all pupils in their care are aware of the action to be taken in the event of a fire alarm and undertake a (boarding) house fire evacuation at least once a term, with the first evacuation of the academic year being during a sleeping period.
- Ensure fire evacuations are recorded and notified to the Health and Safety Manager
- Undertake the role of Fire Marshal for their boarding house and ensure fire controls are monitored and implemented in accordance with the Fire Safety Policy
- Ensure entrances to the (boarding) house are secure at all times
- Report all (boarding) house hazards, defects, unsafe conditions or concerns to the Estates Department using the defect reporting system. Hazards representing imminent danger are to be treated as urgent and reported accordingly
- Ensure all pupil activities and events arranged by the House are undertaken and organised to ensure the health and safety of those involved and where necessary on the basis of a suitable and sufficient risk assessment
- Hold a current Level 1 Food Safety and Hygiene Certificate
- Abide by the duties and responsibilities detailed under the All Employees section.
- Abide by the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers, Supervisors section.

## 2.6 Educational Visits Coordinators

The Senior School and Prep School Educational Visits Coordinators (EVC) are responsible for ensuring educational visits including adventure activities lead by school staff are planned and managed in accordance with the Educational Visits (Trips) Policy. In particular, they shall;

- In conjunction with the Senior Management team, ensure the Trip Policy and guidance is followed
- Ensure new academic staff are familiar with and understand the requirements of the Trip policy
- Ensure that competent people lead or supervise a visit by assessing their competence against predetermined standards
- Ensure the aims of the visit are in line with those set down in the trip policy and are achievable
- All incidents or accidents occurring on trips are reported
- Ensure that there is an effective process in place for reviewing all trips
- Ensure disclosure and barring service checks are in place for staff and volunteers accompanying pupils on residential trips or visitors and for staff of other organisations working directly with Bede's pupils
- Confirm suitable and sufficient risk assessments have been carried out
- Have an overview of the trips taking place
- Ensure the School's Management of Behaviour and other relevant policies are transferred off-site successfully and are consistently applied
- Ensure the liaison with parents, particularly with regards to obtaining consent is effective
- Abide by the duties and responsibilities detailed under the All Employees section
- Abide by the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers and Supervisors section

## 2.7 Bursar

The Bursar, in conjunction with the Senior School Principal Deputy Head and Prep School Head and the Director of Summer School, is operationally responsible for the implementation and management of health and safety throughout the Trust community. In particular, the Bursar shall:

- Identify managers and competent persons who can undertake delegated duties to ensure the management of health and safety is adequate, including the implementation of the Health and Safety Policy.
- Allocate sufficient resources to ensure the management of health and safety is adequate, including the implementation of the Health and Safety Policy.
- Present at each Board meeting a report detailing health and safety matters, including a summary of the reportable occurrences, significant incidents and near misses which have occurred in the period.
- Ensure health and safety training needs are identified and resourced.
- Ensure that adequate risk assessments are undertaken and implemented for support department functions.
- Attend and participate in the Health and Safety Committee Meeting.
- Attend and participate in the Security Committee.
- Ensure the Catering contractor meets its responsibility to establish and monitor systems to ensure catering operates in accordance with the Food Safety (General Food Hygiene) Regulations 1995 and The Food Hygiene (England) Regulations 2005.
- Ensure the Catering contractor meets its responsibility to establish and monitor systems, in conjunction with the organising person, to ensure internal catering events are arranged and undertaken to ensure the safety of all persons attending or working at them.
- Abide by the duties and responsibilities detailed under the All Employees section

- Abide by the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers, Supervisors section.

## **2.8 Director of Sport**

The Director of Sport shall;

- Ensure suitable and sufficient first aid cover is in place for all matches and competitions.
- Ensure coaches are adequately trained and competent for the sports they are involved with.
- Ensure that all coaches understand and follow the procedures for accidents and emergencies.
- Be responsible for all risk Assessments, policies and procedures pertaining to the sports programme, including off site trips and tours.
- Monitor and close out actions from the annual Sports Equipment Inspection Report.
- Attend and report to the Health and Safety Committee meetings.
- Abide by the duties and responsibilities detailed under the All Employees section
- Abide by the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers and Supervisors section

## **2.9 Director of Estates**

The Director of Estates is responsible for the safe development and upkeep of the Trust's buildings and grounds. In particular, they shall:

- Manage the Health and Safety Manager
- Ensure a robust system is implemented to receive reports of, and close out, defects and hazards to the fabric of the premises or fixed installations
- Oversee, in consultation with the appropriate Head of Department or Senior Manager, the installation of new equipment and services to ensure compliance with statutory provisions
- Monitor the condition of buildings, plant and other installations and make recommendations to the Bursar regarding their safe and efficient operation
- Manage contractors and fulfil applicable duties in accordance with the Contractor Management and Selection Policy
- In conjunction with the Health and Safety Manager ensure the Trust discharges its duties and responsibilities as 'Client', 'Contractor' and 'Designer' under the Construction Design Management Regulations 2015 (CDM Regulations) and other relevant statutory provisions relevant to the undertakings of the Trust
- Organise and monitor the closure of actions identified from fire risk assessments
- Ensure all landlords duties and responsibilities are correctly discharged by the Trust
- Ensure all statutory tests and inspections are carried out in respect of plant, equipment and buildings
- Ensure that firefighting equipment, fire alarms and other fire control devices and measures are tested and inspected in accordance with statutory provisions and guidance
- Ensure all legionella controls are implemented, tested and inspected in accordance with statutory provisions and guidance
- Ensure electrical controls are implemented, tested and inspected in accordance with statutory provisions and guidance
- Organise and chair the Estates Committee and attend and participate in the Health and Safety Committee meetings
- Abide by the duties and responsibilities detailed under the All Employees section
- Abide by the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers, Supervisors section.

## 2.10 Head of HR

The Head of HR has an important employee advocacy role in terms of protecting and promoting worker health, safety and wellbeing. In particular, they shall;

- Attend and participate in Health and Safety Committees.
- Support line managers to meet their duties and responsibilities in relation to employee wellbeing including addressing workplace harassment and bullying, attendance management, disability management, workers' compensation claims, return to work programs, job design, wellness initiatives and performance management.
- Ensure necessary health and safety training required for employee job roles is suitably resourced and provided for within the business.
- Ensure job descriptions identify clearly any health and safety training requirements for the role
- Monitor factors that might suggest there is a problem with stress-related illness in the business, for example, high rates of absenteeism, staff turnover, poor performance, conflict between staff.
- Ensure managers receive sufficient training such that they are able to complete effective risk assessments for the staff they manage, for example in relation to new and expectant mothers, and that these are monitored regularly and any recommendations are being implemented and adequately funded.
- Ensure the development and delivery of a stress management strategy for the business.
- Plan for stress-related risks when embarking on significant organisational change.
- support managers in taking action to prevent and manage stress

## 2.11 Director of Summer School

The Director of Summer School, in conjunction with the Bursar, is operationally responsible for the implementation and management of health and safety throughout the Summer School community. In particular, they shall:

- Recruit competent managers and persons who can undertake delegated duties to ensure the management of health and safety is suitable and sufficient, including the implementation of the Health and Safety Policy.
- Allocate sufficient resources to ensure the safe management of the Summer School.
- Ensure health and safety training needs are identified and resourced sufficiently.
- Ensure that adequate risk assessments are undertaken and implemented for support department functions.
- Ensure systems, processes and procedures are in place to ensure suitable and sufficient reporting of health and safety issues or concerns and management of accidents, incidents and near misses ensuring any lessons are learned.
- Attend and report on Summer School Health and Safety to the annual Health and Safety Management Committee Meeting.
- Abide by the duties and responsibilities detailed under the All Employees section
- Abide by the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers, Supervisors section.

## 2.12 Health and Safety Manager

The Health and Safety Manager is responsible for coordinating health and safety activities and for providing the primary source of health and safety advice, guidance and assistance. They must not take on other managers' responsibilities. In particular, they shall;

- Provide advice, guidance and assistance to the Health and Safety Committee and other members of staff to enable the Trust to fulfil its requirements under the relevant statutory provisions.



- Keep abreast of existing and proposed legislation affecting health and safety, advising the Health and Safety Committee and others of the effects of amendments and proposals and identify means of implementation where required.
- Review the Health and Safety Policy and recommend any changes to meet current statutory provisions or industry good practice.
- Manage the production and review of fire risk assessments.
- Collate accident and incident data and report this to the Health and Safety Committee.
- Notify reportable injuries and incidents to the Health and Safety Executive and undertake investigations in accordance with the accident and incident procedure.
- Undertake health and safety inductions for new staff as required.
- Identify health and safety training needs in conjunction with Heads of Departments.
- Manage a programme of health and safety inspections of workplaces throughout the Trust.
- Manage a programme of external auditing as necessary.
- Source additional specialist health and safety assistance when necessary.

### **2.13 Facilities Manager**

The Facilities Manager is responsible for the safe upkeep and maintenance of buildings, installations and equipment. In particular, they shall,

- Ensure compliance with all facilities related regulations and guidance.
- Ensure all maintenance activities are undertaken in a responsible and safe manner in accordance with safe systems of work and risk assessments.
- Manage contractors and fulfil applicable duties in accordance with the Contractor Management Policy.
- Receive reports of defects and hazards to the fabric of the premises or fixed installations, determine appropriate action and make arrangements for hazards and defects to be eliminated or managed.
- Establish methods to ensure all statutory tests, inspections and calibrations are carried out in respect of plant, equipment and buildings and all certificates and records are kept up to date.
- Establish methods to ensure all legionella controls are implemented, tested and inspected in accordance with statutory provisions and guidance and records are kept up to date.
- Establish methods to ensure electrical controls are implemented, tested and inspected in accordance with statutory provisions and guidance and records are kept up to date.
- In conjunction with the Director of Estates and the Health and Safety Manager, ensure the Trust discharges its duties and responsibilities as 'Client', 'Contractor' and 'Designer' under the Construction Design Management Regulations 2015 (CDM Regulations) and other relevant statutory provisions relevant to the construction and maintenance functions of the Maintenance Department.
- Monitor the condition of buildings, plant and other installations and make recommendations to the Director of Estates regarding their safe and efficient operation.
- Recommend to the Director of Estates all appropriate equipment and plant to safely carry out the activities under their control.
- Ensure permits to work are completed and records kept up to date.
- Abide by the duties and responsibilities detailed under the All Employees section
- Abide by the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers, Supervisors section.

### **2.14 Head of Grounds**

The Head of Grounds is responsible for the safe upkeep and maintenance of the Trust grounds and outside sports areas. In particular, they shall:

- Manage the grounds team and any contractors providing services in relations to grounds activities.
- Receive reports of defects and hazards associated with the Grounds Departments areas of responsibility, determine appropriate action and make arrangements for the hazards and defects to be eliminated or managed.
- Ensure, so far as practicable, sufficient stocks of de-icing agents are held and applied to keep the Trust pathways, vehicle and pedestrian routes free from ice and snow during the winter season.
- Ensure parking arrangements are in place and appropriately marshalled for extraordinary events.
- Monitor the condition of equipment, trees and other grounds areas and make recommendations to the Director of Estates regarding their safe and efficient operation.
- Recommend to the Director of Estates all appropriate equipment and plant to safely carry out the activities under their control.
- Abide by the duties and responsibilities detailed under the All Employees section.
- Abide by the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers, Supervisors section.

### **2.15 Head of Transport**

The Head of Transport is principally responsible for the management of the Trust's minibus fleet. In particular, they shall;

- Organise all vehicle statutory inspections, internal inspections, risk assessments, vehicle repairs.
- Manage associated records as detailed in the Vehicle and Driving Handbook and Policy (all vehicles).
- Abide by the duties and responsibilities detailed under the All Employees section.

### **2.16 Head of Nursery**

The Head of Nursery is responsible for the safe and effective management of the nursery. In particular, they shall;

- Keep up to date and comply with legislation concerning Child Protection/Safeguarding and Food Hygiene and ensure appropriate policies and procedures are in place to meet compliance requirements
- Safeguard children through following correct procedures including carrying out risk assessments.
- Supervise staff appropriately and ensure the safe planning and preparation of activities.
- Ensure that the nursery is a safe environment for children, equipment is safe, standards of hygiene are high, safety procedures are implemented at all times, and fire drills are regularly practiced.
- Ensure safe and effective ratios of supervision of staff to children.
- Be responsible for health and safety matters in both normal and emergency situations in accordance with HSE and nursery guidelines including being fully conversant with fire drills and other emergency procedures and taking responsibility for all users of the facilities and perform staff safety inductions.
- Maintain accurate and up-to-date records for all children including attendance, medical records, emergency contact numbers, care plans, accident reports and risk assessment records.

- Liaise with the Health and Safety Manager as necessary and provide updates/reports as required
- Abide by the duties and responsibilities detailed under the All Employees section
- Abide by the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers, Supervisors section.

### **2.17 Lead Nurse**

The Senior or Lead Nurse in charge of the Health and Wellbeing Centre at the Senior School is responsible for the management of it and of the Matrons across the School. In particular, they shall:

- Establish and monitor systems to ensure the Health and Wellbeing Centre is organised in accordance with the National Minimum Standards for Boarding Schools.
- Be responsible for maintaining and reviewing the First Aid Policy.
- Be responsible for recording accidents and injuries to students, staff and any other persons on site where necessary and for reporting this data to the Health and Safety Committees.
- Undertake the role of principal first aider and comply with the duties and responsibilities as detailed in the First Aid Policy.
- Abide by the duties and responsibilities detailed under the All Employees section
- Abide by the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers, Supervisors section.

### **2.18 Radiation Protection Supervisor**

The Trust Radiation Protection Supervisor is responsible for the management of all radioactive sources held by the Trust. In particular, they shall:

- Store, manage and control the radioactive sources at the Senior School in accordance with CLEAPSS guidance document L93 – Managing Ionising Radiations and Radioactive Substances in Schools
- Ensure all teachers and technicians who need to handle or use sources are appropriately trained either through suitable internal or external training
- Ensure that the radioactive sources are all accounted for and kept secure
- Ensure that equipment is maintained in good working order
- Ensure regular monitoring is carried out on radioactive sources, their containers and stores
- Ensure all records required are accurate, up-to-date and kept secure
- Know what actions to take in an emergency situation
- Liaise with the relevant local authority Radiation Protection Advisor to ensure annual audits are scheduled and authorisation to operate is maintained
- Review and implement any guidance updates provided by CLEAPSS
- Bring to the attention of their line manager any training opportunities to maintain and develop competency in this role
- Abide by the duties and responsibilities detailed under the All Employees section.

### **2.19 Heads of Departments, Teachers, Line Managers, Supervisors**

All Heads of Departments, Teachers, Line Managers and Supervisors have a duty to ensure the safety of those persons under their responsibility. In particular, they shall:

- Ensure all persons (employees, pupils, visitors, parents etc) under their responsibility are familiar with applicable safety rules, fire evacuation procedure, safe system of work, risk assessments and also their duties and responsibilities as detailed in the School's Health and

Safety Policy and exercise the appropriate disciplinary procedures if persons fall short of these requirements.

- Identify competent persons in their departments who can undertake delegated duties to ensure the management of health and safety is adequate, including the implementation of the School's Health and Safety Policy
- Identify training needs and ensure all employees under their responsibility are trained and competent to undertake their tasks and that training activities are recorded and monitored
- Where required, liaise with the Bursar prior to purchasing significant new equipment and services to allow due consideration of applicable statutory provisions
- Manage contractors and fulfil applicable duties in accordance with the Contractor Management Policy
- Monitor activities and areas and ensure safety rules, safe systems of work and other health and safety requirements are implemented
- Academic Staff - Organise and arrange off campus trips in accordance with the Trip policy.
- Academic Staff - Ensure all pupil activities and events are undertaken and organised to ensure the health and safety of all persons involve
- Where required, undertake risk assessments of their work areas or activities
- Ensure, so far as practicable, all equipment, devices and areas used by persons under their responsibility are safe, appropriately guarded and free from defects that may cause injury
- Remove from service and quarantine equipment with serious faults that may cause injury
- Ensure, where required, periodic checks are undertaken on equipment or vehicles and records are kept up to date
- Ensure, when allocating tasks or organising activities, all safety controls and equipment are considered and provided prior to the activity commencing
- Keep themselves up to date with safety innovations and works methods applicable to their role
- Abide by the duties and responsibilities detailed under the All Employees section

## 2.20 All Employees

All employees have legal obligations placed on them by the Health and Safety at Work Act 1974 and other health and safety regulations. Employees who fail to fulfil these obligations are committing a criminal offence which could lead to criminal prosecution in the event of serious accidents or incidents. In particular, all employees shall:

- Take care of their own health and safety and that of other persons who may be affected by their acts or omissions, e.g. colleagues, pupils, visitors, members of the public, delivery staff, contractors etc
- Understand, support and comply with the Trust's Health and Safety Policy
- Fully co-operate with the Trust in all matters relating to health and safety including attending training courses, and undertaking tasks in accordance with training and briefings received, safe systems of work, risk assessments, safety rules and other policies and procedures
- Politely ask unfamiliar persons the purpose of their visit and if required assist them to their destination or, if there is no reasonable justification for their visit, politely, but firmly, ask them to leave the premises or continue along the Public Right of Way
- Participate in the risk assessment programme
- Not intentionally or recklessly interfere or damage any article provided for the benefit of health and safety, such as personal protective equipment, fire extinguishers, etc
- Not operate any equipment or plant unless they are competent to undertake the activity
- Understand the action to take in the event of a fire or emergency situation
- Wear personal protective equipment and clothing and use appropriate safety devices at all times in accordance with training and briefings received, safe systems of work, risk assessments, safety rules and instructions from managers

- Report all accidents, incidents and near misses in accordance with the Accident and Incident Reporting Policy
- Report all hazards, defects and unsafe conditions to their line manager or via the defect reporting system. Hazards representing imminent danger are to be made safe if possible or reported to their line manager or another senior person immediately
- Bring to the attention of their line manager or the Health and Safety Manager any safety issues they wish to be raised at the Health and Safety Committee meeting
- Recommend to their line manager any appropriate equipment and devices to safely carry out their activities or duties
- Promote a positive safety culture at all times by behaving in a responsible manner, setting a personal example and advising others of safe work practices

## 2.21 Contractors

Contractors employed to carry out work for the Trust are required to abide by the Control of Contractors Policy. In particular, they shall:

- Where required complete the Contractors Approval Form, supplying all documentation as requested by the Estates team
- Supply evidence of their certification or registration to Regulatory agencies as necessary
- Supply to the Estates team prior to commencing work, copies of specific risk assessment, method statements and safe systems of work appropriate to the activities being undertaken
- Comply with their relevant responsibilities and regulations under the Construction Design Management Regulations 2015 and all other statutory provisions
- Take all necessary steps to ensure the health, safety and welfare of their own employees and subcontractors, and also other persons not in their employment who may be affected by any works under their control
- Comply with any safety instructions given by a member of the Estates team
- Comply with any permits to work issued by the Estates team
- Comply with all signing in and out procedures
- Immediately notify the Trust of any accidents, incidents or near misses
- Abide by the duties and responsibilities detailed under the All Employees section.

## 2.22 Pupils

All pupils shall:

- Take reasonable care of their own health and safety and that of others who may be affected by their acts and omissions whilst on Trust's premises or whilst engaged in School activities off site
- Obey all School, boarding house and classroom safety rules and instructions
- Familiarise themselves with emergency procedures such as fire evacuation and first aid
- Not use any tools or equipment without the permission and knowledge of a member of staff
- Ensure that appropriate personal protective equipment and clothing is used where provided and specified as necessary by a teacher or other member of staff
- Report all accidents, incidents and hazards immediately to a member of staff
- Not deface, damage, interfere with or remove any signs or safety equipment provided for health, safety or welfare purposes, such as fire extinguishers, fire doors, lighting etc.

## **2.23 Health and Safety Committees**

Health and safety is an agenda item at every meeting that is held by the Trust. All issues raised will firstly be brought to the attention of the person responsible for that area or if the matter is unresolved to the line manager of the person responsible for that area. If a satisfactory conclusion is not reached or the issue is deemed serious enough it will be brought to the attention of the Health and Safety Manager.

The Health and Safety Committee will meet once per academic term and is principally charged with reviewing the day to day implementation and management of health and safety throughout the whole Trust community.

Membership of the Health and Safety Operational Committee for the Senior School will consist of:

- Bursar (Chair)
- Health and Safety Governor
- Director of Estates
- Director of Safeguarding
- Committee Secretary
- Director of Summer School
- Health and Safety Manager
- Principal Deputy Head
- Deputy Head Co-Curricular
- Head of HR / HR Manager
- Head of Nursing / Lead School Nurse
- Head of Boarding
- Facilities Manager
- Head of Transport
- Events Manager
- Security Coordinator
- Director of Sport
- Catering Manager

Membership of the Health and Safety Operational Committee for the Prep School will consist of;

- Bursar (Chair)
- Health and Safety Governor
- Head of Prep School
- Deputy Head and Head of Boarding
- Director of Estates
- Director of Safeguarding
- Committee Secretary
- Director of Summer School
- Health and Safety Manager
- Head of HR / HR Manager
- Head of Nursing / Lead School Nurse
- Head of Nursery and EYFS
- Deputy Head (Academic)
- Maintenance Manager
- Head of Transport
- Catering Manager

The Health and Safety Committee responsibilities are to:

- Provide guidance and support in the development and review of health and safety policies, procedures and guidance
- Review significant events and other risks
- Communicate to staff and other stakeholders on health and safety matters including policy changes
- Monitor health and safety performance within the Trust
- Provide regular reports to the Governors.
- Consider recommendations from audits and investigations
- Discuss and act as appropriate on issues raised by staff and students

The Health and Safety Management Committee is an overarching committee which consists of a group of key staff that are in a senior position of control to shape and give direction to the management of health and safety across the Trust. Membership consists of;

- Bursar (Chair)
- Health and Safety Governor
- Director of Estates
- Principal Deputy Head
- Director of Safeguarding
- Head of HR
- Head of Boarding
- Head Prep School
- Health and Safety Manager
- Lead Nurse
- Summer School representative

This Committee meets annually and its responsibilities are to;

- Review the performance and effectiveness of Operations Committee meetings
- Review Trust wide academic year incident data
- Review the potential impact of any known forthcoming changes in health and safety legislation or statutory guidance
- Review progress against the Trust Health and Safety Strategic Improvement Plan and prepare a new Plan for the forthcoming financial year, taking into account the expected staff and financial resources (Health and Safety Budget) that will be available
- Approve any health and safety documentation for submission to the Board of Governors
- Approve the services and appointment of any external health and safety services
- Report to the Board of Governors on matters relating to the management of health and safety within the Trust, via the Health and Safety Governor.

## **2.24 Consultation**

To enable the School to fulfil its health and safety responsibilities employees are consulted on health and safety matters. This is achieved by:

- Termly Health and Safety Meetings, including termly communications to all staff inviting them to raise any health and safety concerns, and the publication of meeting minutes on MyBedes
- Representation on the Health and Safety Committee by a wide cross section of the departments within the Trust including support staff, heads of department and a Governor representative
- Health and safety meeting information communicated to Governors
- Induction training for all staff at commencement of employment

- Staff training on health and safety matters
- Annual review of health and safety arrangements through the Health and Safety Management Committee with consultation of relevant departments and Governors
- Health and safety Information highlighted on notice boards
- Estates reporting processes

## 2.25 Communication

Minutes of meetings will be published on MyBedes.

## Part 3 – Health and Safety Arrangements

All staff are expected to familiarise themselves with the policies and sections below that are applicable to their role. The documents can be found on MyBedes. If the documents are under review they may not be available, in which case please contact the Health and Safety Manager for further advice.

Ref.no	Policy Title
H&S1	Accident, Incident, Hazard Reporting Policy
H&S2	Pupil access to risky areas Policy
H&S3	Asbestos Management Plan
H&S4	Control of Contractors Policy
H&S5	Control of Substances Hazardous to Health (COSHH) Policy
H&S6	Critical Incident Policy
H&S7	Display Screen Equipment Policy
H&S8	Educational Visits (Trips) Policy
H&S9	Electrical Safety Policy
H&S10	Fire Safety Policy
H&S11	First Aid Policy
H&S12	Health and Safety Committees Policy
H&S13	Health and Safety Policy
H&S14	Legionella Management Policy
H&S15	Lone Working Policy
H&S16	Managing Occupational Road Risk Policy
H&S17	Managing work related stress Policy
H&S18	Moving and Handling Policy
H&S19	Portable Appliances Testing (PAT) Policy
H&S20	Personal Protective Equipment (PPE) Policy
H&S21	Risk Assessment Policy
H&S22	Tree Safety Management Policy
H&S23	Visitor Management Policy
H&S24	Waste Management Policy
H&S25	Working at Height Policy

## Policy Review

This Policy is subject to biannual review, or sooner if a significant change in health and safety legislation or arrangements requires.

<b>Owned by:</b>	Trust Health and Safety Manager
<b>Authorised by:</b>	Governing Body
<b>Approved:</b>	December 2019
<b>Review:</b>	December 2020
<b>Circulation:</b>	All staff, Website



Date	Review Comments	Reviewed By
22.4. 2015	<p>Interim review of the Policy:</p> <p>Reference to non-statutory advice guidance from the Department for Education "Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers and Governing Bodies – ISSR para 129</p> <p>Reference to the Trust Risk Assessment and Security Policies added.</p> <p>Clearer reference to the 1<sup>st</sup> July 2007 Smoke Free Law added.</p>	Trust Health and Safety Coordinator
14.5.2015	Full review of the Trust Health and Safety Policy procedures and arrangements in accordance with statutory and non-statutory legislation – No changes made	Trust Health and Safety Coordinator
27.4.2016	<p>Full review of the Policy.</p> <p>Information added and updated regarding E-Cigarettes and Vaping and Trust Eyecare Voucher Scheme for regular users of VDU's</p> <p>Prep School Emergency Contact details added</p>	Trust Health and Safety Coordinator
06.6.2017	No changes made.	Director of Estates
11.05.2018	<p>Full review and widespread changes to all content.</p> <p>Reorganisation of Policy structure to create more distinct sections.</p> <p>Application of Plan, Do, Check, Act to the Policy.</p> <p>Removal of names (replaced with roles) from Appendix 1.</p>	Trust Health and Safety Coordinator
14.08.19	<p>Full review and widespread changes to all content. Now follows structure required by HSG65;</p> <ul style="list-style-type: none"> <li>- Statement of intent</li> <li>- Organisation (outlining roles and responsibilities)</li> <li>- Arrangements (policies and procedures)</li> </ul>	Health and Safety Manager

