



RENDCOMB COLLEGE

NURSERY • JUNIOR • SENIOR

Health and Safety Policy **(ISI: 11a)**

Monitoring:
Health and Safety Committee

Reviewed:
August 2019

Next Review:
August 2020

1. STATEMENT OF INTENT

- 1.1 The Governors recognise that under the Health and Safety at Work etc Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards pupils, the public and people who use the premises of the College from time to time, these duties being implicit in the above Act. This policy is applicable to all pupils, including those in the EYFS.
- 1.2 The Governors accept these duties and it will continue to be their policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and Approved Codes of Practice. It is considered by the Governors, that health and safety is a responsibility at least equal in importance to that of any other function of the College.
- 1.3 The Governors will take all such steps as are reasonably practicable to meet its health and safety objectives, which are: -
 - 1.3.1 the creation of an Organisational Structure and a positive health and safety culture which supports risk control at all levels within the College, particularly at Senior Management level;
 - 1.3.2 To systematically identify and control risk as an effective approach to injury, ill-health and loss prevention;
 - 1.3.3 To maintain safe and healthy working places and systems of work and to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable work hazards;
 - 1.3.4 To provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare;

- 1.3.5 To provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently. The College's Health and Safety Consultants are available to provide relevant information and this will be disseminated to the staff as appropriate;
- 1.3.6 to develop an understanding of risk control and safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels and be responsive to internal and external change;
- 1.3.7 To provide a safe environment for all visitors to the College's premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the College's environment;
- 1.3.8 To control effectively the activity of all outside contractors when on the College's premises. It is the intention of the Governors that, apart from routine supervision and control of contractors, this aim will be achieved in part by demanding copies of the contractors' Safety Policies at the Tender stage;
- 1.3.9 To encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the College and the committees already existing;
- 1.3.10 To use health and safety to preserve and develop human and physical resources and hence contribute to the College's performance.
- 1.3.11 to ensure that this Policy is used as a practical working document and that its contents are publicised fully;

- 1.3.12 constantly scrutinise and review performance and the details of this Policy so that the College learns from experience and keeps in line with changes in current legislation.
- 1.4 The Governors are committed to providing adequate resources to ensure its health and safety objectives, and this Policy, are met.
- 1.5 The College is conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular, the Duty of Care as regards waste.
- 1.6 The Governors and College are aware of, and will meet, the requirements under The Children Act 1989 regarding fire provisions and ensuring that staff and pupils are aware of the College's health and safety policies and practices. It is the intention of the College to follow the advice given in 'The Children Act Guidance and Regulations Volume 5'.
- 1.7 The Governors and College recognises the guidance contained in 'Managing Health and Safety in Schools' and 'Health and Safety Guidance for School Governors and Members of School Boards', both prepared by the Education Service Advisory Committee of the Health & Safety Commission, and intends to follow the good practice recommendations they make.
- 1.8 The College will provide and maintain a written Risk Assessment of the risks to the health and safety of its employees whilst they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1999.
- 1.9 The Governors and College recognise the good practice contained in "Health and Safety of pupils on Educational Visits 2, prepared by the DfE and intends to follow the recommendation it makes.

- 1.10 The Governors consider that this Health and Safety Policy is an integral element of the overall College Business Plan and other resources policies.
- 1.11 The Governors have appointed Owen David Risk Management Limited of Market Drayton as Competent Persons to provide the necessary legal, technical and practical health and safety assistance and information and also to provide an independent monitoring service of the activities of the College.
- 1.12 This Policy will be brought to the attention of all employees and periodically reviewed and revised as necessary.

Signed:

Headmaster

Signed:

Health and Safety Officer and Estates Manager

2. MANAGEMENT STRUCTURE

2.1. Health and Safety Committee

Meetings

- 2.1.1 It is proposed that the Health and Safety Committees will meet once per term although members will have recourse to call for an emergency meeting should circumstances so dictate. The meetings will be reported to a Governor with direct responsibility for Health and Safety in the College.

Terms of Reference

- 2.1.2 It is anticipated that the College has fault detection/reporting procedures in place for dealing with day to day health and safety issues. It is also understood that monitoring of remedial action is carried out by Departmental Heads.
- 2.1.3 It is, therefore, considered appropriate that the Governors should address the College's overall Health and Safety Policy, accident/near miss trends, fault development trends and future strategy.

Personnel

- 2.1.4. The H & S Committee, will be chaired by the Bursar and will consist of: The Estates Manager, (Health and Safety Officer), Deputy Head Pastoral, (Head of Boarding), Head of the Junior School, Lead Coach (Sport), Head of Science, Operations Manager and Sister. From time to time, the Deputy Head (Co-Curricular) and Catering Manager may also attend.

2.2. The Governors

- 2.2.1. The Governors accept full responsibility for health and safety within the College. They will constantly monitor the effectiveness of the implementation of this Policy and will revise it where necessary.
- 2.2.2. The nominated Governors are responsible for discussion on an as required basis with the Estates Manager, on all matters to do with Health and Safety and will report each term at the Governors' Meeting.
- 2.2.3. The Governors recognise their corporate responsibility as employers to ensure, so far, as is reasonably practicable, that this same safe and healthy environment is also provided for pupils and all other people who visit the College.
- 2.2.4. The Governors are committed to ensure that the College operates in accordance with current legislation. They are not; however, content to merely conform to minimum acceptable standards but are determined to ensure the best possible standards are met.
- 2.2.5. They will constantly monitor the effectiveness of the implementation of this Policy, through their Governor Representative, and will revise it where necessary.
- 2.2.6. The Governors will ensure that any changes in this Policy will be brought to the attention of all employees.
- 2.2.7. They will establish an information gathering and reporting procedure so that their decision-making on health and safety is soundly based and current.

2.3. The Bursar

The Bursar will be responsible to the Governors for the safe functioning of all College activities. If he/she is absent, the Deputy Head Pastoral is responsible. In this document, the Bursar is to read Deputy Head Pastoral, in the former's absence.

- 2.3.1. Constantly monitor the effectiveness of the Policy as regards both academic and non-academic work and report back to the Governors as appropriate;
- 2.3.2. Consult with the Estates Manager as nominated Health and Safety Officer;

- 2.3.3 Ensure the co-operation of all staff at all levels as regards working to this Policy;
- 2.3.4 be responsible for ensuring that all Heads of Department, House Masters and Mistresses and other members of academic staff understand their responsibilities and are given both the time and the encouragement to pursue them;
- 2.3.5. Take steps to ensure that any changes in curriculum and also changes in systems of work on the domestic side are considered for their health and safety implications.
- 2.3.6. Ensure that all new staff have induction training on relevant Health and Safety matters.

2.4. Estates Manager

On a day-to-day basis the responsibility as regards the domestic and administrative side of the School will be devolved to the Estates Manager and he will:

- 2.4.1 Monitor the effectiveness of this Policy and report back to the Bursar and Governors as appropriate;
- 2.4.2 be appointed as the College's nominated Safety Officer having responsibility for obtaining, interpreting and disseminating all relevant health and safety information to the College via the normal line management structure;
- 2.4.3 be the liaison point with the College's Health and Safety Consultants and ensure that their services are used fully to obtain the above information;
- 2.4.4 In a line management function, be responsible for the safe operation for all administrative, maintenance, security and domestic staff;

- 2.4.5 be responsible for ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the College functions are fully used and kept up to date;
- 2.4.6. where individual employees in the various domestic functions listed above are given posts of intermediate responsibility, identify those posts in this Policy and ensure that those individuals are given the necessary instruction, responsibility and encouragement to carry out the functions that they have been given;
- 2.4.7 Establish a system for the reporting back of all accidents, incidents, near misses and damage to College property and investigate accordingly. The results of these investigations, as well as being dealt with by the line management function, would then be discussed by the College's Health and Safety Committee;
- 2.4.8 following completion of work associated with the COSHH Regulations ensure that the ordering of all substances is through his department that are within his line management responsibility so that decisions may be taken for additional Assessments;
- 2.4.9 be responsible for liaising with outside bodies who may from time to time use the facilities of the College and ensure that appropriate action is taken both to ensure these bodies have sufficient knowledge of the College procedures and that the College itself is appropriately indemnified;
- 2.4.10 be responsible for the selection of outside maintenance contractors and the monitoring of all activities on the College premises, and in this context liaise fully with the College architects;
- 2.4.11 be responsible for co-ordinating the College's preparation of statutorily required Risk Assessments, Manual Handling Assessments, Personal

Protective Equipment Assessments and Display Screen Equipment Workstation Assessments;

- 2.4.12 is responsible for preparing the College's Active Monitoring Inspection Plan;
- 2.4.13 be responsible for convening, on a termly basis, the College's Health and Safety Committee Meetings;
- 2.4.14 every year arrange for a Health and Safety Staff Inset in liaison with the Deputy Head Co-Curriculum and Staff.

2.5 Heads of Department

The Heads of Department will be responsible to the Bursar for the following:

- 2.5.1 for ensuring that his/her department is run according to the standards laid out in this Policy, minimum legal standards and other appropriate standards that may be set by the College,
- 2.5.2 They will be responsible for ensuring that the teachers working under them understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility;
- 2.5.3 they should be responsible for ensuring that these teachers are aware of the degree of priority that these matters carry and that where appropriate they would be provided with both the time and encouragement to pursue such matters;
- 2.5.4 Notify the Bursar of any matters within this field, which they feel, is beyond their competence to deal with;
- 2.5.5 They should be responsible for reporting to the Estates Manager any accidents, incidents, near misses or damage for appropriate investigation on the form provided;

- 2.5.6 They will be responsible for ensuring adequate supervision for pupils both inside the College, during normal teaching activities, and also on external trips;
- 2.5.7 as regards the COSHH Regulations, they will be responsible for notifying directly to the Estates Manager any new substances that are required to be purchased by their department, maintenance of COSHH Data sheets, correct storage and usage of COSHH substances in accordance with the regulations.
- 2.5.8. they will be responsible for ensuring that the teaching staff, for whom they are responsible, co-operate fully with any fire practices and other emergencies as specified in part 3 of this Policy;
- 2.5.9. They will complete risk assessments within their areas of responsibility and in the first week of each term review and update these, forwarding a signed and dated copy to the Estates Manager.

2.6. House Parents

Apart from the normal supervisory role, House Parents will have very specific duties, as follows:

- 2.6.1 Ensuring that all fire doors are kept closed at night, this work being undertaken by them and not delegated to pupils;
- 2.6.2 Make arrangements for night-time fire practices at the agreed frequency;
- 2.6.3 Ensure that all pupils and sleeping-in staff, in the house, are fully familiar with all fire instructions;
- 2.6.4 Constantly monitor all the dormitories as to correct use of electrical equipment;

- 2.6.5 Ensure that all means of escape in case of fire are at all times kept free and unobstructed;
- 2.6.6 contact the Estates Manager if there are any problems with the location and allocation of fire extinguishers;
- 2.6.7 Ensure the Estates Manager is made aware in writing of any specific health and safety matters affecting the security of their pupils in the Boarding Houses.
- 2.6.8 Attend training sessions when organised by the Estates Manager.
- 2.6.9 Complete Risk Assessments within their area of responsibility and review and update these and forward a signed and dated copy as requested periodically by the Estates Manager.

2.7. Laboratory Assistants

They will be responsible to the Head of Department as appropriate for the following:

- 2.7.1 Organising the isolation of gas supplies to laboratories at the end of each teaching day;
- 2.7.2 The constant security of all toxic and highly flammable substances which may be used in their department;
- 2.7.3 To this end ensuring that all stores are kept securely locked when not actually being supervised;
- 2.7.4 be responsible for ensuring that all experiments and services are rendered safe, so far as it is safe to do so, on hearing the fire alarm;

- 2.7.5. be responsible for ensuring that a sufficient number of the correct fire extinguishers are available within, or close to, the prep rooms.

2.8. Functional Managers

- 2.8.1 This section refers to the Lead Coach (Sport), Head of Science, Catering Manager and Operations Manager (Cleaning & Laundry).
- 2.8.2 These managers will be responsible to the Estates Manager for the safe running of their 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.
- 2.8.3 They will be responsible for ensuring that staff members have appropriate training according to the needs of their work.
- 2.8.4 They will undertake the necessary measures under COSHH Regulations to ensure safe storage and safe usage of COSHH substances.
- 2.8.5 They will be responsible for ensuring that all agreed systems of work are followed.
- 2.8.6 Where they come across matters that they feel are not within their competence to deal with, they should refer the matter to the Estates Manager.
- 2.8.7. They should be responsible for investigating any accident or incident of a type specified by the Estates Manager and reporting accordingly.
- 2.8.8. Maintain and carry out Risk Assessments relevant to their department and review such Risk Assessments within the first week of each term and forward a signed and dated copy to the Estates Manager.

2.9. Employees

- 2.9.1 The employees of the College must take reasonable care as regards themselves and other persons who may be affected by their actions and must be fully aware of their duties under Sections 7 and 8 of the Health and Safety at Work etc Act 1974 and also under the specific Codes and Regulations
- 2.9.2 They must wear and use all Personal Protective Equipment and safety devices that are provided by the management for their protection and co-operate fully with the management when the latter are pursuing their responsibilities under the above Act.
- 2.9.3 They will observe all Safety Rules and Regulations both statutory and school and conform to any safe systems of work that may be developed.
- 2.9.4 They must report all accidents, incidents and damage to their immediate superior.

3.0 Specific Guidance

The school holds specific guidance on each of the following areas. Please click on the link for each item.

Accessibility Policy	This details the school's responsibilities for ensuring that the school is accessible to pupils with special educational needs and/or disabilities
Accident Reporting (RIDDOR)	Requirements for recording accidents and reporting them to enforcing authorities
Administering Medication	Process and restrictions on administering medication to pupils
Asbestos	Requirements for managing asbestos within buildings, arranging for works and maintaining records
Control of Access, Security & CCTV	This details specific information on the school site and access policies including workplace safety and lone worker.
Contractor Management	This gives information on the requirements for contractors working at Rendcomb
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 and provision of eye tests
Educational visits (EYFS and non EYFS)	Please click here for the school's educational trip policy for Senior pupils. Please click here for the school's educational trip policy for Junior pupils including EYFS.
Electrical Safety	Guidance on usage maintenance of electrical systems and portable appliance testing
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	Storage, usage and maintenance of gas systems
General Workplace Safety	General Grounds and Estates Policies
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
New and Expectant Mothers	Requirements for the notification, assessment and monitoring of new and expectant mothers
Noise	Assessment of noisy activities and the provision of noise control measures.
Risk Assessment	Process for identification of hazards, assessment of risk and implementation of control measures
Smoking	Guidance on smoking within school premises and on school activities
Stress	Management of the workplace and activities to control stress
Sun Protection	Protection of pupils and staff to UV exposure when undertaking outside activities
Swimming Pools	This is the pool policy at Rendcomb
Vehicles and on-site movements	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	Management of activities at height, including access arrangements

All staff will have access to online Health and Safety Training via the SafeSmart platform and this will be tailored to your individual job role. This can be accessed via the link:

<https://sl.safesmart.co.uk/auth/login>

Company ID rendcomb

User Name first name surname (eg john smith)

Password password to be obtained from HR Administrator

Please note that the training modules are compulsory, and must be completed as soon as possible. This training record will be held securely and will be used to evidence that you have accessed and understood the training provided. In addition, staff may be required from time to time to undertake or attend specific training for their area of work. In accordance with the Health and Safety at Work Act 1974, all staff are required to attend and participate in any such training as may be required from time to time.

The Induction H & S Checklist Form states that by signing it, you confirm as a member of staff you have read this Policy and understand it.

Name: **Robert Jones**

Position: **Headmaster**

A handwritten signature in black ink, appearing to read 'Robert Jones', with a long horizontal stroke extending to the right.