

# HEALTH AND SAFETY POLICY



Blundell's

PREPARATORY SCHOOL

MP - 01 Health and Safety



## HEALTH and SAFETY POLICY

Author:	Estates Bursar
Date:	Spring 2019
Reviewed:	Autumn 2021
Next Review Due:	Autumn 2022

# Health and Safety Policy

## Contents

### Part 1 Policy statement

- 1.1 Statement of intent
- 1.2 Our workplace safety charter
- 1.3 Signatures

### Part 2 Responsibilities

- 2.1 Governors
- 2.2 Head
- 2.3 Director of Safety (Bursar)
- 2.4 Safety Manager (Estates Bursar)
- 2.5 Safety Advisor:
- 2.6 First Aiders
- 2.7 Administrators
- 2.8 Employees
- 2.9 Sub-Contractors

## 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.
- ✓ 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.
- ✓ 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: 21/09/21



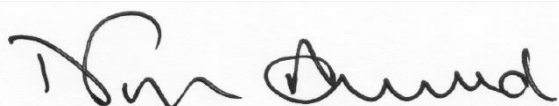
Signed Bursar:

Date: 21/09/21



Governor responsible for Health and Safety:

Date: 21/09/21



## **Part 2      RESPONSIBILITIES**

### **2.1      THE GOVERNORS**

- ❑ 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 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 teacher and senior management team to support sensible health and safety management and to challenge as appropriate.

### **2.2      THE HEAD**

- ❑ 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 the provision of appropriate health and safety training to all staff.
- ❑ 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 make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
- ❑ 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.

### **2.3      DIRECTOR OF SAFETY (BURSAR)**

- ❑ Will take overall responsibility for the day to day application of this Policy.
- ❑ Will ensure that health and safety is considered in all the decision making of the School.
- ❑ Will consider reports on safety at regular intervals.
- ❑ 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 oversee accident and incident reporting
- ❑ Will act as the direct line manager for the Safety Manager
- ❑ Will prepare reports and returns for the school leadership team

## **2.4 SAFETY MANAGER (ESTATES BURSAR)**

- ❑ 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
- ❑ ensuring staff and visitors are aware of the on-site procedures and the precautions to follow
- ❑ Will complete statistical analysis of accident and incident reports
- ❑ Will implement, monitor and review of training procedures

## **2.5 INDEPENDENT SAFETY ADVISOR**

- ❑ 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.
- ❑ Will provide expert liaison with the HSE as required.

## **2.6 FIRST AIDERS**

- ❑ 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.

## **2.7 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.

## **2.8 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.

## **2.9 CONTRACTORS**

- ❑ 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 assist in the risk assessment process as required.
- ❑ Will report all accidents and incidents involving them.

Amendments:

- 1) Autumn 2020 – Addition of Pandemic statement in Section 1.2
- 2) Autumn 2021 – Review and date change only

Blundell's Preparatory School  
Milestones House  
Blundell's Road  
Tiverton  
Devon  
EX16 4DT

Tel: 01884 252393  
E.mail: [prep@blundells.org](mailto:prep@blundells.org)

[www.blundells.org/prep](http://www.blundells.org/prep)

