



# Organisation For Carrying Out the Health and Safety Policy

## **1 Introduction**

The Governors attach great importance to the provision of a safe and healthy working environment for the teaching staff, the support staff, the pupils and all those who visit the school from time to time. It is essential that all Staff display a positive attitude towards the requirements of the Health and Safety at Work Act 1974 (HSW Act). It is a matter that affects us all and it is most important that it remains uppermost in your minds.

## **2 Key Personnel**

The key personnel in the line management structure are the Houseparent's, the Heads of Teaching Departments, the Estates Bursar, the Head of Facilities, the Domestic Bursar, the Head of Grounds & Gardens, the Enterprise Lettings and Events Manager, the School Marshal, the Sports Centre Manager. The Planned Maintenance and Health and Safety Manager is responsible for coordinating all aspects of Health and Safety within the School. They are supported by the external Health and Safety advisors and consultants. Since 2015 the School's Health and Safety Adviser has been PIB Insurance who visit the School several times throughout the year to conduct safety audits, provide advice and provide written reports.

## **3 Responsibility for Specific Areas**

Relevant staff are responsible for health and safety within their area of responsibility on a day-to-day basis and within the terms of the School's Health and Safety Policy. They have a duty to ensure that any instructions issued in accordance of the HSW Act are implemented without delay and maintained. This includes those responsible for sport and other extra-curricular activities and one-off events. All staff are to ensure that they draw up and maintain detailed arrangements for safe working practice, including appropriate risk assessments, within their area of responsibility.

## **4 Individual Responsibility**

Whilst the Governors have expressed their firm commitment to the provision of a safe and healthy working environment for all employees of the School, all members of both the teaching and support staff have a duty to take all reasonable care for the health and safety of themselves, of those for whom they are responsible and of other persons who may be affected by their acts or omissions at work.

## **5 Compliance and Co-operation**

All Heads of Departments and Line Managers are to fully engage with any specialist consultants who may visit the school without prior notice (for example: Fire Officers, HSE Inspectors, Environmental Health Inspectors, the School's Health and Safety Consultant etc). The Inspectors have significant powers and act as enforcement agencies; therefore, all staff must co-operate where required. The Planned Maintenance and Health and Safety Manager or an SMT member should be contacted and be present throughout the visit.

## **6 Compliance and Health and Safety Training**

All Heads of Departments and Line Managers are to organise appropriate training for their academic or departmental areas. The school has an online training platform which contains Health and Safety accredited courses to ensure the School meets the needs for all Health and Safety regulatory compliance training. All new members of staff receive mandatory induction training packages which includes Safeguarding, Health and Safety, Equality Diversity and Inclusion and Data Protection. The HR department ensure that all training is rolled out across site, the Planned Maintenance and Health and Safety Manager will audit this termly.

## **7 Health and Safety Concerns**

Any Health and Safety concerns should be reported to the relevant Head of Department or Line Manager, the Planned Maintenance and Health and Safety Manager and/or the Estates Bursar. Any issues or concerns will be addressed and acted upon immediately and reviewed termly and/or as necessary in the Health and Safety Committee meetings.

## **8 Governance**

Health and Safety will be taken as a main agenda item by the Governing Body at least once a year, normally at its Lent Term meeting. Otherwise, health and safety will be included as a standing item in the Head's report to the Governing Body.

Date Reviewed: Michaelmas 2023