



HEALTH AND SAFETY POLICY

Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide

PART 1 GENERAL HEALTH AND SAFETY POLICY STATEMENT

MAIN PRINCIPLES

This is the Health and Safety Policy of St Edmund's College and Prep School, otherwise referred to as the **School**.

The School applies high standards in the management and control of all its operations, to include matters of health and safety. These are designed to ensure that staff, students and those who visit the School or may otherwise be affected by the School's operation are safe.

This Health and Safety Policy (**the policy**) applies to all staff (including employees, fixed-term, part-time, temporary and voluntary staff and helpers and contractors), students and visitors at the School.

As an employer, the governors of the School have overall responsibility for health and safety at the School and those involved in the School's operation. The governors are committed to improving health and safety.

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with our employees, students and anyone else affected on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances; to ensure we have access to one or more competent persons (persons with sufficient knowledge, training and experience) to assist us in complying with our health and safety obligations
- to provide information, instruction and supervision to employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals
- to ensure that adequate resources are available for the management of health and safety issues.

STRATEGIC ROLE OF THE GOVERNING BODY

To fulfil its strategic role in the promotion of health and safety the governors have assigned to the Finance Sub-committee of the governors responsibility for overseeing health and safety as part of its general responsibilities for overseeing the upkeep and maintenance of the fabric of the School estate and buildings. Whilst, as is stated below, day-to-day responsibility for the *operation* of health and safety at the School is vested with the headmaster, the governing body has specified that the School will adopt the following procedural framework for managing health and safety at board level:

- a) The Finance sub-committee of governors will receive the minutes of the School's termly health and safety committee meetings. A report on health and safety covering: statistics on accidents to students, staff and visitors, staff training, fire drills, and all new or revised policies and procedures associated with health and safety will be presented annually at the Michaelmas term meeting of the Finance sub-committee of governors.
- b) The minutes of the Finance sub-committee's discussion on health and safety will be presented at the Michaelmas term meeting of the full Governing Board together with any other issues on health and safety that the sub-committee chair wishes to bring to the Board's attention from time to time. The nominated governor for health and safety will be present.
- c) The external fabric of the School, its plant, equipment and systems of work will be surveyed and inspected regularly by competent professionals. These reports will be considered by the Finance sub-committee and its recommendations (together with other regular repairs or remedial works deemed necessary) will form the basis of the School's routine maintenance programmes.

SUPPLEMENTARY ASPECTS THE GOVERNORS WISH TO HIGHLIGHT

The School's adherence to health and safety in catering and cleaning of the food preparation and eating areas will be subject to external inspection by the Environmental Health Officer (EHO). In addition, the catering contractor will arrange for an independent hygiene and safety audit of food storage, meal preparation and food serving areas, together with regular external deep cleaning and pest control services. While St Edmund's is not in a position to guarantee a completely allergen free environment, it is committed to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

The School will have fire risk assessments, carried out by a competent person which will be reviewed every year for progress on completion of items in the action plan, and updated every three years, or 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 submit a report to the Finance sub-committee of the governors.

External health and safety consultants (including the School insurers) will review the overall arrangements for health and safety, including fire safety, the general state of the School, and



report on actions required with recommended timescales. The progress of implementation should be monitored by the Finance sub-committee.

The School has a competent person to review the risk assessment for legionella every two years. The School will undertake temperature checks every month from "sentinel outlets" and hot water storage vessels and carry out weekly run offs from little used outlets. All this will be recorded.

The School will have a comprehensive policy in place for the training and induction of new staff in health and safety related issues. 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 where appropriate) will be provided to any member of staff who is involved with trips and visits.

All members of staff are responsible for taking reasonable care of their own safety, that of students, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headmaster, the Bursar 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 Health and Safety Officer, Headmaster or Bursar.

All employees are briefed on where copies of this statement can be obtained, via Teams, SEC/General/Files/Handbooks. 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.

HEALTH AND SAFETY POLICY

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, which is shown at the end of this policy.

1. THE BOARD OF GOVERNORS ("THE BOARD")

The Board of Governors has overall collective responsibility for health and safety within the School and recognises its collective responsibility for providing, so far as is reasonably practicable, a safe and healthy School for all of our employees, students, contractors, visitors (including parents) and others who could be affected by School activities. The board will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from competent persons will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties.



2. THE HEADMASTER

The Headmaster is responsible to the Governors for the safe functioning of all School activities. The Headmaster will assist the Board in directing the overall management and development of the policy, defining the aims of the policy and communicating the responsibilities associated with the management of health and safety within the School. The Headmaster will also report to the board on health and safety performance and assist the board in implementing changes in the policy which the board has approved.

3. THE BURSAR

The Bursar, supported by the Technical Projects Director, Buildings Projects Manager and the Health and Safety Officer, will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- ✓ Safety and security
- ✓ Fire safety
- ✓ Electrical safety
- ✓ Gas safety
- ✓ Water quality
- ✓ Asbestos
- ✓ Emergencies
- ✓ Staff induction

The Bursar (with relevant input from the Technical Projects Director, Buildings Projects Manager and the Health and Safety Officer as required) will act as co-ordinator on Health and Safety matters, and will:

- ✓ advise the Headmaster on maintenance requirements;
- ✓ co-ordinate advice from specialist safety advisors and produce associated action plans;
- ✓ monitor health and safety within the School and raise concerns with the Headmaster
- ✓ as far as reasonably practical (and in conjunction with appropriate external expert advice) ensure compliance with the Construction (Design and Management) Regulations;
- ✓ delegate some of the listed responsibilities to the Technical Projects Director, Building Projects Manager or Health & Safety Officer as deemed appropriate;
- ✓ Chair the School's Health and Safety Committee.

4. THE HEALTH AND SAFETY OFFICER

The Health and Safety Officer will

- ✓ Share the Chair function of the School's Health and Safety Committee with the Bursar as appropriate;
- ✓ Be the lead liaison with the School's external health and safety consultants and disseminate the required information and action plan;



- ✓ Coordinate and manage the risk assessment process ensuring these are completed in full and to a suitable and sufficient standard;
- ✓ Make clear to Heads of Departments their responsibility in ensuring specific risk assessments are accurate and reflect the practices carried out in their specific areas; that staff are involved in the risk assessment process and that recommendations/control measures are implemented;
- ✓ Coordinate training for teaching and non-teaching staff as deemed appropriate by the Heads of Departments, Bursar or the Headmaster;
- ✓ Ensure, where reasonably practicable, that the School is complying with all relevant regulations and legislation. This will include, but not be limited to, Control of Asbestos, Control of Legionella, Electrical Testing, CoSHH, etc.
- ✓ Reporting notifiable accidents to the Health & Safety Executive.
- ✓ Keeping statistics and preparing summary reports as required for the School Health and Safety Committee.

5. HEADS OF DEPARTMENT (TEACHING)

The Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They will:

- ✓ Ensure that their department is run according to the standards laid out in this Policy, and that minimum legal standards and other appropriate standards that may be set by the School that apply within their areas of responsibility are met;
- ✓ Ensure that the teachers working to them understand the practical aspects of this Policy and the various legal requirements;
- ✓ Ensure that the teachers are aware of the high priority these matters carry and that, where appropriate, they are provided with both the time and encouragement to support implementation;
- ✓ Report to the Health and Safety Officer and Bursar any accidents, incidents, near misses or damage for appropriate investigation.
- ✓ Ensure adequate supervision for students both inside the School, during normal teaching activities, and also on external educational visits as detailed in the School's health and safety policies and procedures;
- ✓ Ensure departmental staff have been given adequate training relevant to their specific areas for teaching/supervision.
- ✓ Maintain up to date risk assessments for areas under their control.
- ✓ Specific risk assessment requirements are:
- ✓ Science (including harmful substances and flammable materials) - Head of Science



- ✓ Sports activities – Head of PE
- ✓ Drama – Head of Drama
- ✓ Art (including harmful substances and flammable materials) – Head of Art
- ✓ Music – Head of Music
- ✓ Design & Technology – Head of Design & Technology
- ✓ Trips and visits – Educational Visits Coordinator
- ✓ Food Technology – Head of Food Technology
- ✓ Ammunition and firearms – Combined Cadet Force Contingent Commander

6. NON TEACHING DEPARTMENTS MANAGEMENT STAFF

This section refers to the Technical Projects Director, the Maintenance Projects Manager, the Technical Projects Manager, the Head of Grounds, Domestic Services Manager and Managers of office staff.

- ✓ These Managers are responsible to the Bursar for the safe running of their facilities/activities. They will be responsible for ensuring adequate supervision of all activities so that the work proceeds according to standards laid down in this policy. They are also responsible for keeping up to date with new or updated legislation and bringing them to the attention of the Bursar with any recommendations;
- ✓ They are responsible for ensuring that staff have appropriate and documented training according to the needs of their work and are supplied with the necessary clothing, footwear and equipment to undertake their duties safely and efficiently;
- ✓ They must train or inform staff of any dangers posed by a hazardous substance upon completion of a CoSHH risk assessment;
- ✓ They are responsible for ensuring that all agreed systems of work are followed;
- ✓ They are responsible for ensuring that adequate training, in line with health and safety requirements, is provided for both themselves and their staff as deemed necessary by the Bursar;
- ✓ They will assist the Bursar with the implementation of the following:
 - ✓ Building security.
 - ✓ Prevention of unsupervised access by students to potentially dangerous areas (in co-operation with others as appropriate).
 - ✓ Registration and control of visitors.
 - ✓ Site traffic movements.
 - ✓ Maintenance of School vehicles.
 - ✓ Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos.
 - ✓ Safe operation of equipment.
 - ✓ Good standards of housekeeping, including drains, gutters etc.
 - ✓ Control of hazardous substances for grounds maintenance activities.

7. EXTERNAL HEALTH AND SAFETY ADVISORS



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

- ✓ Structural surveyors to give advice on the external fabric of the School as required.
- ✓ Engineers to monitor and service the School's plant, equipment, including boilers, lifts and hoists annually.
- ✓ Gym and fitness equipment and design and machinery used in both design and technology and in the maintenance department are serviced annually.
- ✓ The School has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- ✓ In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers are tested annually by a qualified contractor.
- ✓ The School has a suitable and sufficient risk assessment for legionella, which is reviewed every two years by a competent person. The School undertakes temperature checks every month from "sentinel outlets" and hot water storage vessels and carries out weekly run offs from little use outlets.
- ✓ The School maintains an asbestos register and the Maintenance Projects Manager is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan and are responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- ✓ The School's radiation protection supervisor (RPS), is responsible for liaison with the radiation protection advisor in Herts County Council for ensuring compliance with the Ionising Radiations Regulations 2017 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.
- ✓ The School has current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations.
- ✓ All work on gas boilers and appliances is carried out by registered Gas Safe engineers.
- ✓ All domestic boilers are serviced regularly and all domestic properties have current landlord's gas safety certificates as necessary.
- ✓ All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.
- ✓ A competent Principal Designer, Principal Contractor / Contractor is appointed in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever construction work is undertaken.

8. THE SCHOOL HEALTH CENTRE NURSES

The School Health Centre Nurses will be responsible for:

- ✓ Maintaining an accident book
- ✓ Preparing summary reports as required for the School Health and Safety Committee.



- ✓ Arranging for escorts for students going to hospital (and informing their parents).
- ✓ Checking that all first aid boxes and eye wash stations are replenished.

9. THE SCHOOL CONTRACT CATERER

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 contractor will be responsible for:

- ✓ arranging for an independent hygiene and safety audit of food storage, meal preparation and food serving areas;
- ✓ ensuring regular external deep cleaning of the kitchen and food preparation areas are undertaken and appropriate records kept;
- ✓ appropriate pest control services for a catering environment.;
- ✓ ensuring that all agreed systems of work are followed;
- ✓ ensuring that appropriate and adequate training, in line with health and safety requirements, is provided for their staff
- ✓ ensuring that catering staff are supplied with the necessary clothing, footwear and equipment to undertake their duties safely and efficiently;
- ✓ Minimising the exposure risks associated with allergens of exposure, encourage self-responsibility, and planning for effective response to possible emergencies.

10. STAFF

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department / School Health and Safety Officer of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety.

Staff are required to:

- follow the Policy; take reasonable care for the health and safety of themselves and others who may be affected;
- follow requirements imposed on the School or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed;
- carry out all reasonable instructions given by managers / senior staff; make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence;
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties;
- must report all accidents, incidents and damage to their immediate line manager, the Bursar and/or the Health & Safety Officer where appropriate.

11 STUDENTS

All students must:



- co-operate with teachers and School staff on health and safety matters
- exercise personal responsibility for the health and safety of themselves and others
- observe standards of dress consistent with safety and/or hygiene
- not interfere with anything provided to safeguard their own health and safety or the safety of others
- report all health and safety concerns to a teacher.

12 NOMINATED GOVERNOR FOR HEALTH AND SAFETY

In order to assist the governors in discharging their responsibility for health and safety there will be a nominated governor who will be asked to maintain a watching brief on health and safety matters on their behalf, and in line with the practice in many similar Schools. The governor will have a roving brief across the School and should attend School health and safety meetings and receive relevant minutes on a periodic basis. The governor will attend meetings of the Finance Committee when health and safety matters are discussed and will thereby provide an additional link between the health and safety committee and the governing body. Within these arrangements the governors' responsibility for health and safety is a collective one.



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PART 3: ARRANGEMENTS

13. MANAGEMENT OF HEALTH AND SAFETY

- ✓ It is the policy of the School to comply with the relevant Health and Safety statutory provisions;
- ✓ The School will make a suitable and sufficient assessment of the risks to health and safety of its staff whilst they are at work, to identify the preventive and protective measures necessary to comply with the requirements of relevant statutory provisions;
- ✓ The persons responsible for carrying out the assessment on the School's behalf are the Health & Safety Officer, Heads of Departments and Managers of non-teaching departments;
- ✓ Where the Risk Assessment identifies any appropriate health surveillance this will be carried out following consultation with suitably qualified and competent persons and/or occupational hygienists;
- ✓ To assist in undertaking the measures identified by the Risk Assessment as necessary to comply with relevant statutory provisions, the School will appoint relevant competent persons;
- ✓ Co-ordination of the necessary measures and Competent Persons will be carried out on the School's behalf by the Bursar, the Health & Safety Officer or other Senior Manager as determined by the Bursar;
- ✓ The results of the assessment including identified risks and any necessary preventative and protective measures will be brought to the attention of relevant employees.

14. SCHOOL HEALTH AND SAFETY COMMITTEE

The Committee will meet at least once a term, and will be chaired by the Bursar. The Finance Sub-committee of Governors who are responsible for overseeing health and safety will receive the minutes of these meetings. The members of the Committee will be:

- ✓ The Bursar (Chair)
- ✓ The Headmaster
- ✓ The Head of the Prep School
- ✓ The Assistant Head (Pastoral)
- ✓ The Technical Projects Director
- ✓ The Buildings Projects Manager
- ✓ The School Health and Safety Officer who is also:
 - The Transport Manager
 - CCF Contingent Commander
 - Security Officer

The nominated governor for health and safety will also attend.

The role of the Committee is to:



discuss matters concerning health and safety, including any changes to regulations;
monitor the effectiveness of health and safety within the School;
review accidents and near misses, and discuss preventative measures;
review and update risk assessments;
discuss training requirements;
monitor the implementation of professional advice;
review the safety policy guidance and update it;
assist in the development of safety rules and safe systems of work;
monitor communication and publicity relating to health and safety in the work place;
encourage suggestions and reporting of defects by all members of staff.

15. TRAINING

- ✓ The School will comply with the Health and Safety at Work Act 1974 and other statutory provisions with respect to training;
- ✓ Before entrusting any task to an employee, the School will consider their capabilities to ensure that work demands do not exceed their ability to do the work without risk to themselves or others;
- ✓ The School will provide employees with health and safety training:
 - During induction. This induction training will give general health and safety training on the risks associated with the School's undertaking, including arrangements for first aid, safeguarding, fire and evacuation;
 - When being exposed to new or increased risks due to transfer or change of responsibilities or due to the introduction of new or changed work equipment or technology;
- ✓ Training will be documented and provided periodically as refresher training, as appropriate.
- ✓ Records will be maintained of all training that has been given. The Bursar is responsible for the co-ordination of training on the School's behalf;
- ✓ It is the responsibility of Department Heads and Managers of non-teaching departments to ensure that their staff are trained to carry out their duties. This includes a combination of external and in-house training during induction, regular refresher training and training issued upon new procedures or systems being introduced. This is to be fully documented with staff consent.
- ✓ Personal Protective Equipment is provided where it is considered necessary. When protective equipment is issued it is the responsibility of the individual and Heads of Department / Managers of non-teaching departments to ensure it is used correctly.
- ✓ Control of Substances Hazardous to Health (COSHH) Registers are kept in St Edmund's and outline all relevant Safety Data for chemicals, solvents etc. It is the responsibility of persons using such products to conform to the information available. Persons introducing new products or processes are to advise employees or students of product characteristics and ensure that details are entered in to COSHH Registers.



Other Relevant Documents & Policies

In conjunction with this policy the following documents & policies should also be considered and consulted:

- ✓ Fire Safety Policy
- ✓ Staff Handbook
- ✓ Risk Assessment Policy
- ✓ Fire Action Plan

Non-Compliance with the St Edmund's College and Prep School Health and Safety Policy

Non-compliance with the St Edmund's Health and Safety Policy is viewed as a serious matter and will be grounds for action under the School's disciplinary procedures.

Health and Safety Policy Update Arrangements

This policy will be reviewed, revised or updated annually and as necessary.

Owner of policy:	Bursar
Reviewed by:	Headmaster, Bursar, Health & Safety Officer, Health and Safety Committee, HR Directors
Frequency of review:	Annual
Policy last reviewed:	Michaelmas 2021
Next review date:	Michaelmas 2022
Sub-Committee reviewed at:	Finance Sub-Committee



DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY

