

## HEALTH AND SAFETY POLICY

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THIS POLICY APPLIES TO MILLFIELD, MILLFIELD PREP SCHOOL AND MILLFIELD PRE-PREP SCHOOL (INCLUDING EARLY YEARS FOUNDATION STAGE OR EYFS), AS WELL AS MILLFIELD ENTERPRISES, TOGETHER REFERRED TO IN THIS POLICY AS "MILLFIELD".

### STATEMENT OF INTENT

The Governing Body of Millfield is committed to maintaining a safe and healthy working environment for all staff, pupils and visitors.

To achieve this commitment the co-operation of all staff, pupils and visitors is necessary.

### Appropriate policies and procedures will be maintained to ensure the provision of:

- First aid and supporting medical needs
- Adequate information, instruction, training and supervision on health and safety issues to all staff, pupils, visitors, contractors and agency workers
- Consultation arrangements with employees
- Reporting of incidents and near misses through internal (SafeSmart) and external (RIDDOR) systems
- Appropriate resources to be made available to ensure that proper provision can be made for health and safety arrangements
- Adequate risk assessments including suitable action being taken to minimise risks identified in the risk assessment process
- The maintenance of plant, equipment and vehicles
- Arrangements for off-site visits, including residential visits and any school adventure activities
- Control of hazardous substances
- Management of manual handling
- Fire safety
- Management of contractors
- Arrangements for dealing with health and safety emergencies
- School security
- Prevention of violence to staff
- Management of onsite vehicle movement
- Minimising the risk of slips trips and falls
- Management of Asbestos
- Management of working at height
- Occupational health services and managing work related stress
- Workplace safety for teachers, pupils and visitors

## **RESPONSIBILITIES**

The Governing Body has overall responsibility for maintaining this Health and Safety Policy, and ensuring that it is implemented and monitored effectively.

The Heads and the Finance Director have responsibility for implementing this Health and Safety Policy and ensuring that appropriate procedures and policies are maintained and implemented.

### **The Health and Safety Committee is responsible for developing and promoting an effective health and safety culture and processes throughout Millfield through:**

- promoting and co-ordinating health and safety through planning and implementing good practice, training programmes, and appropriate procedures;
- monitoring practices, training programmes and procedures to ensure their effectiveness;
- measuring and auditing individual issues and locations;
- reviewing reports on accidents and near misses and monitoring follow-up actions;
- ensuring that in their role they are aware of their health, safety and welfare responsibilities.

### **Senior Managers, Heads of Department and house staff are responsible for:**

- promoting and maintaining an effective health and safety culture within their departments/houses and in activities undertaken;
- considering health and safety issues as an integral part of their role;
- ensuring that in their role they are aware of their health, safety and welfare responsibilities in accordance with the health and safety arrangements of Millfield;
- ensuring that all significant risks are assessed in writing (risk assessments) and that appropriate control measures are identified and implemented;
- arranging for the continued development of Millfield and departmental safety procedures and guidance;
- ensuring that all staff and pupils receive adequate information, instruction, training and supervision to enable them to take reasonable care of their own health, safety and welfare;
- ensuring that all staff and pupils are aware of and follow the appropriate Millfield and departmental health and safety procedures and guidance.

### **Individual members of staff are responsible for:**

- taking reasonable care of their own health, safety and welfare and that of others who may be affected by their acts or omissions;
- ensuring that all pupils receive adequate information, instruction, training and supervision to enable them to take reasonable care of their own health, safety and welfare;
- ensuring that all pupils are aware of and follow the appropriate Millfield health and safety procedures and guidance;
- familiarising themselves with and following the agreed health and safety practices and procedures;

- familiarising themselves with, following and being part of the risk assessment process as it affects their role and activities;
- not to interfere with or misuse anything provided in the interests of health and safety.

#### **Individual pupils are responsible for:**

- taking reasonable care of their own health, safety and welfare and that of others who may be affected by what they have or have not done;
- following the health and safety practices and procedures which they have been made aware of;
- not to interfere with or misuse anything provided in the interests of health and safety.

#### **The Health and Safety Adviser is responsible for:**

- providing guidance and information to the Governing Body, the Heads and the Finance Director on the requirements of the Health & Safety Executive, health and safety legislation, requirements under the Independent Schools Standards Regulations and National Minimum Standards for Boarding Schools, and best practices for Millfield;
- providing advice, support and training within Millfield;
- monitoring and auditing health and safety within Millfield.

## **CONSULTATION**

The Governing Body, the Heads and the Finance Director will consult with staff on relevant health, safety and welfare issues.

## **REPORTING**

The Governing Body will receive a termly health and safety report from the Health and Safety Committee covering key Health and Safety issues.

## **REVIEW**

This Health and Safety Policy will be reviewed on an annual basis through the Health and Safety Committee, the Governing Body, the Heads and the Finance Director.

## **RELATED POLICIES**

First Aid Procedure

Accident and Incident Reporting

Risk Assessment Policy

Statutory Requirements

Offsite activities

Hazardous substances

Manual Handling

Fire safety

Outside Providers & Contractors

Security Policy

Asbestos Policy and Asbestos Management Plan

Legionella Management Policy

Responsibilities Structure

Health & Safety Communication and Responsibilities

Policy owner	Finance Director
Reviewed on	September 2019
Review by date	September 2020
Approved by Governor Committee	B&F
Audited on	October 2019
Audit by date	October 2020
Publication	Xtranet, Website, Parent portal