

LUDGROVE SCHOOL TRUST LIMITED
HEALTH AND SAFETY POLICY

Statement of Intent

As Governors of Ludgrove School we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our pupils, employees, parents, contractors and visitors. In our role as employer, we attach the highest priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We are committed to:

- Providing a safe and healthy working environment.
- Developing and maintaining a positive Health and Safety culture with an emphasis on continuous improvement, through communication and consultation with employees.
- Ensuring safe working methods and providing safe equipment for off-site visits, residential visits and any adventure activities.
- Assessing and controlling the risks that arise from our work.
- Recording and reporting accidents to staff, pupils and visitors, including those reportable to RIDDOR.
- Complying with and where possible exceeding statutory requirements.
- Preventing accidents and work related ill health.
- Providing effective information, instruction and training.
- Monitoring and reviewing systems and preventative measures to make sure they are effective.
- Ensuring adequate resources are made available to fulfil our health and safety responsibilities.

For these commitments to be effective, employees throughout the school must play their part in the creation of a safe and healthy working environment for all.

Name/Signature of Chairman of Governors: 

Policy date: January 2018

Next review date: January 2019

Responsibilities and Organisation

Introduction

Responsibility for health and safety rests with the Governing Body as the 'employer', though tasks may be delegated. The functional areas of responsibility are detailed below but in outline the Headmaster assumes overall responsibility for health and safety but has delegated certain of these responsibilities as tabled below:

<i>Area of Responsibility</i>	<i>Responsible individual</i>
Academic	Director of Studies
Boarding	Head of Boarding
Pastoral	Headmaster's Wife
Medical	School Nurse
Sport	Director of Sport
Events	Various
Trips	Deputy Headmaster
Activities	Deputy Headmaster
Housekeeping	Estates Manager
IT	Head of IT
Fire	Estates Manager
Security and Site Access	Estates Manager
Safe Working Environment	Estates Manager
Contractors on Site	Estates Manager
Grounds Maintenance	Estates Manager
Catering	Catering Manager

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 cooperating with the Headmaster, the Bursar, the Estates Manager and members of the SMT in order to enable the Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar and/or the Estates Manager.

The Governing Body is responsible for ensuring that:

The Governors have specified the school should adopt the following framework for managing health and safety:

- A governor chairs the General Welfare and Safeguarding Committee and scrutinises compliance and performance.
- The Governing Body provides support and where necessary challenge to the Headmaster in fulfilling their health and safety responsibilities.
- A clear written policy statement is created which promotes suitable attitudes towards health and safety in staff and pupils.
- Responsibilities for health, safety and welfare are clearly allocated to heads of departments and individuals with specific responsibilities.
- People have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and activities and that safe systems of work are in place.

- Ensure effective risk assessments of the premises and working practices are carried out and documented.
- Sufficient funds are set aside with which to operate safe systems of work.
- Health and safety performance is measured, and policies and procedures are updated annually as a minimum.

The Headmaster has the following responsibilities:

- To be fully and visibly committed to the Governing Body's Statement of Intent for health and safety.
- For the day to day delivery of a healthy and safe school environment.
- That the School has a compliant and effective health and safety policy and that it is effectively communicated and delivered at all levels.
- That tasks relating to the delivery of a healthy and safe school environment are effectively and clearly allocated along with functional responsibilities.
- Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- That risk assessments are in place so that staff are actively engaged in managing identified risk and for delivering safe working practices.
- Ensure appropriate information on significant risk activities is provided to visitors and contractors.
- Ensure appropriate consultation arrangements are in place for staff.
- Ensure that suitable emergency procedures are in place.
- Ensure arrangements are in place to monitor premises and health and safety performance.
- Ensure that all incidents are investigated and suitable remedial actions are taken.

The Bursar has the following responsibilities:

- To advise the Headmaster of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- To co-ordinate and manage the annual risk assessment process for the non-academic bursary departments; facilities, grounds, catering, housekeeping.

The Estates Manager has the following responsibilities:

- To advise the Headmaster of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- To co-ordinate and manage the fire risk assessment process for the whole school.
- Ensure that equipment is registered, inspected and tested to ensure it remains in a safe condition.
- Ensure records are kept of all relevant health and safety activities, e.g. assessments, inspections, incidents, health and safety training etc.
- To manage the keeping of records of health and safety activities in the management of building fabric and building services
- To monitor performance of non-teaching areas and associated risk assessments through non-academic bursary Heads of Departments
- To ensure that non-academic staff complete appropriate to role health and safety training.

Heads of Department, Staff with Specific Responsibilities

Teaching and support staff (the Headmaster's Wife, the Deputy Headmaster, Director of Studies, Head of Boarding, all Teaching Heads of Departments, School Nurse, Headmaster's PA, School Secretary, Head of Development) who report directly to the Headmaster are to;

- Apply the school's Health and Safety Policy or relevant Code of Practice to their own department or area of work and be directly responsible to the Headmaster for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of those activities for which they are responsible using standardised forms where possible.
- Ensure that their staff are familiar with the Health and Safety Policy and any specific departmental Code of Practice, if issued, for their area of work.
- Resolve health, safety and welfare problems which members of staff refer to them, or refer to the Headmaster any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Investigate any accidents that occur within their area of responsibility.

Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- Give clear oral and written instructions and warnings to pupils when necessary.
- Follow safe working procedures.
- Ensure protective clothing and guards are used where necessary.
- Make recommendations to the Headmaster or their Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Report all accidents, defects and dangerous occurrences to their Head of Department.

All Employees / Staff

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies and incident investigation.

- Co-operate with school management in complying with relevant health and safety law.
- Use all work equipment and substances in accordance with instruction, training and information received.
- Report to their head of department any hazardous situations and defects in equipment found in their work places.
- Report all incidents in line with the incident reporting procedure.
- Act in accordance with any specific health and safety training received.
- Inform their head of department of any perceived shortcomings in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Co-operate with appointed Health and Safety Representatives.
- Wear Personal Protective Equipment where appropriate.

Pupils

Pupils, allowing for their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Monitoring and Review - The General Welfare and Safeguarding Committee

The General Welfare and Safeguarding Committee is established to manage responsibilities held by the Governing Body and functions delegated to the key duty holding staff. It therefore provides opportunity to effectively deliver the School's safe systems of work. It should meet a minimum of once a term, in order to:

- Analyse accidents, accident trends, near misses and manage risk appropriately.
- Ensure that the School has an appropriate risk assessment process and that generic risks assessments are updated yearly and where appropriate specific risk assessments are produced.
- Encourage involvement, reporting and suggestions of unsafe aspects of School life by all members of staff.
- Monitor regulatory and legislative changes that impact on health and safety provision and take necessary action across the School.
- Update the School's Health and Safety Policy annually.
- Ensure that responsibilities for health, safety and welfare are allocated to heads of departments and individuals with specific responsibilities and that they deliver safe systems of work in their areas.
- Ensure staff are trained appropriately for their roles and in accordance with the School's Health and Safety Policy.
- Ensure that pupils, staff, parents and visitors are informed and up to date on health and safety issues.

Committee Membership

- Chair – appointed Governor
- Headmaster
- Bursar
- At least one additional Governor

Consultation with Staff

All Heads of Department are to include H&S in their departmental meetings. Staff are to be provided with verbal updates at termly inset sessions. The General Welfare and Safeguarding Committee meeting notes are to be made available to all staff and attendees are to feed back to their departments any relevant information and direction. Accident reports and the accident trend analysis are to be made available for appropriate consideration to allow appropriate actions to be taken to reduce risk of further accident.

Risk Management

The policy on Risk Assessments and procedures is provided separately. The process is fundamental to delivering safe working environments.

Department Reviews

Individual departmental reviews are to be conducted by Heads of Department or nominated staff. H&S is to feature in departmental meetings and it is to be included as part of Heads of Department appraisals.

Staff Training

Training requirements are identified within risk assessments and detailed in associated policies. The training records are maintained by the Headmaster's PA.

Review of Policy

This policy will be reviewed annually or where incident or regulatory change demands more urgent change.

MEB
January 2018

Managing Specific Risks

The table below details the specific policies documents to mitigate specific risks

Management of Specific Risks	Policy Responsibility
Accident Reporting (RIDDOR) Policy	Bursar
Asbestos Policy	Bursar/Estates Manager
Contractor Management Policy	Bursar/Estates Manager
Control of Substances Hazardous to Health Policy	Bursar/Estates Manager
Electrical Safety Policy	Bursar/Estates Manager
First Aid Policy	School Nurse
Fire Safety Policy	Estates Manager
Gas Safety Policy	Bursar/Estates Manager
General Workplace Safety Policy	Bursar/Estates Manager
Manual Handling Policy	Bursar/Estates Manager
Minibus Safety Policy	Bursar/Estates Manager
Occupational Health Policy	Bursar
Pupil Access to Risky Areas	Bursar
Risk Assessment Policy	Bursar
Safety and Supervision on School Trips Policy	Bursar
Security and Access Control Policy	Estates Manager
Stress Management Policy	Bursar
Swimming Pool Policy	Bursar/Estates Manager
Traffic Movements On-site Policy	Bursar/Estates Manager
Water Quality (including legionella) Policy	Bursar/Estates Manager
Working at Height Policy	Bursar/Estates Manager