

# HEALTH AND SAFETY POLICY

*This policy refers to both Wellington Senior School and Wellington Prep School*

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Website	Yes

**Wellington School Health and Safety Policy is published as a series of documents:**

This document:

Section 1 : Statement of Intent

Section 2 : Organisation: Functions and Responsibilities of Wellington School



**HEALTH AND SAFETY – Statement of Intent**

1. The Governors of Wellington School recognise and accept their collective responsibility as employers for providing, so far as is reasonably practicable, a safe and healthy work place, work practices and working environment for our employees, pupils, contractors, visitors and others who could be affected by their activities.
2. Day to day responsibility for the operation of Health and Safety is vested in the Headmaster, Estates Manager and Head of the Prep School. However, the Governors have specified that the school should adopt the framework detailed in Part Two of this policy for managing Health and Safety.
3. The Governors will take all necessary steps to meet this responsibility paying particular attention to the provision and maintenance of proper:
  - a. Plant, equipment and systems of work
  - b. Arrangements for the use, handling, storage and transport of articles and substances
  - c. Information, instruction, training and supervision
  - d. Places of work and safe access and egress
  - e. Environments of safe and healthy working and adequate welfare facilities.
4. Without detracting from the primary responsibility of the Headmaster and the Estates Manager for ensuring safe conditions of work, the Governors will continue to keep under review arrangements for providing competent technical advice on Health & Safety matters where necessary.
5. The Governors are committed to ensuring that the School operates in accordance with current legislation and where necessary additional resources will be provided to facilitate this.
6. The Governors recognise the need for the involvement of both teaching and support staff in achieving a successful safety policy, and will co-operate with safety representatives (as indicated in the chain of responsibility) to provide them with such facilities and training as may be necessary.
7. The Governors will ensure appropriate committee arrangements for the consideration of safety matters.
8. Employees are reminded of their own duties and are expected to co-operate with the Governors to enable the Governors to carry out their Health & Safety responsibilities successfully.
9. The Governors will keep this statement up to date by regular review and ensure that it is brought to the attention of all concerned and that copies are readily available to them.

Signed:

A Govey  
Chair of Governors

E du Toit  
Headmaster

V Richardson  
Head of Prep School

Jim Pendleton  
Estates Manager

Date 9<sup>th</sup> September 2020

## **Section 2 Organisation: Functions and Responsibilities of Wellington School**

This part of the Policy deals with the organisation, planning, implementation, and operational monitoring and management review of the Policy.

### **The Health and Safety Committee**

Wellington School holds a Health and Safety Committee meeting approximately once per term, chaired by the Estates Manager. All matters are minuted. The following staff are the nominated Health & Safety representatives of the School:

- Estates Manager, Chair
- Deputy Headmaster (Pastoral)
- Representative from the Governing Board
- Head of Science
- School Safety Advisor (SSA)
- Head of Prep School
- EVC Officer – (Educational Visits Co-ordinator)
- Senior Nurse
- Sports Complex Manager
- Head of CCF
- Head of Sport and Wellbeing
- Caretaker
- Head Groundsman
- External Health and Safety Consultant
- Compliance Officer
- Transport Coordinator

The role of the Committee is to:

- Consider 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 the Safety Policy guidance and update 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.

### **Responsibilities**

#### **1. Board of Governors ("The Board")**

The Board has overall collective responsibility for Health and Safety within the 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 Board in carrying out its duties.

#### **2. Headmaster**

The Headmaster will assist the Board 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 Headmaster will also report to the Board on Health and Safety performance and assist the Board in implementing changes in the Policy which the Board have approved.

### **3. Director of Operations**

From 1<sup>st</sup> November 2020 the Director of Operations 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 and safety
- Asbestos management
- Accidents and emergencies
- Staff induction, training and instruction.

The Director of Operations will also act as the School Safety Co-ordinator, whose duties will include:

- Advising the Headmaster 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 Headmaster
- Compliance with all Regulations affecting the School
- Chairing the School Health and Safety Committee
- Submitting RIDDOR reports for applicable accidents to the Health & Safety Executive.

Up until 1<sup>st</sup> November 2020 the above duties will be the responsibility of the Estates Manager.

### **4. Heads of Department (Teaching)**

The Heads of Department will ensure, so 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. Areas that require specific Risk Assessment are:

- Science (including harmful substances and flammable materials) - Head of Science
- Sports activities - Head of Sport and Wellbeing
- Drama - Head of Drama
- Art (including harmful substances and flammable materials) - Head of Art
- Music - Head of Music
- Design & Technology (use of plant and equipment) - Head of Design & Technology
- Outdoor activities and lessons – Deputy Head, Co-curricular
- Trips and visits – Deputy Head, Co-curricular
- Ammunition and firearms - Combined Cadet Force Commanding Officer
- The School's Radiation Protection Supervisor, the Head of Physics, is responsible for liaison with the Radiation Protection Advisor for ensuring compliance with the Ionising Radiation Regulations 1999 and local rules made to comply with these regulations. He is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.

Heads of Department will also be responsible for identifying, organising and maintaining records of training that are relevant to their area of control and ensuring that equipment and machinery used in their department is regularly inspected and serviced in accordance with manufacturer's instructions, guidance and legal requirements.

## **5. Estates Manager**

The Estates Manager will assist the Director of Operations with the implementation of the following:

- Building security
- Prevention of unsupervised access by pupils 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 and F Gas.
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for grounds maintenance activities
- Regular servicing of the plant and equipment including boilers, lifts and dust extraction
- Appropriate pest control measures
- 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, and extinguishers are tested regularly by a qualified contractor.
- The school has a suitable and sufficient Risk Assessment for legionella.
- The school maintains an Asbestos Register which is kept up-to-date and for any sampling or removal before major works takes place.
- Ensuring that competent contractors are used and, if applicable, are fully briefed on areas of asbestos before starting work.

## **6. Health and Safety Advisor (HSA)**

The Health and Safety Advisor is a member of the Estates Department, is directly responsible to the Estates Manager and will act as the Schools' 'competent person' for the purposes of all relevant Health & Safety Regulations and legislation.

In the absence of the Health and Safety Advisor the Estates Manager will be responsible for ensuring that the HAS functions are carried out.

The HSA will:

- Undertake a proactive and H&S role on the Health & Safety Committee
- Act as the School Fire Safety Officer, managing a programme of Workplace Fire Safety risk assessments in compliance with all relevant legislation, including fire awareness training and liaison with Fire Safety Officers and the Fire and Rescue Service as necessary
- Audit and inspect H&S arrangements, practises, procedures and documentation, making recommendations for change and improvement where necessary
- Advise on, produce and deliver H&S guidance and training material
- Ensure that the School H&S policy and procedures are suitable and regularly reviewed
- Undertake specific workplace, premises and School activity risk assessments, producing suitable risk assessment documentation that is regularly reviewed
- Undertake accident and near miss investigations as requested by the Estates Manager, producing reports and recommendations for action where necessary.
- Receive, collate, manage and report upon all accident, incident and near miss reports, ensuring that a termly report is prepared for the Health & Safety Committee.
- Advise the Director of Operations and Estates Manager on those accidents that are required to be reported to the HSE under RIDDOR and assist in the reporting process

- Liaise with external enforcing authorities (HSE, EHO, Fire Officers), advising on inspections undertaken, reports, advice given and any notices issued
- Manage the requirements for any independent external H&S advisor input, arranging contact and visits as deemed necessary and agreed with the Estates Manager
- Participate in the selection and induction of Contractors
- Carry out the health and safety induction of all new staff.

## **7. External Health and Safety Advisors**

The Estates Manager will arrange as appropriate for external consultants to advise on matters of Health and Safety within the School.

The school's adherence to Health and Safety in catering is subject to external inspection by the Environmental Health Department. In addition, the school's catering contractor arranges for and keeps records of:

- An independent Hygiene and Safety audit of food storage, meal preparation and food serving areas
- Professional advice from a dietician on healthier food, menu planning and special diets as needed
- The professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc. twice a year (arranged by the Estates Manager).

## **8. The Senior Nurse**

The Senior Nurse will be responsible for:

- Maintaining an accident book
- Keeping statistics and preparing summary reports for the School Health and Safety Committee
- Arranging escorting of pupils to hospital
- Ensuring that all first aid boxes and eye wash stations are replenished.

## **9. All Staff**

The co-operation of all staff is essential to the success of the Policy and the School requires that staff notify their Head of Department or School Safety Advisor 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
- Comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

