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 SCHOOL BRAMLEY

WHOLE SCHOOL HEALTH & SAFETY POLICY

'Believe… Achieve… Succeed'

Policy Holder	Chloe Stoneham
Date Approved	September 2026
Approval	Financial Commercial and Estates Committee
Date for next review	September 2027

The Policy

St Catherine's Prep and Senior School fully recognises its collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all our staff, pupils, contractors, visitors (including parents) and others who could be affected by our activities. We attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner.

Health & Safety Management

A St Catherine's School Governor sits on the Health & Safety Executive Committee. The Estates & 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 Executive Committee, chaired by the Estates & 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 Financial Commercial and Estates Committee to review.

Organisation

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

Manual

Publication of, and regular updates to, the Health & Safety Manual is carried out by the Estates & Facilities Manager and Health & Safety Executive Committee.

Framework for Health and Safety

Day-to-day responsibility for the operation of health and safety at the school is vested with the Chief Operating Officer (COO). The School adopts the following framework for managing health and safety:

- The governor overseeing health and safety has the opportunity to attend the termly inhouse Health and Safety Executive Committee meetings 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 Executive 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 external competent professionals.
- These reports (as per point above) are considered by the Executive 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 Harrison Catering in-house Client Service Manager arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.
- The Estates and Facilities Manager arranges for competent contractors to complete annual external deep cleaning and regular pest control services.
- The school has fire risk assessments carried out by an external competent company which are reviewed every year for progress on completion of items in the action plan, and updated annually, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added.
- 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 Facilities Manager.
- The school has a competent external consultant who undertakes a risk assessment for legionella annually and a monthly water sampling and testing regime is in place. Refer to the separate Legionella Management Plan.

- 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 by the heads of department.
- First aid training is provided and the Health Centre Team and minibus driver training is provided by the Facilities Team for 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 Leadership Team (SLT) 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 Estates and Facilities Manager.
- Full advice on how to deal with health and safety emergencies is covered in the Critical Incident Policy and Emergency Procedures and Fire Safety Policy.

Manual

Details of the organisation and arrangements for carrying out this policy are to be found in the Health & Safety Manual. Publication of and regular updates to this document is carried out by the Estates and Facilities Manager and Chief Operating Officer.

APPENDIX A

St Catherine's Health & Safety Organisation & Responsibilities

GOVERNING BODY

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

THE SENIOR LEADERSHIP TEAMS of Prep and Senior Schools including the Chief Operating Officer

(Responsibility for formulating the policy) and the Estates & Facilities Manager (responsibility for implementing the policy within the School)

HEADS OF DEPARTMENT

(Ensure that necessary Health & Safety measures and training 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)

See Appendix C

SCHOOL PUPILS

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

APPENDIX B

Health & Safety Executive Committee

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

- Deputy Head (Boarding, Culture and Community) – Senior School
- Deputy Head (Pastoral and Wellbeing) or Deputy Head (Academic) – Prep School
- 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
- PAT Testing Coordinator
- Governor (from the Finance Commercial and Estates 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 staff including temporary staff 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 staff 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 and site gates.
- 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 School and Senior School are carried out at least termly, including for the Boarding community. Boarding has a night evacuation once during the school year.
- Planned Critical Incident practices for Prep School and Senior School are carried out annually.

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 staff member, contractor and indeed pupils. 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 staff.

Staff 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, staff 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 Estates and Facilities Manager who may engage the Occupational Health services where appropriate.
- Adhere to speed restrictions of 10mph around site (except for around The 6, Symes House and the side/back of Anniversary Halls which is 5mph).

Staff should not be in any doubt whether the School will apply disciplinary procedures to any staff 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, incidents, near misses and first aid treatment in School should be reported using the School's Medical Tracker system.

Specific accidents have to be reported to the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation (RIDDOR) 2013. Submissions of RIDDOR are overseen by the Estates & Facilities Manager.