

# HEALTH & SAFETY POLICY

## 1. INTRODUCTION

- 1.1 Tudor Hall attaches the utmost importance to the safety, health and welfare of its employees, pupils and visitors. The school complies with the provisions of *the 'Health and Safety at Work Act' 1974* and all subsequent regulations, including those implementing EU Directives where these have been retained. The Board bears ultimate responsibility to provide leadership and ensure implementation of this policy, and a governor has been nominated with health & safety oversight responsibility.
- 1.2 Day-to-day responsibilities are delegated to the Bursar. The school contracts a Risk Management Advisor (RMA) to advise and audit.

## 2. OBJECTIVES

- 2.1 The school's work programmes, so far as are reasonably practicable, adopt safe practices. These include:
  - 2.1.1 A secure environment for pupils, employees and visitors;
  - 2.1.2 The safe use, storage, handling and transport of articles and substances;
  - 2.1.3 The provision of adequate information, instruction, training and supervision for employees including temporary employees and contractors;
  - 2.1.4 The provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant and systems of work; and
  - 2.1.5 The provision of a safe and healthy place of work, including access and egress to and from the premises, and adequate facilities and arrangements for the welfare of employees at work.
- 2.2 The school always considers the safety of staff, pupils, parents, contractors and any others accessing the premises, including those who hire or undertake leisure activities.

## 3. SUCCESS CRITERIA

- 3.1 The minimisation of risks in the workplace by careful selection and design of facilities, equipment and processes together with effective control measures and training for employees resulting in a low number of Safety Incident Reports (SIRs).
- 3.2 An effective system for hazard reporting, including by RIDDOR if necessary, with a process for learning lessons and enacting improvements.

## 4. METHODOLOGY

- 4.1 **Implementation** - The Bursar, through the 'Risk Management Team' (RMT) will take steps so far as are reasonably practicable to ensure that the school is a safe and healthy environment in which its staff, pupils, parents, contractors and others affected by the school's operations can work.

- 4.2 The RMT will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will consult on a regular basis with all staff with regards to health and safety issues. It will provide the necessary safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means.
- 4.3 All aspects of health and safety remain a management responsibility. However, a safe and healthy workplace can only be achieved with the full co-operation of every employee.
- 4.4 Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the school owes a duty of care, namely people with whom they may come into contact through their work, or with pupils, parents, visitors etc. To achieve this, employees must:
- 4.4.1 Obey all the safety rules and procedures including the wearing of protective clothing and the use of protective devices if they are specified by the school risk assessments;
  - 4.4.2 Exercise their awareness, alertness, self-control and common sense at work;
  - 4.4.3 Respect the personal security of others in line with the staff Code of Conduct; and
  - 4.4.4 Report promptly to their department head, or the Bursar using the SIR, all hazards, potential hazards, defects in equipment and shortcomings in the school systems or procedures.
- 4.5 Employees should not be in any doubt that the school will apply disciplinary procedures to any employee who is in breach of the school's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the school's operations, and for those who may become involved in them.
- 4.6 **Monitoring** - SIRs, to include near misses and recommendations for improvements, are to be completed if necessary. These are reviewed by the Bursar, RMA and, if appropriate, the RMT.
- 4.7 The RMT meets at least once a term. It is chaired by the Bursar, assisted by the RMA. A nominated Governor with Health & Safety responsibilities attends these meetings. The purpose of the RMT is to ensure a safe working environment for our employees and pupils. Minutes are taken of these meetings.
- 4.8 The Bursar reports termly on risk management to the Governors' Finance & Resources Committee who receive a copy of the last set of RMT minutes.
- 4.9 A copy of this policy is on the school website and school intranet, which is accessible to all employees when they join the school. When changes have been made to the policy, an updated version will be uploaded and employees will be notified.

## 5. EVALUATION

5.1 This policy will be regularly revised by the Bursar as necessary (but at a minimum of one-year intervals). In conducting the policy reviews, due regard will be given to the following:

5.2 **Planning** – If appropriate, the school will consider the risk to safety including:

- 5.2.1 Managing risk (see Risk Management and Risk Assessment policies);
- 5.2.2 Dealing with physical, chemical and biological hazards, such as machinery safety, chemical safety (COSHH), asbestos in the school building, water quality, and the use of radioactive material;
- 5.2.3 Fire safety (see Fire Safety policy);
- 5.2.4 Medical needs (see First Aid policy and associated protocols);
- 5.2.5 Responding to major healthcare incidents, including pandemics (see Protocols relating to Covid-19 pandemic);
- 5.2.6 Well-being and occupational health provision;
- 5.2.7 Managing crises (see Critical Incident Plan);
- 5.2.8 Arrangements for pupils with special needs (see SEND Policy and 3 Year Accessibility Plan);
- 5.2.9 School security (see Access to School Site, Missing Pupils, and Safe Use of Outside Areas policies);
- 5.2.10 Selecting and managing contractors if additional measures beyond normal visitor controls and permit to work procedures are required;
- 5.2.11 Working at height, manual handling;
- 5.2.12 Workplace arrangements and prevention of slips, trips and falls;
- 5.2.13 Recording and reporting accidents including RIDDOR;
- 5.2.14 Vehicle movements both within and outside the school grounds;
- 5.2.15 School trips (see Policy for Visits and Activities Outside School);
- 5.2.16 Centres licensed by the Adventure Activity Licensing Authority;
- 5.2.17 Letting of school premises to outside bodies (see Policy for use of school site by outside groups whilst pupils are resident); and
- 5.2.18 Any other site-specific issues including swimming pools and special events.

5.3 **Organisation** – A review of the school's organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.

- 5.4 **Control** – Ensuring that the safety requirements are implemented throughout the school by all employees and that training, including the completion of risk assessments, is regularly conducted in support of those standards.
- 5.5 **Communication** – All job specifications will contain safety requirements and instructions highlighting health and safety responsibilities. Regular safety audits will be carried out and a safety report completed each term. There will be promulgation of health and safety via the school intranet, which will include the Risk Management Policy and risk assessments. These documents will form the basis for monitoring and review, to ensure that a credible standard of health and safety is achieved.

## 6. REVIEW

- 6.1 This policy will be reviewed annually by the Bursar.

Approved by Finance & Resources Committee: November 2024

Reviewed by Bursar: August 2024

Approved by Finance & Resources Committee: May 2023

Reviewed by Bursar: May 2023

Approved by Finance & Resources Committee: May 2022

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