



## Health and Safety Policy Statement

### 1. Introduction

- 1.1 In accordance with the Health and Safety at Work etc. Act 1974, Reed's School recognises and accepts its responsibilities to ensure, so far as is reasonably practicable, the health, safety and welfare of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the School and is part of the education it provides for its pupils.
- 1.2 The School aims to provide a safe and healthy working and learning environment for staff, pupils and visitors.
- 1.3 The arrangements outlined in this statement and the various other safety provisions made by the School cannot by themselves prevent accidents or ensure safe and healthy working conditions. The School believes that only the adoption of safe methods of work and good practice by each individual can maximise everyone's personal health and safety.
- 1.4 The School will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.
- 1.5 The Health and Safety Coordinator is the Director of Estates and Facilities.

### 2. Organisation

#### 2.1 Duties of the Board of Governors

- 2.1.1 In the discharge of its duties, the Board of Governors, in consultation with the Bursar, has a responsibility to:
  - i) Make itself familiar with the requirements of the Health & Safety at Work, etc. Act 1974, The Management of Health and Safety at Work Regulations, 1999 (updated), and any other health and safety legislation and Codes of Practice which are relevant to the work of the School.
  - ii) Ensure that there is an enforceable policy for the provision of health and safety throughout the School and annually assess the effectiveness of this policy.
  - iii) Monitor health and safety performance.
  - iv) Carry out any accident investigation as may be necessary and review the health and safety policy accordingly.
- 2.1.2 The Board of Governors has a responsibility to oversee the provision of:
  - i) A healthy and safe place for staff and pupils to work.
  - ii) Sufficient information, supervision, training and instruction to enable all employees to carry out their duties in a safe manner, not placing themselves or others at risk.
  - iii) Necessary safety and personal protective equipment and clothing.
  - iv) Adequate welfare facilities.

- v) A Governor representative to attend the School Health and Safety Committee which will act as a consultation vehicle for the passing of information regarding health and safety matters between themselves and members of staff and provide the Governors with evidence of the effectiveness of this policy.

## **2.2 Duties of the Headmaster**

2.2.1 The Headmaster has overall responsibility for the development of safe working practices and conditions for teaching staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the School. The responsibility is shared with the Bursar and the Director of Estates and Facilities who together will take all reasonably practicable steps to achieve this end alongside members of the Senior Leadership Team, Housemasters, Heads of Department, Line Managers, School Nurses, Teaching and Support Staff.

## **2.3 Duties of the Bursar and Secretary to the Governors**

2.3.1 The Bursar will seek to ensure so far as is reasonably practicable that:

- i) They are familiar with the requirements of all relevant legislation, codes of practice and guidelines, and will update the Board of Governors appropriately.
- ii) Procedures are periodically reviewed on an annual basis and safety audits carried out.
- iii) All staff receive information, instruction and training in health and safety and are made aware of any relevant risk assessments pertinent to the carrying out of their duties.
- iv) Staff, pupils and others are encouraged to promote health and safety.
- v) They monitor accident and incident information, ensuring that it is collated and when necessary investigations are carried out.
- vi) They monitor near miss information, ensuring that it is collated and when necessary investigations are carried out to minimise the risk of future incidents occurring.

## **2.4 Duties of the Director of Estates and Facilities**

2.4.1 The Director of Estates and Facilities will seek to ensure so far as is reasonably practicable that:

- i) They are familiar with the requirements of all relevant legislation, codes of practice and guidelines.
- ii) They review all health and safety policies.
- iii) Risk assessments, including fire risk assessments are carried out so that hazards may be identified and control measures put in place.
- iv) Advice is provided to members of staff carrying out department risk assessments or when taking out-of-school trips.
- v) They provide recommendations for improvements to systems, plant or machinery in order to comply with any relevant statutory legislation or codes of practice or to improve the general health and safety of the School.
- vi) All necessary safety notices are in place.
- vii) All staff receive information, instruction and training in health and safety and are made aware of any relevant risk assessments pertinent to the carrying out of their duties.
- viii) They investigate and report back to the Bursar (who is also Secretary to the Governors) on any incidents or circumstances reported by any member of staff, pupil or other person using the premises regarding breaches of safety regulations or dangerous occurrences.
- ix) Any defects in the premises, plant or equipment which may affect the health and safety of staff, pupils or others are rectified without delay.
- x) They maintain all necessary documentation required by any relevant health and safety legislation.

- x) Advice is provided to staff of any relevant changes in statutory legislation or codes of practice.
- xii) All staff driving school vehicles are licensed and competent on an annual basis.
- xiii) The fire alarms are tested on a regular basis.
- xiv) The portable fire fighting equipment is in good working order and that it is inspected annually.
- xv) Fire drills take place at least once a term.
- xvi) All staff are trained in fire procedures.
- xvii) All necessary fire notices are in place.

## **2.5 The Duties of Senior Leadership Team members, Housemasters, Heads of Department and Line Managers**

2.5.1 The Senior Leadership Team members, Housemasters, Heads of Department and Line Managers will seek to ensure so far as is reasonably practicable that:

- i) They are familiar with the requirements of all health and safety legislation and codes of practice relevant to the work of their area of responsibility.
- ii) They will be responsible to the Headmaster for the implementation of the School's health and safety and safe working practices relevant to their department or area of responsibility.
- iii) Within their own area/department:
  - a. Safe methods of working are implemented throughout.
  - b. Health and safety regulations, rules, procedures and codes of practice are applied effectively.
  - c. Staff, pupils and others under their jurisdiction are instructed in safe working practices.
  - d. All plant, machinery and equipment are adequately guarded.
  - e. Reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment.
  - f. Appropriate protective clothing and equipment are used when necessary.
  - g. Toxic, hazardous and highly flammable substances are correctly used, stored and labelled and disposed of.
  - h. They encourage staff, pupils and others in their department to achieve the highest possible standards of health and safety and follow the appropriate disciplinary procedures for those who fail to consider the health and safety of themselves or others.
  - i. They report any health and safety concerns promptly to the Director of Estates and Facilities.

## **2.6 External Health and Safety Consultant**

The Bursar will arrange as appropriate for external consultants to advise on matters of health and safety within the School.

## **2.7 The Duties of the School Nurses**

2.7.1 The School Nurses will be responsible for:

- i) Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive.
- ii) Keeping statistics and preparing summary reports for the School Health and Safety Committee.
- iii) Escorting (and/or arranging for a responsible adult) pupils to hospital (and informing their parents).
- iv) Checking that all first aid boxes and eye wash stations are replenished.

## **2.8 The Duties of All Members of Staff**

2.8.1 All staff should seek to ensure so far as is reasonably practicable that:

- i) They are familiar with the requirements of any health and safety legislation and codes of practice relevant to the work of their department.
- ii) To this end, they will:
  - a. Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work.
  - b. Comply with any duty or requirement imposed on them under any of the relevant statutory legislation.
  - c. Avoid conduct which would put themselves or anyone else at risk.
  - d. Health and safety regulations and procedures are being applied effectively.
  - e. All plant, machinery and equipment are adequately guarded.
  - f. Not make or permit unauthorised or improper use of plant, machinery and equipment.
  - g. Toxic, hazardous and highly flammable substances are correctly used, stored and labelled and disposed of.
  - h. Report any defects in the premises, plant, equipment and facilities which they observe to their line manager or other relevant member of staff
  - i. Take an active interest in promoting health and safety and the reduction of risks.

## **2.9 Contractors**

- 2.9.1 The Director of Estates and Facilities will seek to ensure so far as is reasonably practicable that contractors who use the school premises, conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- 2.9.2 All contractors who work on the school premises are required to ensure so far as is reasonably practicable safe working practices by their own employees under the provisions of the Health and Safety at Work, etc. Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work, etc. Act 1974.

## **2.10 School Health and Safety Committee**

- 2.10.1 The School has an established Health and Safety committee which is the vehicle for the passing of information regarding health and safety matters between the Board of Governors, staff, and pupils. This committee will be made up of the following:
  - Headmaster
  - Bursar and Secretary to the Governors (Chair)
  - Governor Representative
  - Director of Estates and Facilities
  - Deputy Headmaster (Pastoral)
  - Deputy Headmaster (Academic)
  - Senior Master (Co-Curricular)
  - Director of Sport
  - Head of Rugby
  - Assistant Head - Sixth Form
  - Assistant Head – Middle School
  - Boarding Housemaster (School House)
  - Boarding Housemaster (The Close)
  - Senior Matron
  - Reed's School Enterprises (RSE) Manager
  - Catering Manager (currently Sodexo)
  - Head of Design and Technology (D&T)
  - Head of Art
  - Head of Science
  - Head of Chemistry
  - Head of Security & Caretaking

- CCF Contingent Commander
- Medical Centre Manager
- Swimming Pool Manager
- Facilities Manager
- Head Groundsman
- Cleaning Supervisor

It is expected that all members of the Committee attend each meeting. On occasion, this may not be possible and the individual must arrange for a member of staff to attend in their absence to represent their area of responsibility.

### 3 Arrangements

3.1 The arrangements for Health and Safety are set out in the School's Arrangements for Health and Safety

#### 3.2 Emergency Plans

3.2.1 The Headmaster will ensure so far as is reasonably practicable that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the School. This plan, known as "The Critical Incident Response Plan", will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- Save life
- Prevent injury
- Minimise loss

3.2.2 This sequence will determine the priorities of the emergency plan.

3.2.3 This plan will be maintained and updated by the Bursar (who is also Secretary to the Governors).

### 4 Review

The Board of Governors will review this policy statement periodically and update, modify or amend it as it considers necessary to ensure so far as is reasonably practicable the health, safety and welfare of staff, pupils and others who use the premises.

Compiled By: Bursar and Secretary to the Governors	Review Date: Summer Term 2021
	Revised: Summer Term 2020


Signed by:

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Mr Brian Dale, Director of Estates and Facilities

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Mrs Lucy Hurford, Bursar & Secretary to the Governors

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Mr Mark Hoskins, Headmaster

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Mr Mike Wheeler, Chairman of Governors