

# HEALTH AND SAFETY POLICY



Blundell's

FOUNDED 1604

MP - 01 Health and Safety



## HEALTH and SAFETY POLICY

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# Health and Safety Policy

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## **Part 1      POLICY STATEMENT**

### **1.1      STATEMENT OF INTENT**

The Management and Staff of Blundell's School believe that achieving high standards in Health, Safety and Welfare is paramount to the success of the School. As such, the Governors and Management of Blundell's School commit to attaining continuous improvement in the working environment to minimise potential risks to all employees, pupils and visitors alike on our property, in transit and on School approved off site activities.

### **1.2      WORKPLACE SAFETY CHARTER**

We will:

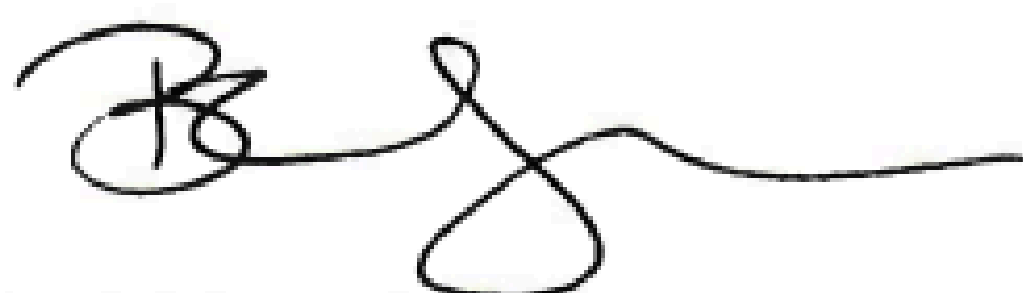
- ✓ Develop, implement, monitor and review a management system for Health and Safety across the business.
- ✓ Governors review the School's Health and Safety policy annually.
- ✓ At least one Governor will attend the meetings of the School's termly Health and Safety Strategy Group.
- ✓ Appoint a suitably qualified H & S Advisor and Fire Safety Officer.
- ✓ Appoint external consultants and auditors where necessary to provide specific competent advice, review the overall arrangements for general health and safety, fire safety, asbestos management, legionella, gas, electricity, radiation and other high-risk aspects of the School's operation, and reports on actions required with recommended timescales and an action plan.
- ✓ A termly health and safety risk register report is produced by the Bursar for governors who also receive the minutes of all relevant H&S meetings.
- ✓ Implement and maintain a Hazard Identification and Risk Assessment (HIRA) programme to enable us to identify, assess and manage risks associated with our employees, pupils, processes, property and site-specific environments.
- ✓ Investigate all potential Health and Safety issues in order to protect and prevent anybody on our sites from getting injured and/or an illness.
- ✓ Comply with all applicable and appropriate Health and Safety legislation, as well as other relevant regulations and standards.
- ✓ Encourage employees and pupils to share the responsibility for health and safety at work and will provide them with such information, training and resources, as they need to maintain a healthy and safe working environment.
- ✓ Actively discuss potential Health and Safety issues with all employees, contractors, pupils and visitors on site to prevent injury or illness.
- ✓ Provide, within reasonable bounds, sufficient funds and resources to ensure that this policy can be affectively incorporated into the school's activities.
- ✓ The governing body hold ultimate responsibility for complying with the the Regulatory Reform (Fire Safety) Order 2005 and delegate day to day responsibility to the Headmaster. The school has fire risk assessments, carried out by a competent person, that are reviewed every year for progress on completion of items in the action plan.
- ✓ The school has a comprehensive process in place for the training and induction of new staff in health and safety related issues. 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.

- ✓ 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 heads, the COO and other members of Senior Leadership Teams to enable the School to operate safely. All staff are responsible for reporting any significant risks or issues to management or the Estates Office.
- ✓ In the event of a global pandemic (e.g. Covid-19) instigate through the SET, under the direction of the Head, Health and Safety procedures as required. The School Risk Register would also undergo particular scrutiny by the Governors in order to ensure appropriate monitoring and control of risks.

### 1.3 SIGNATURES

Signed Head:

Date: 19/11/24



Signed Chief Operating Officer:

Date: 19/11/24



Signed Governors responsible for Health and Safety:

Date: 19/11/24



## **Part 2      RESPONSIBILITIES**

### **2.1      THE GOVERNORS**

- ❑ Will have ultimate responsibility for Health Safety and Security within the School.
- ❑ Will ensure that the legal obligations of the School with respect to Health and Safety are met.
- ❑ Will take reasonable steps to make sure that the school is following the School's policies and procedures e.g. through regular discussion at governance meetings.
- ❑ Will promote a sensible approach to health and safety, making use of competent health and safety advice when required.
- ❑ Will ensure that a governor(s) is appointed with responsibility for oversight of Health and Safety.
- ❑ Will ensure that health and safety is considered in all the decision making of the company.
- ❑ Will ensure the adequate resourcing of all aspects of health and safety management.
- ❑ Will ensure staff receive adequate training to enable them to carry out their responsibilities.
- ❑ Will work in close partnership with the Head and senior management team to support sensible health and safety management and to challenge as appropriate.

### **2.2      The HEAD**

- ❑ Will assist the Governing Board in discharging its responsibilities.
- ❑ Will assist the Governors in directing the overall management and development of the Health and Safety policy, defining its aims and communicating responsibilities associated with Health and Safety Management.
- ❑ Will ensure that health and safety is considered in all the decision making of the School.
- ❑ Will ensure the adequate resourcing of all aspects of health and safety management.
- ❑ Will source and take advice from suitably qualified and experienced Safety Consultants.
- ❑ Will ensure that the school is following the employer's health and safety policy and has effective arrangements for managing the real health and safety risks at the school.
- ❑ Will maintain effective communications with governors and the school workforce, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site.
- ❑ Will consult and work with recognised TU safety representatives/employee representatives and safety committees.
- ❑ Will make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.
- ❑ Will consider reports on safety at regular intervals.
- ❑ Will act as the direct line manager for the Safety Manager.

### **2.3      SAFETY MANAGER (CHIEF OPERATING OFFICER)**

- ❑ Will through experience and training, take on day to day responsibility for the implementation of safety procedures.
- ❑ Will set the highest personal example in terms of safe behaviour and safe attitudes.
- ❑ Will participate in appropriate safety training.
- ❑ Will ensure that regular safety audit reports are reviewed and actioned where appropriate.
- ❑ Will ensure that building compliance is in place with respect to electricity, fire, legionella, structure, gas, pupil security and welfare.
- ❑ Will appoint appropriately qualified contractors and share information with them regarding site specific risks as part of overseeing their activities on site.

- ❑ Will complete statistical analysis of accident and incident reports
- ❑ Will implement, monitor and review of training procedures
- ❑ Will take overall responsibility for the day to day application of this Policy.
- ❑ Will source and take advice from suitably qualified staff and experienced safety consultants.
- ❑ Will ensure the provision of appropriate health and safety training to all staff.
- ❑ Will ensure management and monitoring of purchasing and contracting procedures to ensure risks are effectively managed.
- ❑ Will Chair and Coordinate the Health and Safety Committee.
- ❑ Will ensure that staff and visitors are aware of the on-site procedures and the precautions to follow.
- ❑ Will be responsible for recording and reporting accidents to staff and contractors.
- ❑ Will oversee accident and incident reporting including RIDDOR.
- ❑ Will prepare reports and returns for the school leadership team.
- ❑ Will be the duty holder for Asbestos Management.

#### **2.4 FIRE OFFICER AND INDEPENDENT SAFETY ADVISORS**

- ❑ Will provide expert and timely advice to the company on all safety matters.
- ❑ Will provide advice for all risk assessments and safe operating procedures.
- ❑ Will advise and review safety policies.
- ❑ Undertake regular reviews and evacuation practices.
- ❑ Will provide expert liaison with the HSE as required.

#### **2.5 MEDICAL CENTRE AND FIRST AID**

- ❑ Will be responsible for the implementation of the Health and First Aid policy.
- ❑ Will provide advice and support to the HR department on First Aid training requirements.
- ❑ Will maintain the accident records in liaison with SLT.
- ❑ Will arrange maintenance and replenishment of first aid provision.
- ❑ Will prepare summary accident reports for the School Health and Safety Committee in conjunction with the COO.
- ❑ Will make arrangements for recording and reporting accidents for pupils and visitors including RIDDOR are included in the Health and First Aid policy.
- ❑ Will seek to keep their training and skills up to date.
- ❑ Will treat injuries and ill health arising in the workplace to the best of their ability.
- ❑ Will record all treatment given and report usage of the First Aid kits to their Line Manager.
- ❑ Will encourage those receiving treatment to report their injury or illness to the designated person.
- ❑ Will report and investigate all accidents and incidents.

#### **2.6 CHIEF PEOPLE OFFICER**

- ❑ Will support the heads of department in arranging and recording the necessary safety training and employment compliance.
- ❑ Will issue all new staff with a copy of the Health and Safety policy.
- ❑ Will issue health and safety related induction training.
- ❑ Will make sure staff are aware of their personal responsibilities as set out in this policy.

## **2.7 HEADS OF DEPARTMENT (Academic, Pastoral, Co Curricular and Support)**

Heads of Department must also ensure that Personal Protective Equipment is made available and used where appropriate, that equipment is maintained properly, normally in consultation with the Estates Manager, that hazardous waste is disposed of safely and that staff are aware of occupational health, for example noise and dust levels. They will also work with the Head of HR and identify, organise and record training that is relevant to their area of control.

- ❑ Will be responsible for the health and safety of those affected by activities under their control and manage risks accordingly.
- ❑ Will be responsible for maintaining up to date risk assessments for their areas and producing a departmental H&S policy in line with best practice guidance for their department.
- ❑ Will provide PPE as necessary and ensure it is appropriately used.
- ❑ Will arrange for safe disposal of waste and hazardous substances.
- ❑ Will be aware of occupational health associated to activities undertaken, including dust, noise, vibration etc.
- ❑ Will ensure that their areas are managed safety with adequate staffing resources available to assist with evacuations.
- ❑ Will arrange training as necessary in liaison with the CPO.
- ❑ Will ensure that all training records are kept up to date.
- ❑ Will carry out induction training for employees and contractors.
- ❑ Will record and respond to all Health & Safety reports.
- ❑ Will monitor the absence from work for any employee following any accident and provide the COO with the information.
- ❑ Will formally record the Tool Box Talks, subjects, contents and employees in attendance.
- ❑ Will monitor the risk assessment database.

## **2.8 ESTATES, MAINTENANCE, LETTINGS and HOUSEHOLD MANAGERS**

- ❑ Will adopt and understand all the H&S policies and procedures.
- ❑ Will conduct Risk Assessments on activities within their departments and create Safe Systems of Work to mitigate those risks.
- ❑ Will ensure that all training records are kept up to date.
- ❑ Will share safety information with managers, staff, pupils and visitors.
- ❑ Will carry out induction training for employees and contractors.
- ❑ Will record and respond to all Health & Safety reports and accident reports.
- ❑ Will monitor the absence from work for any employee following any accident and provide the Director of Safety with the information.
- ❑ Will constantly review the works request system and prioritise safety issues.
- ❑ Will provide and maintain Personal Protective Equipment.
- ❑ Will ensure the maintenance of the First Aid coverage in excess of the statutory minimum.
- ❑ Will formally record the Tool Box Talks, subjects, contents and employees in attendance.
- ❑ Will monitor the risk assessment database.
- ❑ Will ensure that buildings are secure.
- ❑ Will ensure that vehicles are maintained and safe.
- ❑ Will ensure that adequate pest control is provided.
- ❑ Will ensure that COSHH assessments are completed and that stores and workshops are suitably secured.
- ❑ Will ensure that waste exemption and transfer notes are received and filed.
- ❑ Will be the duty holder for legionella management.



## **2.9 TRANSPORT MANAGER**

- ❑ Will maintain the transport fleet.
- ❑ Will arrange Midas accredited training for the employed drivers.
- ❑ Will arrange Midas accredited training for the volunteer drivers.
- ❑ Will conduct Risk Assessments on routes create Safe Systems of Work to mitigate those risks.
- ❑ Will ensure that all training records are kept up to date.
- ❑ Will ensure that emergency equipment including extinguishers and first aid boxes and emergency information is supplied in each vehicle.
- ❑ Will ensure that permits are kept up to date.
- ❑ Will record and respond to all Health & Safety reports and accident reports.
- ❑ Will arrange for driver licences to be periodically checked against the DVLA database.
- ❑ Will provide and maintain Personal Protective Equipment.
- ❑ Will formally record the Tool Box Talks, subjects, contents and employees in attendance.

## **2.10 CATERING MANAGER**

- ❑ Will ensure the safe operation of the catering facilities at the School.
- ❑ Will adopt and understand all the H&S policies and procedures.
- ❑ Will ensure that catering staff work safely and in accordance to the current food safety guidelines.
- ❑ Will ensure that allergy information is provided and guidance followed appropriately.
- ❑ Will share safety information with managers, staff, pupils and visitors.
- ❑ Will carry out induction training for employees and contractors.
- ❑ Will carry out risk assessments as necessary.
- ❑ Will monitor the absence from work for any employee following any accident and provide the Director of Safety with the information.
- ❑ Will provide and maintain Personal Protective Equipment.
- ❑ Will ensure the maintenance of the First Aid coverage in excess of the statutory minimum.
- ❑ Will formally record the Tool Box Talks, subjects, contents and employees in attendance.
- ❑ Will arrange maintenance and cleaning regimes as necessary.

## **2.11 LETTINGS MANAGER**

- ❑ Will adopt and understand all the H&S policies and procedures.
- ❑ Will ensure that all training records are kept up to date.
- ❑ Will gather safety and training records from hirers.
- ❑ Will ensure that resources are in place to induct and oversee groups under their control.
- ❑ Will share safety information with managers, staff, pupils and visitors.
- ❑ Will carry out induction training for employees and contractors.
- ❑ Will record and respond to all Health & Safety reports.
- ❑ Will monitor the absence from work for any employee following any accident and provide the Director of Safety with the information.
- ❑ Will maintain the quality and application of the Accident Book.
- ❑ Will maintain the general Personal Protective Equipment stores.
- ❑ Will ensure the maintenance of the First Aid coverage in excess of the statutory minimum.
- ❑ Will formally record the Tool Box Talks, subjects, contents and employees in attendance.
- ❑ Will monitor the risk assessment database.

## **2.11 RADIATION PROTECTION MANAGER**

- Will adopt and understand all the H&S policies and procedures.
- Will appoint a Radiation Protection Advisor (Devon County Council).
- Will arrange biannual inspection of facilities.
- Will share safety information with managers, staff, pupils and visitors.
- Will carry out induction training for employees and contractors.
- Will ensure that facilities are maintained in compliance with the RPA's advice.
- Will maintain compliance with the 1993 Radioactive Substances Act and the exemption certificates granted under them.
- Will maintain the quality and application of the Accident Book.
- Will maintain the general Personal Protective Equipment stores.
- Will ensure the maintenance of the First Aid coverage in excess of the statutory minimum.
- Will formally record the Tool Box Talks, subjects, contents and employees in attendance.
- Will monitor the risk assessment database.

## **2.12 ADMINISTRATORS**

- Will adopt and understand all the H&S policies and procedures.
- Will ensure that all training records are kept up to date.
- Will share safety information with managers, staff, pupils and visitors.
- Will carry out induction training for employees and contractors.
- Will record and respond to all Health & Safety reports.
- Will monitor the absence from work for any employee following any accident and provide the Director of Safety with the information.
- Will maintain the quality and application of the Accident Book.
- Will maintain the general Personal Protective Equipment stores.
- Will ensure the maintenance of the First Aid coverage in excess of the statutory minimum.
- Will formally record the Tool Box Talks, subjects, contents and employees in attendance.
- Will monitor the risk assessment database.

## **2.13 EMPLOYEES**

- Will always act in the best interests of safety, both their own and that of others.
- Will participate in all health and safety training provided and put it into practice in their work.
- Will take note of all written and verbal information on health and safety provided, and put it into practice in their work.
- Will make appropriate use of all equipment provided in the interests of health and safety.
- Will assist in the risk assessment process as required.
- Will report all accidents and incidents involving them.
- Will take reasonable care for your own health and safety and that of others who may be affected by what you do, or fail to do.
- Will cooperate with your School Management, fellow members of staff, contractors and others to enable them to make and keep the workplace safe.
- Raise health and safety concerns in line with local arrangements.

## **2.14 CONTRACTORS and VISITORS**

- Will undertake any safety induction and read/watch any safety information provided.
- Will sign in at the designated reception area and wear ID badges issued at all times.

- ❑ Will stay with their designated member of staff when required.
- ❑ Will adhere to site rules and regulations.
- ❑ Will act at all times in the best interests of safety, both their own and that of others.
- ❑ Will participate in all health and safety training provided and put it into practice in their work.
- ❑ Will take note of all written and verbal information on health and safety provided, and put it into practice in their work.
- ❑ Will make appropriate use of all equipment provided in the interests of health and safety.
- ❑ Will report all accidents and incidents involving them.

## **Part 3      PLANNING AND IMPLEMENTING**

### **3.1      INTRODUCTION**

The School's Governing requires mechanisms to be in place to provide assurance that policy requirements are being introduced, maintained and effectively implemented to provide high standards of health and safety performance.

### **3.2      CONSULTATION WITH STAFF**

Health and Safety is a regular item on the agenda at governors meetings and internal staff meetings. There is a on line maintenance request system and staff are encouraged to report any defects and safety issues. Any points raised will be discussed, duly recorded and actioned accordingly.

### **3.3      RISK ASSESSMENTS**

The responsibility for completing assessments and implementing controls falls to managers and teachers as part of their normal duties. There will be instances of complex risk where it will be necessary to request assistance from the senior staff or competent external advice. The outcome of the process shall be the identification and implementation of adequate control measures to minimise harm to people and the environment. Significant residual risks, or where adequate control cannot be achieved, shall be fed into the reporting system for action at the appropriate level via the risk register.

### **3.4      OBJECTIVES AND TARGETS**

The Governors meet termly to discuss estates planning and discuss strategic objectives, including those for safety, together with targets for their implementation.

### **3.5      ACTION PLANS**

The outcomes of Governors and Leadership Team meetings form part of the School's safety action plan. This plan is supplemented by H&S audits carried out internally or externally by competent staff and third party advisors. The Chief Operating Officer is responsible for implement the action plan.

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## **Part 4 MEASURING PERFORMANCE**

The School uses active and reactive measurement techniques to feedback performance information to review its health and safety performance.

### **4.1 ACTIVE MEASUREMENT**

Active measuring techniques employed by our School include:

- Governor audits
- External specialist audits
- Fire Risk Assessments
- Security Penetration Tests
- Periodic Test and Inspection
- ISCC Catering Inspection
- ISI Inspection
- Legionella Risk Assessment
- Internal Safety Audits and Facility Tours

Performance against these standards are reviewed termly at Governors meetings.

### **4.2 REACTIVE MEASUREMENT**

Reactive measurement techniques employed by our School include:

- Accident and incident reporting and associated statistics
- Maintenance request system
- Ill health data where related to occupational causes including work related stress
- Claims data, including claims settled with payment
- Enforcement action from external regulators, including improvement and prohibition notices and, where relevant, prosecutions.

## **Part 5 AUDIT**

Audit is an essential part of our safety management system.

Audits will be conducted by internal teams via our iAuditor platform and external specialists, supported by competent advice as necessary.

## **Part 6 REVIEW**

Health and Safety is reported at Governor, committee and SLT level and reviews are undertaken against set criteria such as fire, asbestos, legionella and accident data. Outcomes of reviews are used to inform staff and shape future planning and action plans. Information to support reviews may be taken from the activities undertaken to measure performance including the outcomes of audits, inspections and more informal monitoring activities.

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## **Part 7      SUB POLICIES AND PROCEDURES**

The School has a number of specific policies and procedures that provide instruction and guidance to staff on the arrangements for the maintenance of acceptable standards of health and safety.

As a School, we are required to have a great many policies and some of them will contain useful safety-related information and these are listed below.

### **6.1      POLICIES**

### **6.2      ESTATES PROCEDURES**

Estates Procedures and supporting documentation are held on the compliance section of the school's sharepoint. These include:

- EP 01    Portable Appliance Testing (PAT)
- EP 02    Legionella
- EP 03a   Fire Door Inspection
- EP 03P   Fire Safety
- EP 03S   Fire Safety
- EP 04    Asbestos
- EP 05    Lightning Protection
- EP 06    Emergency Lighting
- EP 07    Fixed Electrical Installations
- EP 08    Fire Alarm System
- EP 09    Lighting
- EP 10    Lift Installations
- EP 11    Structural Safety of Buildings
- EP 12    Gas Installation Safety
- EP 13    Contractor Access
- EP 14    Local Exhaust Ventilation
- EP 15    Safety of Pressure Systems
- EP 16    Permit to Work
- EP 17    Control of Noise at Work
- EP 18    COSHH
- EP 19    Lone Working
- EP 20    Risk Assessment
- EP 21    Swimming Pool
- EP 22    Site Set Up
- EP 23    Air Conditioning Ventilation Systems
- EP 24    Eye Care Procedure
- EP 25    Accidents
- EP 26    Workstation Assessment Procedure

### **6.3      AMENDMENTS**

- 1) Autumn 2020 – Addition of Pandemic statement in Section 1.2
  - 2) Autumn 2021 – Review and date change only
  - 3) Autumn 2022 – Update to responsible governors plus review and date change
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- 4) Autumn 2023 – Removal of Bursar section – moving majority of responsibilities to the Chief Operating Officer and line management of the Chief Operating Officer to the Head.

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