Charitable Objects of St. Catherine's School- *The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day School or Schools for girls in which the teaching shall be in accordance with the principles of the Church of England.*

ST CATHERINE'S BRAMLEY

HEALTH & SAFETY POLICY

'Believe… Achieve… Succeed'

Policy Holder	Chloe Stoneham
Date Approved	November 2025
Approval	Chair of Governors Estates and Buildings Committee
Date for next review	September 2026

Overview

As Governors of St Catherine's School, Bramley, we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all 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.

Health & Safety Management

We fulfil our responsibility as Governors of St Catherine's School by appointing a governor to sit on the Health & Safety Committee. The Estate & Facilities Manager holds responsibility for overseeing health and safety as part of their general responsibility for the upkeep and maintenance of the fabric of the estate and buildings. The School Health & Safety Committee, chaired by the Estate & Facilities Manager, meets once a term to discuss any health and safety issues arising. The minutes of this meeting are then submitted to the Governing Body Estate and Buildings Committee to review, which also meets once a term.

Organisation

The organisation of Health and Safety, including the H&S Committee, can be found in Appendix A & B and indicates the responsibilities for health and safety at all times to all employees at every level.

Manual

Publication of, and regular updates to, the Health & Safety Manual are carried out by the Estate & Facilities Manager and Health & Safety Committee.

Framework for Health and Safety

Day-to-day responsibility for the operation of health and safety at the school is vested with the Head. 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 pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Estates and Buildings 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 and Buildings 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 COO reports on all these aspects to the Estates and Buildings 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 report any significant changes to the Estates and Buildings 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 is monitored by the Estates and Buildings and Finance Committees.

- The school has a competent person who undertakes a risk assessment for legionella every two years and a quarterly water sampling and testing regime is 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, and that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Head, the Chief Operating Officer and other members of the Senior Management Team ("SMT") 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.
- Full advice on how to deal with health and safety emergencies is covered in the Critical Incident Management Policy.
- 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.

Manual

Details of the organisation and arrangements for carrying out the policy are to be found in the Health & Safety Manual. Publication of, and regular updates to, this document are carried out by the Estate Manager and Health & Safety Committee.

Signed …….. Chair of Governors, for and on behalf of the Board

Date ……

Appendix A

St Catherine's Health & Safety Organisation & Responsibilities

GOVERNING BODY

(Leadership and corporate responsibility on Health & Safety Matters throughout the School)

THE SENIOR MANAGEMENT TEAMS of each School which includes the CHIEF OPERATING OFFICER (responsibility for formulating the policy) and the Estate & Facilities Manager (responsibility for implementing the policy within the School)

HEADS OF DEPARTMENT

(Ensure that necessary Health & Safety measures are applied in Departments)

and

SCHOOL NURSING SISTER

(Specialist advisor on health matters including occupational health)

TEACHING STAFF

(Ensure that Health & Safety Measures are followed by staff and pupils under their control)

ALL SCHOOL STAFF

(Personal responsibility for their own wellbeing and for health and safety of others who may be affected directly, or indirectly, by their behaviour at work)

SCHOOL PUPILS

(Be responsible within their comprehension and capabilities for health & safety of themselves and those around them)

Appendix B

Health & Safety Committee

The School Health & Safety Committee is chaired by the Estate and Facilities Manager and includes:

- Senior Boarding Housemistress – Senior School
- Deputy Head (Staff) – Prep School
- School Administrator
- Senior Medical Nursing Sister
- Senior School Head of Art
- Senior School Head of Design & Technology
- Senior School Head of Chemistry (representing Head of Physics and Head of Biology)
- Senior School Head of Food and Nutrition
- Senior School Head of Textiles
- Senior School Head of PE
- Anniversary Halls Technician
- Chief Operating Officer and / or Representative from the facilities department
- PAT Testing Co-Ordinator
- Governor - who reports to the Estate and Buildings Governing Body Committee

Appendix C

Health & Safety Principles at St Catherine's:

General Practice

The School's work programmes will, so far as is reasonably practicable, adopt good safety practices. These will include:

- The safe use, storage, handling and transport of articles and substances, including physical, chemical and biological hazards.
- The provision of adequate information, instruction, training and supervision for employees including temporary employees and contractors. Contractors working onsite are provided with pink high visibility vests to wear for easy identification.
- The provision of safe machinery and equipment, regularly maintained, including the operation and maintenance of plant and systems of work. This includes PAT testing.
- The provision of a safe and healthy place of work, including access and egress to and from the premises both on foot and in vehicles, and adequate facilities and arrangements for the welfare of employees at work.
- Consideration for the safety of pupils, parents, contractors and any others accessing the premises including those who hire or undertake leisure activities.
- Consideration for the health and safety of pupils on and off-site including school trips, work experience and especially those involved in hazardous activities.
- The provision of a secure site with use of keypads on entrance doors.
- The provision of appropriate lanyards and badges for all visitors and volunteers who, after signing in, are required to wear this identification at all times whilst on the school site.
- Planned fire evacuation practices for Prep and Senior Schools are carried out at least termly, including for the Boarding community. Details of such practices are kept on the All Staff Drive.
- Planned Critical Incident practices for Prep and Senior Schools are carried out from time to time. Details of such practices are kept on the All Staff Drive.

Co-operation

All aspects of health and safety remain a management responsibility. However, a safe and healthy workplace can only be achieved with the full co-operation of every employee, contractor and indeed pupil. The aim is to eliminate risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.

Employees and contractors 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, namely people who may come into contact with their work: pupils, parents, visitors etc. To achieve this, employees and contractors must:

- obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the school risk assessments
- exercise their awareness, alertness, self-control and common sense at work

- report promptly via Helpdesk (helpdesk@stcatherines.info) all hazards, potential hazards, defects in equipment and any shortcomings in the School's work systems or procedures to minimise dangers including slips and trips
- be aware that stress in the workplace can be hazardous and report any suspected case to the Director of Staff/ Deputy Head (Staff) who may engage the Occupational Health services where appropriate. See the Stress in the Workplace policy.
- adhere to speed restrictions (10mph and 5mph around The 6, Symes House and around the side and back of Anniversary Halls) and advice about vehicle movements on the school site.

Employees should not be in any doubt that the School will apply disciplinary procedures to any employee who is in breach of the School's Health & Safety Policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the School's operations, and for those who may become involved in them.

Accident Reporting

All accidents in School should be reported to the Health Centre. Specific accidents have to be reported to the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995. (RIDDOR). Submissions of RIDDOR are overseen by the Estate & Facilities Manager. The Nursing Sister will keep a full record of all accidents. The Estate & Facilities Manager holds the central record of accidents. Records are kept for 10 years. Accidents and accident statistics are reported to, and discussed at, termly Health & Safety Committee meetings with a view to eliminating or reducing accidents where possible.