



Health, Safety and Welfare Policy

Part 1: General Statement of Health, Safety and Welfare

The Governing Body of Rookwood School recognise that under the Health and Safety at Work etc Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and non-employees including pupils, contractors and visitors.

The Governing Body of Rookwood School accept these duties and it will continue to be its policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under the Act and Approved Code of Practice. It is considered by the Governing Body of Rookwood School, that health and safety is a responsibility at least equal in importance to that of any function in the School.

The Governors of Rookwood School will take all such steps as are reasonably practicable to meet its health and safety objectives, which are: -

- the creation of an Organisational Structure and a positive health and safety culture which supports risk control at all levels within the School, particularly at Senior Management level
- that the School will systematically identify and control risk as an effective approach to injury, ill-health and loss prevention
- to maintain safe and healthy working places and systems of work and to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable work hazards
- to provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare
- to provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently. Relevant information will be disseminated to staff as appropriate
- to develop an understanding of risk control and safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels and be responsive to internal and external change

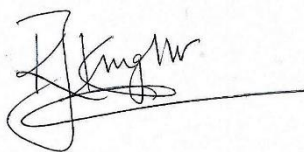
- to provide a safe environment for all authorised visitors to the Schools premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the School's environment
- to control effectively the activity of all outside contractors when on School premises. It is the intention of the Governing Body of Rookwood School that, apart from routine supervision and control of contractors, this aim will be achieved in part by demanding copies of contractors' Safety Policies at the Tender stage, where appropriate
- to encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the School and the committees already existing
- to use health and safety to preserve and develop human and physical resources and hence contribute to the School's performance
- to ensure that this Policy is used as a practical working document and that its contents are publicised fully
- to constantly scrutinise and review performance and the details of this Policy so that the School learns from experience and keeps in line with changes in current legislation

The Governing Body of Rookwood School is committed to providing adequate resources to ensure its health and safety objectives and this Policy are met.

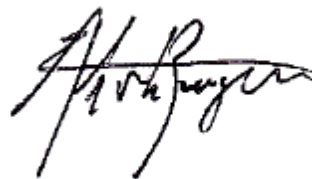
The School is conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular, the Duty of Care as regards waste.

The School will provide and maintain written Risk Assessments of the risks to the health and safety of its employees whilst they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1999.

This Policy will be brought to the attention of all employees and periodically reviewed.



Mr Kevin Knight,
**Chair of Governors for and on behalf of the
 Governing Body**
 October 2018



Mr Anthony Kirk-Burgess
Headmaster

Part 2:

Organisation and Responsibilities for Health, Safety and Welfare

GENERAL RESPONSIBILITIES

The following Health and Safety organisational structure, and roles and responsibilities are approved by the Governing Body of Rookwood School.

The Governing Body

The Governors of Rookwood School:

- accept full responsibility for health and safety within the School
- formally and publicly accept their collective role in providing health and safety leadership within the Organisation
- requires that each Governor accepts their individual role in providing health and safety leadership within the Organisation
- will ensure that all their decisions reflect their health and safety intentions as articulated in their General Statement of Health, Safety and Welfare
- recognise their role in engaging the active participation of employees in improving health and safety
- consider that one of their primary objectives is to provide the best possible safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people
- recognise their corporate responsibility as employers to ensure, so far as is reasonably practicable, that this same safe and healthy environment is also provided for pupils and all other people who visit the School
- are committed to ensure that the School operates in accordance with current legislation. They are not, however, content to merely conform to minimum acceptable standards but are determined to ensure the best possible standards are met
- will ensure and require that they are kept informed of, and alert to, relevant health and safety risk management issues
- will monitor the effectiveness of the implementation of this Policy and will review health and safety performance on a regular basis, at least annually. Where found necessary, the Policy and the Procedure Manuals will be revised
- will ensure that any changes in this Policy will be brought to the attention of all employees
- will ensure that Management Systems provide for effective monitoring and reporting of the School's health and safety performance
- will appoint one of its number to sit on the School's Health and Safety Committee who will monitor and evaluate the effectiveness of the health and safety systems within the school

Headmaster and Bursar

The Headmaster and Bursar will share responsibility for developing a culture within the school which incorporates health and safety into all school activities including those organised on behalf of the school but being undertaken away from the school site.

The **Headmaster** is responsible for ensuring effective management, 'so far as is reasonably practicable', of all health and safety matters affecting the 'day-to-day' curriculum associated activities and the safety of curriculum associated individuals e.g. teaching, learning support staff, peripatetic music teachers and pupils.

The **Bursar** is responsible for ensuring effective management, 'so far as is reasonably practicable', of all health and safety matters affecting the 'day-to-day' non-curriculum associated activities and the safety of non-curriculum associated individuals e.g. maintenance, admin, catering staff and visitors.

Within the sphere of their respective responsibilities, the Headmaster and Bursar will:

- ensure that the objectives outlined within the School Health & Safety Policy and Procedures Manual are understood, observed and implemented across the school
- be responsible for ensuring that suitable Risk Assessments are completed covering all processes and activities carried out with adequate records maintained available for inspection
- ensure that adequate communication and consultation channels are maintained so that information concerning health and safety matters is adequately communicated to respective individuals
- ensure that, so far as it is within their control, that adequate funds, materials, equipment and human resources are provided to ensure health and safety requirements are being met
- ensure that all persons under their control are adequately trained to carry out any task required of them in a healthy and safe manner
- ensure that the School's Active Monitoring Inspection Plan is completed in accordance with agreed timescales
- monitor the effectiveness of this Health & Safety Policy and Procedures Manual
- facilitate the co-operation of all Staff at all levels as regards working to this Policy and Procedures Manual
- ensure that all staff fully understand their responsibilities and are given both the time and the encouragement to pursue them
- ensure that changes in curriculum and school practices are considered for their health and safety implications
- recommending changes in the Health & Safety Policy and Procedures Manual in the light of experience

More specifically, the Bursar is:

- appointed as chair of the School's Health & Safety Committee

Estates Manager

The Estates Manager is the Health & Safety Coordinator and is responsible for the operational application of this policy. He is:

- responsible for ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the School's health and safety functions are fully used and kept up-to-date
- responsible for the 'fabric' of School buildings to ensure that they are maintained in a sound and healthy condition
- responsible for ensuring that the risk of fire is managed in accordance with the Regulatory Reform (Fire Safety) Order 2005 and the Management of Health and Safety at Work Regulations 1999
- responsible for ensuring that electrical installations on the School's premises are subject to testing in accordance with Electricity at Work Regulations 1989
- responsible for ensuring that Legionella Risk Assessments of all School hot and cold water systems are completed and that the necessary management schemes are introduced
- responsible for ensuring that the School has had an 'Asbestos Survey', including Risk Assessments, completed to determine the presence of asbestos and the necessary management plan to be implemented
- responsible for the selection of outside maintenance contractors and the monitoring of their activities on School premises
- co-ordinating the School's preparation of statutorily required Assessments, as follows
 - Fire Risk Assessments
 - Asbestos Risk Assessment
 - COSHH Assessments
 - Legionella Risk Assessment
 - Personal Protective Equipment Assessments
 - Work Equipment Compliance Checks
 - Gas Safety Checks
 - Electrical safety Checks

The Headmaster and Bursar may delegate functions to other or single members of staff who may be tasked with the health and safety administrative arrangements for ensuring the above responsibilities are complied with.

Deputy Headmaster

The Deputy Headmaster will assume the responsibilities of the Headmaster in his absence.

Line Managers

Line Managers are responsible to their immediate Line Manager for:

- ensuring that his/her Department is run according to the standards laid out in the School Health & Safety Policy and Procedures Manual and other appropriate standards which may be set by individual Departments
- ensuring that all Staff working underneath them understands the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility
- the preparation and maintenance of Risk Assessments related to their department, workplace or area of responsibility
- ensuring that their Staff are aware of the degree of priority that these matters carry and that, where appropriate, they should be provided with both time and encouragement to pursue such matters
- notifying the School Health & Safety Coordinator of any matters within this field which they feel is beyond their competence to deal with
- reporting to the School Health & Safety Coordinators any accidents, incidents, near-misses or damage for appropriate investigation
- where appropriate, ensuring the adequate supervision of pupils, both inside their School, during normal teaching activities, and also on external trips
- ensuring that Staff for whom they are responsible, co-operate fully with any fire practices and other emergencies as specified in the individual School Procedures

All Staff (including temporary and volunteers)

All staff are to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Staff must also co-operate with the management of the school to ensure that all parties comply with their health and safety responsibilities. In particular, all staff must:

- participate in the school's risk assessment process and comply with findings
- report any defects in the condition of the premises or equipment of which they become aware
- report all accidents/Incidents in accordance with the school's procedure
- be familiar with the procedure to be followed in the event of a fire/emergency
- make use, where relevant, of personal protective equipment provided for safety or health reasons
- follow all relevant codes of safe working practice and local rules
- report any unsafe working practices to their Line Manager

Teaching Specific Staff (including supply)

Teaching staff are responsible for the health and safety of all pupils under their control and in particular should ensure:

- effective and appropriate supervision of the pupils
- that appropriate safety instructions are given to all pupils prior to commencing practical sessions

- that they are conversant with the school's Health and Safety Policy and any arrangements specific to their own department
- they know the emergency procedures
- where relevant, that all personal protective equipment is suitable and in good condition prior to issue
- that, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice
- that they report any defective equipment to the relevant person
- all accidents and incidents are reported and reviewed or investigated

Estates Team

The Estates Team should ensure:

- the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe
- that any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger
- that periodic health and safety inspections are carried in their respective timescale, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas
- that they are competently trained
- that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment
- that all staff work in accordance with safe working practices issued by the school

Pupils

Pupils should be informed of and be required to comply with the following health and safety rules:

- exercise personal responsibility for the safety of themselves and others
- observe all the health and safety rules of the school
- observe standards of dress that are consistent with high standards of health, safety and hygiene
- listen to and follow the instructions of any member of staff especially in an emergency

Health and Safety Committee

The principal functions of the Health and Safety Committee are the promotion of the health, safety and welfare of all persons when on school premises and of staff and students when engaged upon activities relevant to the school's purposes.

The Health and Safety Committee Terms of Reference are detailed at Appendix 1.

HEALTH & SAFETY COMMITTEE

TERMS OF REFERENCE

To meet termly to review all aspects of health and safety policy in the school, to identify problem areas, areas for improvement and to recommend action to be taken. The Health & Safety committee reports to the Governing Body through the Bursar.

Composition

- Bursar (Chairperson)
- Trustee Representative
- Deputy Headmaster
- Estates Manager
- Head of Senior School
- Head of Preparatory School
- Head of Pre-Preparatory School
- Representative from Science
- Representative from PE
- Housemistress/Housemaster
- Representative from all staff

The First Aid Coordinator will normally provide the secretarial support at each meeting.

Quorum

A quorum is at least 50% of members including two of the Governor, Deputy Headmaster and the Bursar.

Meeting Frequency

The Committee will normally meet once a term.

Agenda

- Welcome and Apologies
- Minutes and Matters Arising
- Policy & Procedures
- Risk and Risk Assessments
- Fire safety
- Security
- Any other business
- Date of next meeting

Terms of Reference:

The Committee shall have executive powers to:

1. monitor issues of Health and Safety at Rookwood School
2. review and amend the Health and Safety Policy for recommendation to the Governing Body
3. advise the Headmaster where deemed necessary to take action to ensure the safety of all pupils, staff and visitors with regard to the building and grounds
4. consider improvements or replacements to the buildings and grounds that are necessary or desirable with regard to Health and Safety for recommendation to the Governing Body via the Finance Committee
5. advise the Governing Body on priorities regarding Health and Safety, for the maintenance and development of the school's premises
6. ensure that staff well-being is given due consideration
7. ensure that the procedures detailed in the school's Health and Safety Policy are kept up-to-date and that positive arrangements are in place to ensure that all staff and pupils are aware of and comply with its contents
8. ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the School
9. ensure there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare
10. oversee procedures which ensure the health and safety of outside users of the school premises or for extended services, subject to governing body policy
11. keep under review the Accessibility plan
12. review the accident register
13. review staff training at least annually
14. promote a positive and pro-active Health & Safety culture