



## HEALTH AND SAFETY POLICY

This policy was approved by the Trustees:	<b>Autumn 2021</b>
The implementation of this policy will be monitored by the:	Bursar & H&S Committee
Monitoring will take place:	Annually
This Policy will be reviewed annually, or more regularly in the light of any significant new developments. The next anticipated review date will be:	<b>Autumn 2022</b>
THIS POLICY APPLIES ACROSS THE TRUST	

### PART1: THE STATEMENT OF GENERAL POLICY

As the Trustees of St Edward's School Cheltenham Trust ("St Edward's"), we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of 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 Trustees are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as Trustees of St Edward's by appointing *the Chair of our Health and Safety Committee* with responsibility for overseeing health and safety as *part of their general responsibilities*. *In addition, the Chair of the Land and Premises Committee oversees the upkeep and maintenance of the fabric of the estate and buildings.*

Day-to-day responsibility for the operation of health and safety at the school is vested with the Principal and Bursar. However, as Trustees, we have specified that that the school should adopt the following framework for managing health and safety:

- The Chair of the Board attends the meetings of the school's health and safety committee termly and receive copies of all relevant paperwork.
- Staff representatives are elected to the health and safety committee to represent the views of employees and consult on safer working practices.
- Reports 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 Health and Safety 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.
- Health and safety are standing items on all management meeting agendas and any actions are followed up at subsequent meetings.
- 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 Land and Premises 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). This is overseen by the school's contract caterers.
- A programme of deep cleaning is managed by the Estates Team together with regular pest control services. Specialised cleaning of the kitchens and duct work are undertaken at least annually by external contractors.
- 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 review this risk assessment every time it is amended.
- External health and safety consultants review the overall arrangements for health and safety and report on actions required with recommended timescales every two years. The progress of implementation is monitored by the Health and Safety Committee.
- The school has a competent person undertake a risk assessment for legionella. Based on this risk assessment, a half termly water sampling and testing regime is in place. A full chlorination is carried out every year.
- 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 selected members of the non-teaching staff.
- All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Principal, the Bursar and other members of the Senior Management Team ("SMT") in order to enable the Trustees to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Bursar.
- 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. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.

Signed by Chair of Trustees, for and on behalf of the Board



Date

26<sup>th</sup> November 2021

## **PART 2: ORGANISATION**

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. An organogram has been prepared to assist in the understanding of the health and safety structure within the School,

### **Overview**

St Edward's ('School') welcome pupils from 1 - 18 years. Situated on two sites, approximately five minutes from each other, and enjoying over 50 acres of grounds, both Schools share a commitment to excellence in academic study and the provision of outstanding pastoral care (including the Health and Safety of pupils, staff, employees, visitors and contractors).

### **Responsibilities & Arrangements**

Overall and ultimate responsibility for H&S in schools is that of the employer i.e. the Trustee Board. This policy has been prepared in accordance with the following references:

- a. ISI Regulatory Handbook (2021)
- b. DfE: Health and Safety: responsibilities and duties for schools (2018)
- c. DfE: H&S Advice on Legal Duties and Powers (2014)
- d. HSE: H&S Policy Guidance
- e. Health and Safety at Work etc Act 1974

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Principal of the Trust and Head of St Edward's Preparatory School. Further tasks are sub-delegated to suitably qualified and experienced staff within the Schools/departments. The following H&S organisational structure, and roles and responsibilities are approved by the Trustees & Heads' of St Edward's School.

### **Trustees Responsibilities**

The Trustee Board has overall collective responsibility for health and safety within the School. The Trustees approve the H&S Policy of the School and monitor its effective and efficient implementation. The Trustees further ensure, as administrators of the School's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies. The Trustees will specifically provide/resource:

- a. Provision of facilities for H&S purposes
- b. Reductions in accidents/incidents
- c. Training for Trustees/staff
- d. Revision of policy/procedure
- e. Nominate a Trustee (Chair of H&S committee) as an H&S link between the Trustees and the wider school community, who will stay up to date with school H&S initiatives and inform the Trustees accordingly
- f. Be informed and updated of and receive advice and support from relevant Officers of Gloucestershire County Council (GCC) H&SAW advisors through the Bursar.

### **Trustees Arrangements/Actions:**

- a. To approve and ensure compliance of the H&S Policy of the school and monitor the effective and efficient implementation.
- b. To ensure, as administrators of the school's delegated budget that sufficient resource is allocated to the relevant H&S functions.
- c. To ensure that H&S is an agenda item on full Trustees termly meetings, and receive a termly H&S report from the Heads at this time. This report should include information on:
  - i. Progress of any H&S targets
  - ii. Accident/incident analysis
  - iii. Relevant H&S information received from GCC or its Advisers
  - iv. Suggestions on future H&S initiatives
- d. To facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above or changes to legislation.

### **H&S Committee Responsibilities & Arrangements**

Committee responsibilities and arrangements are outlined within the Terms of Reference of the H&S Committee, as delegated by the Trustee Board.

### **Principal/Heads' Responsibilities**

As Senior Manager for the premises and of all on and off-site school related activities, the Heads are responsible, but may delegate the day-to-day management of H&S to their Deputy/Assistant Head/Authorised representatives. The Heads will advise Trustees of any H&S issue where their support or intervention, either via system or finance, is necessary and appropriate in order to affect the requirements of this policy. In addition, the Heads are to ensure the following is carried out or delegated to suitably qualified and experienced personnel:

- a. Ensure the H&S Policy is implemented and adhered to at all times
- b. Ensure all members of staff know, understand and accept their H&S duties and responsibilities
- c. Ensure adequate resources are allocated to facilitate healthy and safe working and teaching practices
- d. Ensure the Trustee Board is advised of H&S implications when undertaking the management of the school budget
- e. Ensure all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within School and on school trips as appropriate
- f. Ensure all machinery, appliances and equipment purchased by or used within school, conforms to a British, European or International Standard, is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate
- g. Ensure the use of safe working practices and where necessary draw up and communicate written codes of practice for safe working and teaching
- h. Ensure only approved chemicals and substances are used at school and ensure that the appropriate safety information and risk assessment is available to the user
- i. Ensure suitable and appropriate protective clothing is provided for staff and pupils who require it, and ensure that it is worn when necessary
- j. Ensure adequate first aid treatment is available by the provision of a First-Aider or appointed person and ensure that first aid boxes are kept adequately stocked
- k. Ensure a record is kept of any contagious disease that is contracted, and all acts of violence and bullying, and that this is reported to the Trustee Board as appropriate
- l. Ensure that a suitable and sufficient fire risk assessment is carried out, updated and reviewed for the school premises

- m. Ensure fire procedures are planned and rehearsed at least once per term
- n. Ensure fire equipment, fixtures and exits are checked periodically and maintained to ensure they are in working order
- o. Ensure adequate welfare facilities are provided and maintained for staff and pupils;
- p. Ensure periodic safety inspections of the school are carried out (in conjunction with the Bursar and/or Estates Manager where necessary). This is to include a site walk and report of any actions.
- q. Ensure that there is consultation with the Staff Safety Representative (SS – Mrs Safe, PS – Mr Parkin) on matters of health, safety and welfare
- r. Ensure contractors working in the school, report to him/her/or nominated representative, before work commences, in order to ascertain work details and agree safety procedures
- s. Ensure in his/her absence, H&S duties are delegated as appropriate
- t. Ensure there is an annual appraisal of the school's H&S performance
- u. Ensure risk assessments are undertaken and reviewed as appropriate
- v. Review and up-date the policy as appropriate.

### **Principal/Heads' Arrangements/Actions**

The Heads are to ensure that there is an appropriate managements system (including H&S Manual) for monitoring the efficacy and implementation of the responsibilities outlined above.

### **Deputy Headmaster/Assistant Heads Responsibilities**

In the absence of the Head the Deputy Head will undertake the responsibilities detailed at Para 6, on behalf of the Head. Deputy/Assistant Heads will ensure that:

- a. The contents of this policy are brought to the attention of all relevant persons.
- b. A process for risk assessments is applied within the school, and that:
  - v. All appropriate areas/activities are covered
  - vi. Appropriate control measures are implemented, and that
  - vii. Assessment are monitored and reviewed as necessary
- c. Ensure that there is an effectively implemented management system for monitoring the effectiveness of H&S arrangements, which form part of this policy
- d. Ensure appropriate staffing levels for safe supervision are in place

### **Deputy Headmaster/Assistant Heads Arrangements/Actions:**

- a. Arrange for termly evacuation drills tests etc.
- b. Ensure adequate H&S training is undertaken for schools' staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training should include:
  - viii. Heads' H&S awareness
  - ix. H&S Induction training (all new and temporary staff)
  - x. Emergency/Fire Training for the whole school community
  - xi. First Aid
  - xii. Risk Assessment
  - xiii. Lifting and Handling
  - xiv. Working at heights
  - xv. Further specific H&S training identified as being necessary and appropriate
- c. Ensure the School has in place H&S monitoring arrangements.

- d. Ensure a school's Educational Visits Co-ordinator (EVC) is appointed and trained accordingly. The EVC will check and approve all trips following the trips checklist and the Off-Site Visits (OSV) policy.
- e. Ensure appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- f. Ensure Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.

### **Head of Departments/Curriculum Co-ordinators Responsibilities**

Specific post holders have health and safety duties identified within their roles, but are responsible to the Heads' for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

- a. The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- b. All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.
- c. All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- d. Any equipment/appliance which has been identified as being unsafe is removed from service.
- e. H&S inspections are carried out within their areas of responsibility.
- f. The H&S training needs of staff are identified and the Head's informed accordingly.
- g. Staff are properly consulted on any matters that may affect their H&S whilst at work.
- h. New transferred and temporary staff receive appropriate H&S induction training.
- i. First aid provision is adequate.
- j. Pupils are given relevant H&S information and instruction.

### **Teaching Staff (including supply) Responsibilities**

All Teaching and Non-Teaching Staff shall, where appropriate:

- a. Ensure the school's policies are implemented at all times
- b. Be responsible for the H&S of the pupils they supervise
- c. Ensure equipment used at school is safe and presents no risk to health and ensure that any defects are reported immediately to the Head so that the equipment can either be repaired or disposed of. Where relevant, that all personal protective equipment is suitable and in good condition prior to issue
- d. In the event of a fire, ensure all pupils know the fire procedures and are evacuated safely
- e. In the case of an injury, arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details on the appropriate documentation
- f. Ensure all classroom-based activities are carried out in accordance with this policy and the appropriate arrangements.
- g. Ensure playground activities are supervised as appropriate and any violent behaviour is stopped
- h. Ensure pupils are adequately supervised at all times
- i. Ensure that, whilst pupils are playing for a sports team, provision has been made for dealing with injuries and other emergencies
- j. Ensure that whilst transporting pupils by car, appropriate restraints are worn and the School guidelines are followed

- k. Ensure that when undertaking school trips and holidays, sufficient research, planning, precautions and supervision are undertaken as laid down in the school guidance (OSV policies).
- l. Ensure that pupils do not bring into School any potentially dangerous article or hazardous substance without the expressed permission of the Head
- m. Take appropriate action to make safe any dangerous condition caused by wet or icy weather
- n. Ensure any agreed security provisions are carried out
- o. Co-operate with the Head on all aspects of health, safety and welfare
- p. Co-operate with the Head in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know, in accordance with the Risk Assessment Policy.
- q. That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- r. That they are conversant with the school's H&S policy and any arrangements specific to their own department.

### **Bursar (School Safety Co-ordinator) Responsibilities**

The Trustees have appointed the Bursar as the nominated Health & Safety Advisor to carry out H&S functions and maintain an overview of the H&S organisation & management of the School, and report to the Principle/Heads' accordingly. Specific functions of the H&S Advisor include:

- a. The School secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- b. To having an overview of the School's H&S Policy and Arrangements, bringing amendments to the attention of the Heads where necessary.
- c. To oversee & support the production of the School's Risk Assessment/Risk Management process
- d. To assisting the Heads and others, as appropriate, with the school's accident/incident recording, reporting, and investigation arrangements.
- e. Advise the Heads of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.

### **Bursar (School Safety Co-ordinator) Actions/Arrangements**

The Bursar is to maintain the H&S Manual (see Part 3 to this policy), which is to contain, as a minimum, the arrangements for:

- a. Training of staff in H&S, including risk assessment
- b. Consultation arrangements with employees
- c. Recording and reporting accidents to staff, pupils and visitors – including those reportable under RIDDOR
- d. Policy and procedures for off-site visits, including residential visits and any school-led adventure activities
- e. Dealing with H&S emergencies – procedures and contacts
- f. First aid and supporting medical needs (may refer to first aid policy)
- g. Occupational health services and managing work-related stress
- h. Workplace safety for teachers, pupils and visitors
- i. School security
- j. Violence to staff (may cross-refer to behaviour policy)

- k. Lifting and Manual handling
- l. Slips, trips and falls
- m. On-site vehicle movements
- n. Management of asbestos
- o. Control of hazardous substances
- p. Selecting and managing contractors
- q. Maintenance (and, where necessary examination and testing) of plant and equipment (such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety)
- r. Fire safety, including testing of alarms and evacuation procedures (may refer to fire documentation)

In addition, the Bursar is to:

- f. Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- g. Co-ordinate regular H&S inspections, ensuring all areas of the establishment and all activities are covered.
- h. Report to the Heads any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- i. Liaise with and monitor the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the H&S of staff and others are kept to a minimum.
- j. Ensure that Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- k. Ensure that all Senior Managers (including Heads of Departments) are kept informed of the names/details of those persons appointed to provide competent H&S assistance.
- l. Ensure that the fire risk assessment is updated every three years and/or whenever significant changes or building works might affect the mean of escape.
- m. Ensure that the risk of legionella is managed in line with the Water Quality Policy
- n. Ensure that the risk of asbestos is managed in line with the Asbestos Management Policy
- o. Investigate accidents and incidents and record the same

### **Estate Managers Responsibilities**

The Estate Manager's responsibilities are as delegated by the Bursar.

### **Estates Manager Actions/Arrangements:**

- a. To maintain safe and healthy working conditions, to include, toilets, washing facilities and drinking water for staff under their supervision and contractors.
- b. They should ensure that all contractors are correctly inducted and are fully aware of H&S procedures and site hazards.
- c. To provide clear instructions and information to all staff/contractors, as required, to carry out their work
- d. Remove from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- e. Ensure that any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- f. Ensure that periodic H&S inspections are carried out at a timescale agreed by the Bursar, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas.

- g. Ensure that the persons they supervise only undertake work for which they are competent.
- h. Ensure that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- i. Ensure that all staff work in accordance with safe working practices issued by the school.
- j. Ensure that all testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos are up to date

### **All Employees (including temporary & volunteers) Responsibilities**

All employees are required to take care of their own H&S whilst at work and that of others who may be affected by their actions. Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular, all employees must:

- a. Participate in the school's risk assessment process and comply with findings
- b. Report any defects in the condition of the premises or equipment of which they become aware
- c. Report all accidents/Incidents in accordance with the School's procedure
- d. Be familiar with the procedure to be followed in the event of a fire/emergency
- e. Make use, where relevant, of personal protective equipment provided for safety or health reasons
- f. Follow all relevant codes of safe working practice and local rules
- g. Report any unsafe working practices to their Line Manager

### **Pupils' Responsibilities**

All pupils must:

- a. Co-operate with teachers and school staff on H&S matters
- b. Not interfere with anything provided to safeguard their own H&S
- c. Take reasonable care of their own H&S and
- d. Report all H&S concerns to a Teacher

### **Staff Safety Representatives Responsibilities**

H&S at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the Head is notified in writing of an appointment, the Safety Representative shall have the following functions:

- a. To investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work.
- b. To make representations to the Heads on matters affecting the health, safety and welfare of employees.
- c. To attend H&S committee meetings.

### **Monitoring and reporting**

Monitoring and reporting are vital parts of the health and safety culture at St Edward's.

The management systems outlined above allow the Trustee Board to receive both specific (e.g. incident-led) and routine reports on the performance of this policy via termly Health & Safety Committee meetings as well as termly Board meetings.

The Trustee Board should ensure that:

- appropriate weight is given to reporting both preventive information (such as progress of training and maintenance programmes) and incident data (such as accident and sickness absence rates);
- periodic audits of the effectiveness of management structures and risk controls for health and safety are carried out;
- the impact of changes such as the introduction of new procedures, work processes or products, or any major health and safety failure, is reported as soon as possible to the Board;
- there are procedures to implement new and changed legal requirements and to consider other external developments and events

This is done through:

- Effective monitoring of the number of accidents/incidents across the schools together with a report of any reoccurring accidents/incidents and the actions required to remedy any resultant high risks. This is likely to be performed through a risk assessment.
- Appraisals of senior managers to include an assessment of their contribution to health and safety performance
- Involving the JNC in health and safety and human resource management policies
- Review of health and safety legislation

### **Review of Health and Safety Performance**

A formal review of health and safety performance is essential to allow the Trustees to establish whether the essential health and safety principles – strong and active leadership, worker involvement, and assessment and review – have been embedded.

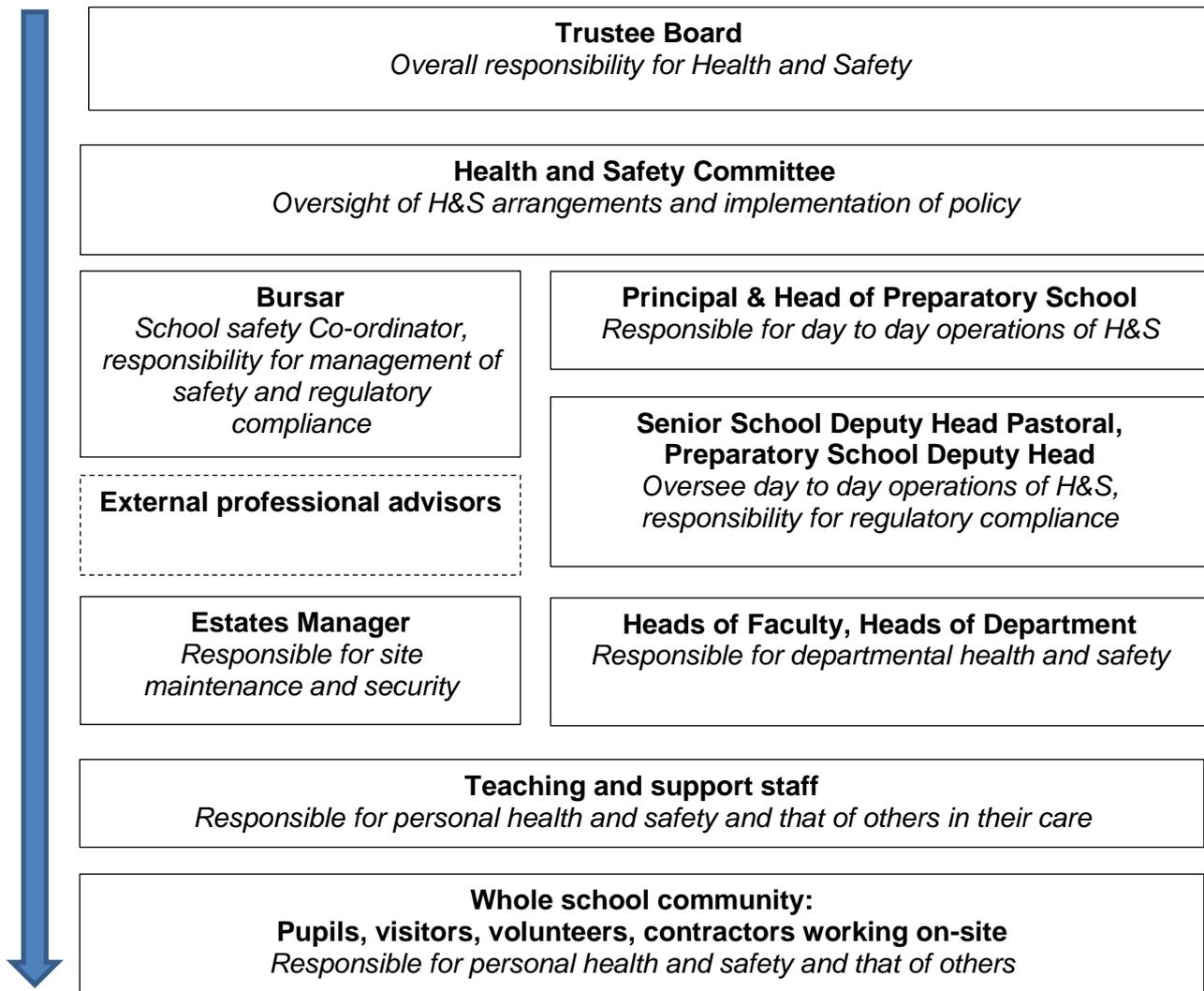
The Trustee Board should ensure that

- Health and safety performance is reviewed at least once a year. The review process should:
  - examine whether the health and safety policy reflects the organisation's current priorities, plans and targets;
  - examine whether risk management and other health and safety systems have been effectively reported to the Board;
  - report health and safety shortcomings, and the effect of all relevant Board and management decisions;
  - decide actions to address any weaknesses and a system to monitor their implementation;
  - consider immediate reviews in the light of major shortcomings or events.

This is done through:

- Audits, via site visits and review/scrutiny of accident reports, risk assessments, off-site visits, relevant documentation and completion of resultant actions

## Organisation for Health and Safety



### PART 3: HEALTH AND SAFETY MANUAL

The following policies form the School's Health and Safety Manual. A copy of the manual is available from SharePoint [via this link](#).

Accessibility Policy	Guidance on a template plan to ensure the accessibility of education to pupils with special educational needs and/or disabilities
Accident Reporting (RIDDOR)	Requirements for recording accidents and reporting them to enforcing authorities
Anti-bullying Policy	Guidance on how to prevent and tackle bullying in school.
Asbestos	Requirements for managing asbestos within buildings, arranging for works and maintaining records
Child Protection and staff behaviour policy	Guidance on a template policy including code of conduct for staff.
Competent Advice	Requirement for health and safety advice from competent persons (internal and external)
Contractor Management	Guidance on the selection and appointment of any persons employed on contracting activities
Control of Substances Harmful to Health (COSHH)	Requirements for the usage, storage and generation of hazardous substances
Display Screen Equipment	Guidance on usage of computer equipment, associated furniture/workplace needs and provision of eye tests
Educational visits	Guidance for each area on the process for assessing, approving and undertaking of educational visits
Electrical Safety	Guidance on usage maintenance of electrical systems and portable appliance testing
Emergency Response Plan	Guidance on areas for consideration when planning for school contingency plans
E-Safety	Requirements for usage and monitoring of electronic based systems by pupils and staff
First Aid	Requirements for the provision and implementation of first aid for pupils and staff
Fire safety, procedures and risk assessment	Guidance on fire risk assessment requirements, the testing of fire protection systems and management of evacuations; also the keeping of records
Gas Safety - including LPG	Guidance on the storage, usage and maintenance of gas systems
General Workplace Safety	Guidance on general requirements including lighting, temperature control, maintenance of workplace conditions and welfare activities
Manual Handling	Guidance on safe techniques and areas for consideration when undertaking manual handling

Minibus Use	Guidance on the management and usage of vehicles including driver competence
Risk Assessment	Process for identification of hazards, assessment of risk and implementation of control measures
Safety Training (including induction)	Guidance on general training requirements and the need for record keeping
Security, workplace safety and lone working	Guidance on a template policy for schools to ensure the safety and security of their premises.
Stress	Guidance on the management of the workplace and activities to control stress
Swimming Pools	Guidance on maintenance of pools and managing pool bases activities
Vehicles and on-site movements	Guidance on the control of school premises when dealing with all vehicle/pedestrian movements
Water Quality (including Legionella)	Requirements for the testing and maintenance of water systems, including the use of third parties for specialist activities
Working at Heights	Requirements for deciding on the management of activities at height, including access arrangements
Wellbeing	Policy on promoting and ensuring the wellbeing of staff