

HEALTH AND SAFETY POLICY

Author: Health, Safety and Energy Manager
Last Reviewed: May 2025
Date of next review: May 2026





Contents

1.0 Introduction	3
2.0 – Organisational responsibilities	6
Summary Hierarchy of Responsibilities for Provision and Management of First Aid	6
School Trips and Visits - EVOLVE	6
1. The Trustees of Oakham School (including the Directors of OSEL)	7
2. The Headmaster	7
3. The Chief Operating Officer (COO)	7
4. Housemasters and mistresses; house parents (HMs)	8
5. Head of Science (Physics)	8
6. Heads of Department	8
7. Academic Staff	9
8. Heads of Sports and Heads of Activities (Including D of E)	9
9. The Commercial & Sports Facilities Manager (OSEL)	10
10. The Estates Manager	10
11. Head of Grounds and Gardens	11
12. The Domestic Operations Manager	12
13. The Catering Manager	13
14. Transport Manager	13
15. Medical Centre Manager	13
16. Health and Safety Officer	14
17. Educational Visits Co-ordinator	14
Section 3 - Health and Safety Committee	16
Section 4 - Health and Safety Information	16
Section 5 - Review of Policy and Procedure	17



1.0 Introduction

1. 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.
2. As Trustees of Oakham School, we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer, we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The Trustees are committed to promoting the welfare of all in our community so that effective learning can take place.
3. We fulfil our responsibility as Trustees of Oakham School by appointing a Trustee with responsibility for overseeing health and safety.
4. Day-to-day responsibility for the operation of health and safety at the school is vested with the headmaster. As Trustees, we have specified that the school should adopt the following framework for managing health and safety:
 - 4.1. The Trustee overseeing health and safety attends the meetings of the School's Health and Safety Committee and receives copies of all relevant paperwork (including agendas and action lists)
 - 4.2. A written report on health and safety covering statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures, is tabled at the Winter Term's Policy & Compliance Committee Meeting.
 - 4.3. The minutes of the Health and Safety Committee are tabled at the Buildings and Estates Committee along with any other issues that the Health and Safety Trustee wishes to bring to the Trustees' attention.
 - 4.4. The school's relevant plant, equipment and systems of work are surveyed and inspected annually by competent professionals appointed in consultation with the school's insurers; the School's fabric is inspected regularly by qualified members of management within the Estates Department.
 - 4.5. These reports are considered by the Buildings & Estates Sub-Committee, and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
 - 4.6. 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 manager arranges for regular external deep cleaning and pest control services.
 - 4.7. 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 five 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 these risk assessments every time they are materially amended and report as necessary to the Buildings and Estates Committee.
 - 4.8. The School employs external health and safety consultants to review 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 Committee
 - 4.9. The school has a competent person undertake a risk assessment for legionella and carry out water sampling and testing in accordance with prevailing legislation.



- 4.10. The school has a comprehensive policy in place for the training and induction of new staff which includes health and safety related issues which should include where relevant basic 'manual handling' and 'working at height training'. Health and safety training that is related to an individual member of staff's functions, such as science technicians, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits and to selected members of the non-teaching staff.
5. 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 Chief Operating Officer ("COO") and other members of the Senior Leadership Team ("SLT") in order to enable the Trustees 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, who will report as necessary to the COO.
6. Copies of this statement can be obtained on the school's intranet. Staff 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.
7. The School acknowledges and satisfies the requirements of the Health and Safety at Work Act etc.1974.
 - 7.1. 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 reminds all employees, pupils, parents and visitors of their own duties under Section 7 of the Health and Safety at Work Act etc. (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.
 - 7.2. 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.
 - 7.3. 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.
 - 7.4. 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.
8. The school employs a full time Health and Safety Officer to monitor School activities in accordance with section 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).
9. The school keeps records of training, controls and risk assessments and provides training for staff and pupils in relevant safety procedures.

HEALTH AND SAFETY POLICY



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.

Further information is available at:

<https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-furthereducation>

Signed

A handwritten signature in black ink, appearing to read "Neil Brown".

Chair of Trustees

Date:

12 June 2025

This document was adopted by the full body of Trustees at their meeting on 12 June 2025

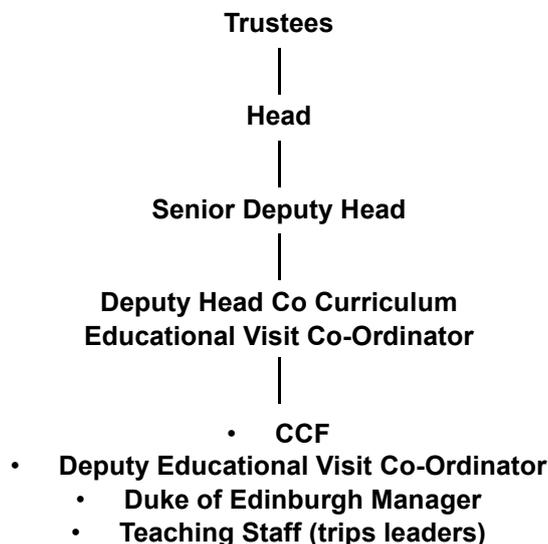
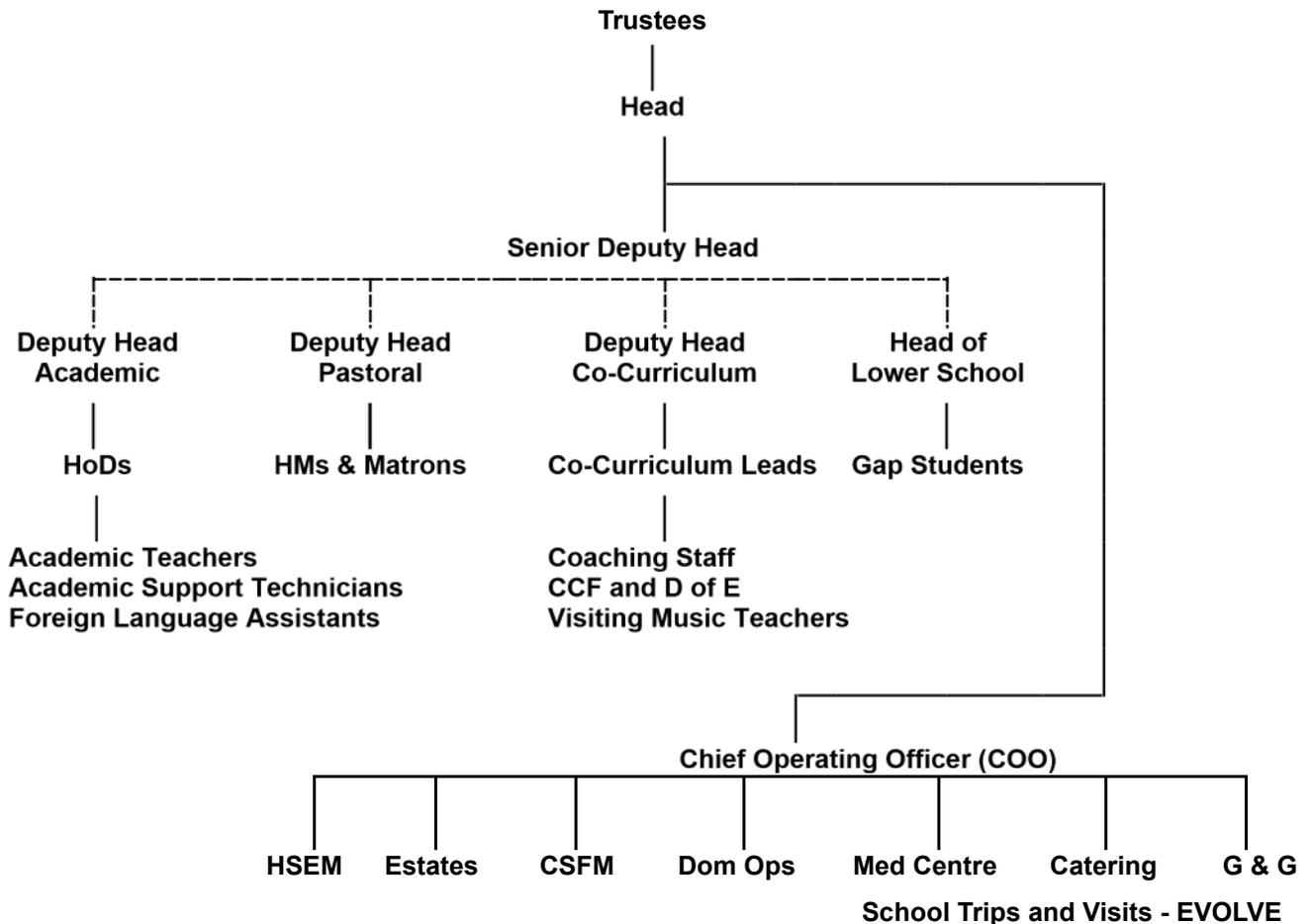


2.0 – Organisational responsibilities

This section 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.

Summary Hierarchy of Responsibilities for Provision and Management of First Aid

The structure below represents the responsibilities for the provision and management of first aid. It does not reflect the day-to-day line management reporting of staff.





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

The Trustees have overall collective responsibility for health and safety within the school. They have 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. 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.

2. The Headmaster

The Headmaster will assist the Trustees 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.

3. The Chief Operating Officer (COO)

The COO 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 (in conjunction with the Director of People)
- Radon

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

- Advising the Headmaster on maintenance requirements.
- Co-ordinating advice from specialist safety advisors and producing associated action plans.
- Monitoring health and safety within the school and raising concerns with the headmaster.
- Compliance with the Construction (Design and Management) Regulations.
- Chairing the School Health and Safety Committee.

The COO also reports to the Trustees on Health and Safety performance and assists the Board in implementing changes in the Policy which the Board have approved.

The COO has appointed the Health and Safety Officer as the nominated Fire and Safety Officer, who is to ensure suitable Fire Risk Assessments are in place and buildings are routinely checked.

The COO has delegated the planning and supervision of all Building and Maintenance operations to the Estates Manager, who is to ensure that a Contractor's Safety Booklet 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 COO is responsible for the School Medical Centre, with the Deputy Head Pastoral playing an important day to day role in the functioning of the Medical Centre and its associated Counselling Service and Pastoral Centre.



4. Housemasters and mistresses; house parents (HMs)

HMs 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 importance 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 arising from these will be incorporated into department/house policies or rules.
- That all accidents or near misses are reported to Health and Safety Officer within 24 hours of the accident and an accident report is filed via the online accident reporting software.
- That Health and Safety should be a standing agenda item in HMs meetings.
- It is recognised that HMs 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 take particular care in this area.

5. Head of Science (Physics)

The Head of Science / Physics has a specific H&S responsibility relating to the management of radioactive substances used for educational purposes within the school. The Head of Physics holds the position of Radiation Protection Supervisor (RPS) and must hold an in-date qualification for this post.

6. 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 importance 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 by ensuring suppliers of all chemical products purchased provide up to date Safety Data Sheets (SDS), to aid in the creation of accurate COSHH Risk Assessments in accordance with the Oakham School COSHH Policy.
- 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 Departmental Risk Assessments are reviewed biennially (every 2 years), in the event of an accident / near miss occurring or in the event of a major change. These are to be submitted to the Health and Safety Officer for collation, analysis and entering in School records. The recommendations arising from these will be incorporated into departmental policy.
- Ensure that members of their department have reported all accidents or near misses to Health and Safety Officer within 24 hours of the accident and an accident report is filed via the online accident reporting software.
- That Health and Safety is a standard agenda item in department meetings.

7. Academic Staff

All Academic Staff have very specific duties during fires, fire drills and emergency situations. Their primary duty, which must take precedence over all others, is to supervise the safe and timely evacuation of all pupils and visitors. To that end, all academic staff are to ensure:

- They are fully conversant with all aspects of the means of escape, fire alarm systems, emergency evacuation procedures and other associated matters for each building they work in.
- They promote safety awareness among their pupils as part of the normal curriculum. This is particularly relevant in the more practical subjects where the risk of injury is ever present.
- That all accidents or near misses are reported to Health and Safety Officer within 24 hours of the accident and an accident report is filed via the online accident reporting software.

8. Heads of Sports and Heads of Activities (Including D of E)

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. Where the risk from hazards cannot be completely eliminated, they should be reduced to the lowest level practicable.

The Heads of Sport, Afternoon Activities and Outdoor Activities (including CCF and D of E) must ensure:

- That staff running sports/activities produce risk assessments for all sports and physical activities involving School pupils. These assessments and their findings, together with any resulting policies, must be forwarded to the Health and Safety Officer and communicated to all relevant staff.
- That an up-to-date record is kept of all suitably qualified instructors and supervisors to include any limitations and ensuring that relevant qualifications remain valid and evidenced.
- That records are maintained by individual administrators 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 or near misses are reported to Health and Safety Officer within 24 hours of the accident and an accident report is filed via the online accident reporting software. If this is impossible (e.g. D of E expeditions) and a hospital visit is involved, then communication should be by phone or email initially, with full documentation being completed afterwards.



9. The Commercial & Sports Facilities Manager (OSEL)

The Commercial & Sports Facilities Manager (CSFM) is responsible for ensuring that staff, pupils and any members of the public using School sports and swimming facilities are correctly inducted and given sufficient information to allow them to use applicable facilities without any foreseeable risks to their Health & Safety. The CSFM is responsible for the safety of the following school buildings / areas (the sports hall, the free weights room, the swimming pool, changing rooms and plant room and the fitness suite). The Wilson and BAF Smith Pavilions are only the responsibility of the CSFM when being used for OSEL activities. The CSFM is to ensure that:

- Risk Assessments are carried out for new processes / procedures and reviewed at least annually or at any other time in accordance with the Oakham School Risk Assessment Policy (for example after an accident).
- All goods purchased for use within the Commercial & Sports Facilities area of responsibility are, so far as is reasonably practicable, safe and suitable for the intended task.
- Periodic inspections of all safety and fitness related equipment are to be carried out and recorded in accordance with the appropriate legislation or guidance.
- Suppliers of all chemical products provide up to date Safety Data Sheets (SDS), to aid in the creation of accurate COSHH Risk Assessments in accordance with the Oakham School COSHH Policy and the COSHH Regulations 1999.
- The list of any chemical products being used by Commercial & Sports Facilities staff are up to date on their central COSHH register. Any new chemicals must have a suitable and sufficient Risk Assessment in place and all staff are trained in their use prior to chemicals being used
- The pool water is checked four times per day and maintained to current industry standards in order to ensure the correct PH and disinfection levels are within tolerance for the pool facility.
- Adequate staffing levels are present on poolside during all swimming sessions as per the Pool Safety Operating Procedure (PSOP).
- Issue a hire agreement (for one off bookings) or collect a signed copy of members application form, which includes the terms and condition covering their responsibilities for the safe use of the school's premises and inform them of the actions to be taken in the event of an emergency.
- The pool drowning alarm is tested at all four call points on a weekly basis, with the drowning response unit (SMS messaging system) being tested every 3 months as per the PSOP.
- All staff hold the correct qualifications for their role. Monthly training is provided for National Pool Lifeguard Qualified (NPLQ) Staff, with school sports staff are offered training to uphold their national rescue award for swim teachers and coaches (NRASTC). All full-time staff operating or monitoring plant are qualified to National Pool Plant Operators (NPPO) standards and additional online H&S training is allocated as required.

10. The Estates Manager

The Estates Manager is responsible for the H&S of all members of the Estates staff, contractors and subcontractors employed by Oakham School that complete maintenance works on the schools behalf. The Estates manager is to ensure that:



- The School's Health and Safety Policies are appropriately followed by any employee, contractor or subcontractor working in the school.
- Maintain a list of preferred contractors and any contracts related to outsourced H&S compliance checks or servicing such as fire protection equipment, air conditioning and lightning protection.
- Contractors supply the Estates Department with any safety policies, Risk Assessments and method statements prior to work commencing for their company and also for that of any sub-contractors that the company may be using.
- All contractor H&S documentation is checked so that the school can comply with contractors' requests as required and issue any Permits to Work as required.
- Compliance Inspections are carried out on all lifting tackle (as per the LOLER regulations), pressure vessels (As per the PSSR Regulations) and Local Exhaust Ventilation (LEV) systems located across the school site.
- The school's safety policies with respect to legionella and radon are carried out.
- Estates 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 created and reviewed for all trades day-to-day jobs to include but not limited to joiners, electricians, plumbers, painters and for any machinery they use. This will be done in conjunction with the Health and Safety Officer.
- All plant and machinery have suitable Risk Assessments in place for their use and are serviced / inspected in accordance with the manufacturer's guidance.
- Suppliers of all chemical products provide up to date Safety Data Sheets (SDS), to aid in the creation of accurate COSHH Risk Assessments in accordance with the Oakham School COSHH Policy and the COSHH Regulations 1999.
- As the appointed Electrical duty holder, ensure all fixed electrical testing is carried out in accordance with the type of building and to maintain a register of all School portable electrical equipment testing. Portable appliance testing should include private equipment belonging to boarders. Details of any noncompliant item should be recorded and notified to the HM, Matron or the Estates Manager.
- All natural gas connections receive the necessary inspections and that a list of connections from mains meters to the various appliances are supplied at the meter location.

11. Head of Grounds and Gardens

The Grounds and Gardens Manager is responsible for the H&S of all members of the Grounds and Gardens staff, contractors and sub-contractors employed by Oakham School that complete grounds work on the Schools behalf. The Grounds and Gardens Manager is to ensure that:

- The School's Health and Safety Policies are appropriately followed by any employee, contractor or subcontractor working in the school.
- Contractors supply the Grounds and Gardens Manager with any safety policies, Risk Assessments and method statements prior to work commencing for their company and those of any sub-contractors that the company may be using.



- All plant and machinery have suitable Risk Assessments in place for their use and are serviced / inspected in accordance with the manufacturer's guidance.
- Suitable Hand Arm Vibration (HAV) planning and monitoring is in place and ensure necessary procedures are followed and any excessive exposure values are reported to the Health and Safety officer.
- 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 created and reviewed for day-to-day jobs and for any machinery they use. This will be done in conjunction with the Health and Safety Officer.
- Suppliers of all chemical products, herbicides and pesticides provide up to date Safety Data Sheets (SDS), to aid in the creation of accurate COSHH Risk Assessments in accordance with the Oakham School COSHH Policy and the COSHH Regulations 1999.
- An inspection of trees is carried out biennially by an external contractor and works for any dangerous or potentially dangerous trees are prioritized.

12. The Domestic Operations Manager

The Domestic Operations Manager is responsible for the purchase of everyday consumable goods such as cleaning materials, washing detergents, household electrical appliances and larger items such as floor coverings, furniture for academic areas, residential and boarding houses, curtains, blinds, pictures, soft furnishings, etc. The Domestic Operations Manager is also responsible for the safe portorage of items around the site from the central laundry and the Central Delivery Point (CDP). The Domestic Operations Manager is to ensure that:

- All goods purchased for use in the school are, so far as is reasonably practicable, safe and suitable for the intended task.
- Electrical goods comply with the latest BS Standards, are protected by a suitably fused plug, and are subjected to an electrical safety check by a member of the estates team, before being used and are periodically PAT tested thereafter.
- Suppliers of all chemical products provide up to date Safety Data Sheets (SDS), to aid in the creation of accurate COSHH Risk Assessments in accordance with the Oakham School COSHH Policy and the COSHH Regulations 1999.
- The list of any chemical products being used by Domestic Operations staff are up to date on their central COSHH register. Any new chemicals must have a suitable and sufficient Risk Assessment in place and all staff are trained in their use prior to chemicals being distributed for general use.
- Staff receive initial and annual training in the use of cleaning materials and are provided with the correct Personal Protective Equipment (PPE) applicable to their role. Training and Safe Systems of Work (SSOW) for use of electrical items such as (buffers, scrubbers, carpet cleaners, presses and laundry equipment) must also be delivered / checked on an regular basis.
- Termly safety audits are conducted for Domestic operations premises and work areas to check the effectiveness of the Risk Assessments. These include, but are not limited to Lone Working, Infection Control and Manual Handling for housekeeping staff, laundry staff and porters due to the changing regulations of the environment and industry.



- All items (catering, furniture, laundry, post and packages, musical instruments, chemicals and electrical equipment) are transported safely in designated serviceable vehicles or by hand as required.
- Cross contamination does not occur during cleaning, transporting or laundry processes where applicable.

13. The 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 all chemical products provide up to date Safety Data Sheets (SDS), to aid in the creation of accurate COSHH Risk Assessments in accordance with the Oakham School COSHH Policy and the COSHH Regulations 1999.
- The list of any chemical products being used by Catering staff are up to date on their central COSHH register. Any new chemicals must have a suitable and sufficient Risk Assessment in place and all staff are trained in their use prior to chemicals being distributed for general use.

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 any H&S related training should be sent to the Health and Safety Officer for review and collation.

14. Transport Manager

The Transport Manager is to manage the maintenance and roadworthiness of the schools vehicle fleet by ensuring they are taxed, have a valid MOT and are kept in good condition in accordance with current HSE guidance. The Transport Manager is to ensure that:

- Any staff required to drive School vehicles have a valid driving licence with the correct entitlements.
- Staff required to drive a minibus are trained to the standard required by the Minibus Driving Awareness Scheme (MIDAS).
- There is a system in place for all drivers carry out before use driver safety checks of their vehicles.

15. Medical Centre Manager

The Medical Centre Manager is to ensure that medical provision for staff and pupils is of a high standard. The Medical Centre Manager is to ensure that:

- There is an accurate list of First aid boxes for the site in accordance with the First Aid Needs Analysis and the boxes are replenished when required.
- That all First Aid boxes for expeditions and trips are suitable and sufficient as per the request from participating staff.
- That any staff or pupils who present themselves to the medical centre following an accident or injury have reported it on the school's accident reporting system. Staff should complete this themselves but for any pupils that present themselves the medical team must contact the staff member who sent them to ensure an accident report is being submitted.



16. Health and Safety Officer

The Health and Safety Officer (HSO) will monitor all Health & Safety matters across the school site to ensure that all legal and statutory compliance measures are being met. The HSO reports directly to the Chief Operating Officer (COO) to ensure that Health and Safety remains high on the school agenda and facilitates the termly H&S committee meetings as the secretary. The Health and Safety Officer's responsibilities include:

- Ensuring that the COO and Trustees are kept informed of any changes in relevant Health and Safety Legislation. This will culminate in the creation of an Annual H&S report for the Trustees each September.
- Monitoring and enforcing the regulations for the prevention and control of fire hazards in accordance with the Oakham School Fire Prevention Policy and Regulatory Reform Fire Safety Order (RRFSO) 2005.
- 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 COO and relevant Department Head, Housemaster or Housemistress.
- Ensuring the safety of pupils, staff and visitors at Oakham School by ensuring areas, activities and hazards are appropriately risk assessed, the development and updating of H&S policies and provision of advice and guidance to members of the School on H&S related matters.
- Maintenance of a central register for the recording of all injuries and taking appropriate action when a specified injuries require reporting under the RIDDOR regulations.
- Providing assistance to Department Heads, Housemaster or Housemistress in the creation and review of safety audits and risk assessments.
- Providing or organising training in Health and Safety (to include First Aid) at an appropriate level for all employees and keeping training records for an appropriate duration of time.
- Conducting physical and paperwork pre-planned and spot check audits of all departmental areas focussing on fire hazards, COSHH, contractors on site, Safe Systems of Work (SSOW), Risk Assessments (RAs), training records, ladders and mobile towers, PAT Testing, Fixed Wiring records, legionella, asbestos and any other general H&S related checks.

17. Educational Visits Co-ordinator

The Educational Visits Co-ordinator (EVC) role is carried out by the Deputy Head Co-curricular with the Deputy EVC. 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 before the visit in accordance with the School Trips and Visits Policy.
- 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 HSO by the group leader as soon as practically possible.



Section 3 - Health and Safety Committee

Membership

The Committee consists of

- Chief Operating Officer (COO) – Chair
- The Health and Safety and Energy Manager (Secretary)
- Senior Deputy Head
- Deputy Head - Academic
- Deputy Head – Co-Curriculum
- HR Manager
- Senior HM
- Commercial and Sports Facilities Manager
- Estates Manager
- Domestic Operations Manager
- Medical Centre Manager
- Catering Manager
- Head of Grounds and Gardens
- Head of Science
- Head of Chemistry
- Head of Design and Technology
- Head of Drama or Theatre Manager
- Transport Manager

The Trustee with specific responsibility for Health & Safety has a standing invitation to attend and observe these meetings, which should be held termly as part of the scheduled meetings of the school

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 4 - Health and Safety Information

A link to this policy is to be provided to prospective employees with their contract or Statement of Employment on offer of a role at the school and a copy is published on the School's website.

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



Section 5 - 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

Reviewed May 2025 – Chief Operating Officer and Health & Safety Manager

Adopted and signed by the Chair of Trustees on behalf of the Trustees:

A handwritten signature in black ink, appearing to read "Neil Brown", with a horizontal line underneath.

*Next Review: **May 2026***