



Policy

Health and Safety Policy

Policy Statement

- This policy outlines the methods in which Oakham School and Oakham School Enterprises (OSEL) intend to make provision for Health and Safety. Unless specifically stated, both elements are referred to as 'The School' throughout all documentation.
- The School acknowledges and satisfies the requirements of the Health and Safety at Work Act 1974.
- The School recognises its duty as an employer to ensure, so far as is reasonably practical, the health, safety and welfare at work of all employees, pupils and visitors. The School remind all employees, pupils, parents and visitors of their own duties under Section 7 of the Health and Safety at Work Act (1974) to take care for their own safety and for that of others, for the safety of pupils and the public and to co-operate with those whose duty it is to implement specific safety measures.
- Through the organisational responsibilities outlined in the Health and Safety Procedure, The School will ensure that hazards are identified, assessed and either removed or their risk reduced by taking necessary safety precautions.
- The School pays attention to the provision and maintenance of buildings, plant and equipment and to the arrangements for the use, handling, storage, testing and transport of any articles or substances associated with them.
- The School employs a full time Health and Safety Officer to monitor school activities in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations (1999). In addition, clear lines of responsibility and effective methods of communicating safety information to appropriate personnel will be ensured by The School, ensuring that Housemasters, Department Heads and others involved in particular risks receive and act upon relevant regulations and codes of practice published by the Health and Safety Executive (HSE).
- The School keeps records of training, controls and risk assessments and provides training for staff and pupils in relevant safety procedures.
- The School is committed to developing safety awareness amongst all employees and pupils and to provide a safe environment for all who use the School premises.
- The Health and Safety policy and procedure are subject to reviews at periodic intervals by the Trustees of Oakham School which includes the Directors of OSEL. The Trustees will continually monitor the effectiveness of the implementation of the policy.

Signed _____ Date: _____
(Chairman of Trustees)

HEALTH AND SAFETY PROCEDURE

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Section 1 - Organisational responsibilities for Health and Safety

1. The Trustees of Oakham School (including the Directors of OSEL)

The Trustees accept full responsibility for Health & Safety within the School. They will constantly monitor the effectiveness of the implementation of the policy and will cause the policy to be revised where necessary.

The Trustees will ensure that all changes in policy are drawn to the attention of all concerned.

2. The Director for Operations and Strategic Planning

The Director for Operations and Strategic Planning is responsible to the Trustees for the implementation of this policy. The Director for Operations and Strategic Planning is to constantly monitor the effectiveness of this policy and its implementation at all levels and will bring to the attention of the Trustees any relevant changes in legislation.

The Director for Operations and Strategic Planning through the Health and Safety Officer is the nominated Fire and Safety Officer.

The planning and supervision of all Building and Maintenance operations has been delegated by the Director for Operations and Strategic Planning to the Estates Bursar, who is to ensure that a Contractor's Safety Certificate is completed by all outside contractors before they start work within the confines of the School. Contractors are also required to submit a copy of their Company Safety Policy at the tender/quotation stage.

The Director for Operations and Strategic Planning is responsible for the School Medical Centre.

3. The Headmaster

The Headmaster is responsible for the implementation of the policy within his specific and specialised areas of responsibility, paying particular attention to Academic Departments, Pastoral Care, CCF, Heads of Senior, Middle and Lower Schools, Housemasters and Houses and Department Heads.

4. Houseparents

Houseparents are responsible for ensuring that their Houses are run in accordance with this policy, that the legal requirements are met and that appropriate approved safe systems of work are established. They are also to ensure:

- That all Staff under their control understand the practical aspects of this policy and the various legal requirements that apply within their areas of responsibility.
- That House staff are aware of the degree of priority that these matters carry and, where appropriate, employees are provided with both the time and encouragement to pursue such matters.
- That fire drills and emergency evacuation procedures are kept under review and exercised at suitable intervals. The results of these drills are to be forwarded to the Health and Safety Officer for collation, analysis and entering in School records.
- That House risk assessments are carried out biennially or in the event of any major change and submitted to the Health and Safety Officer for collation, analysis and entering in School records. The recommendations as a result of these will be incorporated into department/house policy.

- That accidents are reported to Health and Safety Officer within 24 hours of the accident and an accident report filed via OSIS.
- That Health and Safety is a standard item in house meetings.
- It is recognised that Housemasters and resident House Tutors have a very special responsibility with regard to the security of 'Means of Escape' in the event of a fire during the night and that these responsibilities must take precedence over all others.

5. Heads of Department

The Heads of each department within the School are responsible for ensuring that their departments or areas of control are run in accordance with this policy, that the legal requirements are met and that appropriate approved safe systems of work are established. They are also to ensure:

- That all Staff under their control, whether Teaching or Support, understand the practical aspects of this policy and the various legal requirements that apply within their areas of responsibility.
- That departments are aware of the degree of priority that these matters carry and, where appropriate, employees are provided with both the time and encouragement to pursue such matters.
- (where applicable) The implementation of all measures required by the Control of Substances Hazardous to Health Regulations (COSHH) 1999.
- (where applicable) That records are kept of the purchase and distribution of any substance classified under the Chemicals (Hazard Information and Packaging) (CHIP) Regulations 1994, and all subsequent legislation, as well as the Chemicals (Hazard Information and Packaging for Supply Amendment) Regulations 2008. The Health and Safety Officer should be notified of any change so that records can be maintained as required by the COSHH Regulations 1999.
- That fire drills and emergency evacuation procedures are kept under review and exercised at suitable intervals. The results of these drills are to be forwarded to the Health and Safety Officer for collation, analysis and entering in School records.
- That Department risk assessments are carried out biennially or in the event of any major change and submitted to the Health and Safety Officer for collation, analysis and entering in School records. The recommendations as a result of these will be incorporated into department policy.
- That accidents are reported to the Health and Safety Officer within 24-hours of the accident and a report filed via OSIS.
- That Health and Safety is a standard item in department meetings.

6. Academic Staff

- All Teaching Staff have very specific duties during fires and fire drills and emergency situations. Their prime duty, which must take precedence over all others, is to supervise the safe and timely evacuation of all pupils and visitors. They must therefore be fully conversant with all aspects of means of escape, fire alarm systems, emergency evacuation procedures and other associated matters.
- All Teaching Staff are required to promote safety awareness among their students as part of the normal curriculum. This is particularly relevant in the more practical subjects where the risk of injury is ever present.

7. Heads of Sport and Activities

Sporting and outdoor activities may involve elements of danger that unless properly guarded against can be extremely hazardous. Safety precautions cannot remove all the risks, but should identify and eliminate unnecessary dangers.

The Heads of Sport, Afternoon Activities and Outdoor Activities must ensure:

- That staff running them produce risk assessments for all sports and physical activities involving School pupils. These assessments and their conclusions, together with any resulting policies, will be communicated to the relevant staff.
- (Heads of Sport and Outdoor Activities) that an up-to-date record is kept of all suitably qualified instructors and supervisors any limitations and ensuring that relevant qualifications remain extant.
- That records are maintained by individual administrators (eg the Sports Facilities Supervisor) to ensure that periodic inspections of all safety equipment are being carried out. All items such as climbing ropes and life jackets are to be given a unique number that can be identified during its serviceable life.
- That all accidents are reported on OSIS within 24 hours by the appropriate member of staff or by an OSIS medical accident report by Medical Centre staff. If this is impossible (eg D of E expeditions) and a hospital visit is involved, then communication should be by phone.

8. The Commercial Director (OSEL)

The Commercial Director is responsible for ensuring that all members of the public using School facilities are given sufficient information to allow them to use the School's facilities without any risk to their Health & Safety. In order to achieve this all users will be issued with a hire agreement which will highlight their responsibilities for the safe use of the Schools premises and inform them of the actions to be taken in the event of an emergency.

9. Sports Facilities Manager

The Sports Facilities Manager is responsible for the safety of school sport buildings, ie the Sports Hall, Weights Room, Swimming Pool, Fitness Centre, Wilson and BAF Smith Pavilions. They are also responsible for all safety aspects of supervision and provision of clean water in the swimming pool. They must ensure that:

- Risk assessments are carried out biennially or in the event of any major change in all sports buildings. Policies resulting from these assessments will be published to all users.
- All goods purchased for use in the School are, so far as is reasonably practical, safe and suitable for the intended task.
- Records are maintained to ensure that periodic inspections of all safety equipment are being carried out. All items such as climbing ropes and life jackets are to be given a unique number that can be identified during its serviceable life.
- Suppliers of chemical products provide up to date data sheets in order that accurate assessments can be carried out in accordance with the COSHH Regulations 1999.
- Data Sheets are distributed to those responsible for the safe custody, stowage and use of chemicals as required by the COSHH regulations, 1999 and the CHIP Regulations, 1999,

and all subsequent legislation, the Chemicals (Hazard Information and Packaging for Supply)(Amendment) Regulations 2008. Copies are to be retained by the Health and Safety Officer.

10. Estates Manager and Head of Grounds and Gardens

The School employs its own Estates, Gardens and Grounds teams. The School also sometimes employs contractors. The Estates Manager and Head of Grounds and Gardens are to ensure that:

- The Safety Policy of the Trustees is strictly followed whilst working in the School.
- Contractors supply him with their safety policies so that the school can comply with them where required.
- Inspections are carried out on all lifting tackle and pressure vessels located on the campus.
- The school safety policies with respect to legionella and radon are carried out.
- Estates, Grounds and Gardens staff are trained to the required standard in all aspects of their jobs including use of machinery, manual handling and working at heights and provided with the correct personal protective equipment.
- Risk assessments are constructed for joiners, electricians, plumbers, painters, ground staff, gardeners and for the machinery they use. This will be done in conjunction with the Health and Safety Officer.
- Suppliers of chemical products provide up to date data sheets in order that accurate assessments can be carried out in accordance with the COSHH Regulations 1999.
- Staff responsible for the safe custody, stowage and use of chemicals as required by the COSHH regulations, 1999 and the CHIP Regulations, 1999, and all subsequent legislation, the Chemicals (Hazard Information and Packaging for Supply)(Amendment) Regulations 2008. Staff are directed to the relevant Data Sheets. Copies are to be retained by the Health and Safety Officer.
- A register of all school electrical equipment is compiled and maintained. This is to include all private equipment belonging to pupils and details of any item that has been deemed beyond economical repair.

11. Domestic Operations Manager

The Domestic Operations Manager is responsible, in conjunction with the Health and Safety Officer, for the purchase of everyday consumable goods such as cleaning materials, washing detergents, electrical appliances and soft furnishings etc. The Domestic Operations Manager is to ensure that:

- All goods purchased for use in the School are, so far as is reasonably practical, safe and suitable for the intended task.
- Electrical goods comply with the latest BS Standards, are protected by a suitably fused plug and if not new are subjected to a safety check before being used.
- Suppliers of chemical products provide up to date data sheets, in order that accurate assessments can be carried out in accordance with the COSHH Regulations 1999.
- Data Sheets are distributed to those responsible for the safe custody, stowage and use of chemicals as required by the COSHH regulations, 1999 and the CHIP Regulations, 1999, and all subsequent legislation, the Chemicals (Hazard Information and Packaging for Supply)(Amendment) Regulations 2008. Copies are to be retained by the Health and

Safety Officer.

- Staff are trained in the use of cleaning materials and provided with the correct personal protective equipment.
- Safety audits are constructed for the premises used and risk assessments for cleaners, laundry staff and porters.

12. Catering Manager

The Catering Manager is responsible for ensuring the requisite levels of Health and Safety in the Barraclough. They must ensure that:

- All food purchased for use in the School is suitable for consumption and that high levels of hygiene are maintained in the premises.
- Suppliers of chemical products provide up to date data sheets in order that accurate assessments can be carried out in accordance with the COSHH Regulations 1999.
- Data Sheets are distributed to those responsible for the safe custody, stowage and use of chemicals as required by the COSHH regulations, 1999 and the CHIP Regulations, 1999, and all subsequent legislation, the Chemicals (Hazard Information and Packaging for Supply) (Amendment) Regulations 2008. Copies are to be retained by the Health and Safety Officer.
- Staff are trained in the correct use of equipment, maintenance of hygiene and use of cleaning materials and provided with the correct personal protective equipment. Records of such training should be sent to the Health and Safety Officer for review and collation.
- Risk assessments are constructed for the department and its employees biennially or in the event of any major change.

13. SSI

The SSI will organise the training of staff to the standard required by the Minibus Driving Awareness Scheme (MIDAS) and manage the maintenance of the School cars and minibuses to ensure they are kept in a road-worthy condition.

14. Medical Centre Manager

The Medical Centre Manager will ensure that medical provision for pupils is of a high standard. Also that:

- 14.1 First aid boxes are replenished when required and available for expeditions and trips.
- 14.2 Medical accident reports are completed via OSIS in the event of an accident/injury presented at the Medical Centre.

15. Health and Safety Officer

The Health and Safety Officer will monitor all Health & Safety matters in the School, conduct Risk Assessments and Safety Audits to fulfill the requirements of the Management of Health and Safety at Work Regulations 1999 and any subsequent legislation and report directly to the Director of Operations and Strategic Planning. The Health and Safety Officer should be consulted on all matters likely to affect the safety of pupils or employees of the School.

The Health and Safety Officer's responsibilities include:

- Assisting the Director of Operations and Strategic Planning in all Safety duties.
- Ensuring that the Director of Operations and Strategic Planning and Trustees are kept informed of all up to date and relevant Health and Safety Legislation.
- Facilitating the School Health and Safety Committee.
- Monitoring and enforcing the regulations for the prevention and control of fire hazards including the testing of fire extinguishers and fire alarms.
- Providing advice and assistance to those responsible for emergency evacuation procedures and fire drills.
- Monitoring and analysing fire drill reports outlining any shortcomings to the Bursar and relevant Department Head/Housemaster.
- Maintaining a central record facility for all injuries and for taking appropriate action under RIDDOR.
- Providing assistance to all Department Heads and Housemasters in constructing safety audits/risk assessments.
- Providing training in Health and Safety at the appropriate level for all employees.

16. Educational Visits Co-ordinator

At Oakham School this role is carried out by the Deputy Head. They are to ensure that:

- Staff running visits are aware of the safety requirements which apply to all trips.
- Staff members contact the EVC in the early stages of planning a visit and involve them at the planning stage. Where possible, staff members should have prior knowledge of the destination, particularly in the event of an overnight stay.
- Staff members complete a risk assessment when the visit requires it and submit it to the EVC for approval well before the visit.
- Staff report on any safety problems encountered on the visit so that this may be taken into account on future visits.
- A member of staff at the school is always available for contact with the visit organisers during the visit.
- Accidents are reported to the Health and Safety Officer by the group leader as soon as practically possible.

Health and Safety Committee

The Committee consists of

The Director of Operations and Strategic Planning- Chairperson
 The Health and Safety Officer
 The Deputy Head
 The Academic Deputy Head
 The Personnel Manager
 The Senior Housemaster
 The Commercial Director
 The Estates Manager

The Domestic Operations Manager
The Medical Centre Manager
The Catering Manager
The Head of Grounds and Gardens

Function

“The function of keeping under review the measures taken to ensure the health and safety at work of employees Promotion of co-operation between employees and employers in investigating, developing and carrying out measures to ensure the Health and Safety at work of employees.”
(HASAWA2. [7])

- Provide a forum for formulating and discussing Health and Safety policy.
- Recommend action of Health and Safety policy to management.
- Generate ideas to improve Health and Safety.
- Stimulate interest in Health and Safety among all employees.
- Advise on safety training.
- Advise on wearing of protective clothing and on the use of personal protective equipment.
- Advise on safe working practices for new operations and processes.
- Examine accident statistics and suggest preventative measures.
- Monitor regular inspection of all areas and equipment.

Section 2 - Health and Safety Information

A copy of Section One of this safety policy is to be forwarded to prospective employees with their contract or Statement of Employment.

The Heads of Upper, Middle and Lower Schools, Department Heads and Housemasters are to maintain an up to date copy of the full Health and Safety Policy Statement.

The Director of Operations and Strategic Planning and the Health and Safety Officer will communicate changes of policy, legislation, or regulations to the relevant members of staff.

Section 3 - Review of Policy and Procedure

The Trustees will review this policy statement and procedure annually and update, modify or amend it, as they consider necessary to ensure the health, safety and welfare of staff and pupils.

Signed: _____
(Chairman of Trustees)

Date: _____

Signed: _____
(Director of Operations and Strategic Planning)

Date: _____

Reviewed August 2017
Update August 2019