LUDGROVE SCHOOL TRUST LIMITED
HEALTH AND SAFETY POLICY

Statement of Intent

As Governors of Ludgrove School we fully recognise our collective responsibility - as outlined in the Department for Education guidance document 'Health and Safety: responsibilities and duties for schools (April 2022)' - for providing, so far as is reasonably practicable, a safe and healthy school for all of our pupils, employees, parents, contractors and visitors (including parents) and others who could be affected by our activities. 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 fulfil our responsibility as governors of Ludgrove School by appointing, a governor with responsibility for overseeing health and safety.

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

The governor overseeing health and safety attends meetings with the Bursar and Estate Manager termly and receives copies of all relevant paperwork.

A report on health and safety is tabled at each term's full board meeting along with the minutes of the termly discussions on health and safety and any other issues that the health & safety governor wishes to bring to the Board's attention.

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 also considered by the Finance 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). In addition, the Estate Manager arranges for regular external deep cleaning and pest control services, and that the Estate Manager reports on all these aspects to the full board.

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. Significant amendments will be reported to the full board.

An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the health & safety governor.

The school has a competent person undertake a risk assessment for legionella, every two years and a termly water sampling and testing regime in place.

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' where appropriate to the role. 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 is provided where required and minibus driver training is provided to any member of staff who is involved with trips and visits and to 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 Headmaster, the Bursar, the Estate Manager and members of the Senior Management Team ("SMT") 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 Bursar or Estate Manager.

All employees are briefed on where copies of this statement can be obtained. They will be advised as and when it is reviewed, added to or modified.

Chairman of Governors:

Policy date: November 2025
Next review date: November 2026

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:

Area of Responsibility	*Responsible individual*
Academic	Assistant Head (Operations)
Boarding	Deputy Head (Pastoral)
Pastoral	Deputy Head (Pastoral)
Medical	School Nurses
Sport	Director of Sport
Events	Event leader
Trips	Deputy Headmaster (Academic)
Activities	Deputy Headmaster (Academic)
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 Board of Governors

The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They 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. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. Where appropriate, advice from a Competent Person 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. The Board will hold the Headmaster to account in respect of the requirements set out in this policy.

The Headmaster

The Headmaster will have day to day responsibility for controlling health and safety within the school. This will include ensuring there is sufficient resource deployed to meet health and safety requirements. The Headmaster will have overall responsibility for ensuring that health and safety training is deployed as required. They will ensure that accidents are suitably and appropriately investigated and recorded. They 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 will assist the Board in implementing changes in the Policy which the Board have approved. The Headmaster will be responsible for the implementation of a Crisis Management Plan.

The Bursar

The Bursar will advise the Headmaster of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors and will co-ordinate and manage the annual risk assessment process for the non-academic bursary departments: facilities, grounds, catering, housekeeping, as well as chairing the School Health & Safety Committee. The Bursar will also liaise with the Estate Manager and the Headmaster's PA on the co-ordination and implementation of training;

The Estates Manager has the following responsibilities:

The Estates Manager will have delegated by the Headmaster the 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 and training
- The appointment of competent contractors
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate).
- Management of contractors.
- Site traffic movements.
- Maintenance of School vehicles.
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos.
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for grounds maintenance activities.

They will also act as the School Safety Co-ordinator, whose duties will include:

- advising the Headmaster and Bursar on maintenance requirements;
- co-ordinating advice from specialist safety advisors and producing associated action plans;
- co-ordinating and implementing training, together with the Bursar and The Headmaster's PA;
- monitoring health and safety within the School and raising concerns with the Headmaster;
- compliance with the Construction (Design and Management) Regulations;
- Investigating accidents and incidents and recording the same.

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 are responsible for maintaining 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 – Director of Sport
- Drama – Head of Performing Arts
- Art (including harmful substances and flammable materials) – Head of Art
- Music –Director of Music
- Design & Technology – DT Teacher
- Trips and visits – Deputy Headmaster (Academic)
- Catering and cleaning functions – Catering Manager/Estates Manager

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

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.

School Nurse

The School Nurse will be responsible for:

- Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive.
- Managing the administration of medication to pupils
- Managing the medical care of pupils
- Arranging for consultation with third party medical experts (including hospital trips), and communicating with parents.
- Checking that all first aid boxes and eye wash stations are replenished.

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.
- 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;
- 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 workplaces.
- 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.
- 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;

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.

External Health & 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 are retained to give advice on the external fabric of the school as required.
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.
- Machinery used in both design and technology and in the maintenance department are serviced in line with recommendations.
- 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 and panic buttons are tested annually by a qualified contractor.
- An external health and safety consultant reports periodically on the arrangements for health and safety in all lessons, support areas, public spaces, sports and swimming facilities.
- The school has a suitable and sufficient risk assessment for legionella, every two years and a termly water sampling and testing regime in place.
- The school maintains an asbestos register and the Estate 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. He is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- 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 annually and all domestic properties have current landlord's gas safety certificates.
- 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.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department.

Monitoring and Review - The Pastoral and Academic Committee

The Pastoral and Academic 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
- Headmaster's Wife
- Deputy Headmaster
- Nominated Health and Safety Governor
- At least one other Governor

Monitoring and Review - The Health & Safety Committee

The Committee will meet once a term, and will be chaired by the Bursar. The other members of the Committee will be:

- Headmaster's Wife
- Deputy Head (Pastoral)
- Estate Manager
- Catering Manager
- Lead Nurse

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;
- discuss training requirements;
- monitor the implementation of professional advice;
- 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.

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 Pastoral and Academic Committee meeting notes on health and safety matters can 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.

Arrangements for Health & Safety: Risk Management

The policy on Risk Assessments and procedures is provided separately. The process is fundamental to delivering safe working environments. Individual area and activity risk assessments will lay out the practical arrangements for the management of health and safety in specific locations/situations.

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
November 2025
Based on ISBA 'General Statement of H&S Policy', September 2020 and 'Organisation of the H&S Policy', March 2023

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	Lead 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